

THE SIXTH FORM COLLEGE, SOLIHULL

Search Committee

Minutes of a special meeting held on Tuesday 15 September 2015 at 4.30pm.

Present: Alan Price (Chair), Paul Ashdown, Katie Chester, Luke Millard

Clerk: Janice Hamilton

Secretary: Janet Parkes

1 Apologies were received and accepted from David Munton.

2 Declaration of Interests, Presentation of Papers, College Mission

The Clerk must be informed of any changes to members' declaration of interest form as and when a change takes place. Governors must declare the nature and extent of any financial and personal interest in any agenda item and must take no part in the consideration of that item or vote on any question with respect to that item, or form part of the quorum. Governors must withdraw where requested to do so by a majority of the members of the Board present at the meeting.

The Chair informed the meeting that the Clerk attends all Board and Committee meetings. If she is requested or required to answer questions or to present a paper in her role as Vice-Principal, a Temporary Clerk will be appointed for that part of the meeting.

Resolved: there were no declarations of interest.

Governors noted the College Mission and guidance on presentation of papers.

3 Minutes of meeting held on 16 September 2014 and of the special meeting held on 3 July 2015 were agreed and signed.

4 Matters arising: none.

5 Review of Terms of Reference

No changes are proposed to the current terms of reference.

Resolved: the Committee recommends the terms of reference to the Board for approval.

6 Expiry of Terms of Office

The Clerk highlighted the expiry of term of office of Ingrid Carter as cooptee to the Curriculum & Quality Committee with effect from 10 February 2016. Should she wish to stand for a second term of office, Luke Millard would support this. The Clerk will contact Ingrid Carter.

Alan Price would like to give another governor the opportunity to develop his/her role on the Board by taking on the position of Vice-Chair of Finance & General Purposes Committee. The Clerk had discussed this with Neal Clements, and had subsequently spoken to Russell Beale-Burchell who is happy to stand for the position. This will be on the agenda for the next meeting of the Finance & General Purposes Committee.

The Clerk reported that the vacancy for parent governor will be advertised to all parents later this month, and that a new student governor would be in post from November.

7 Outcome of Annual Skills Audit 2015

Alan Price proposed that IT be added to the skills audit proforma. Paul Ashdown suggested that the skills align with the LEP priorities. It was therefore agreed to amend the categories in line with those priorities. Paul Ashdown will pass these on to the Clerk.

8 Appointment of Coopted Governor

Prior to this Committee meeting, Alan Price and Paul Ashdown had met with Luke Banks, who is interested in the position of coopted governor on the Audit Committee.

Resolved: the Committee recommends to the Board the appointment of Luke Banks as cooptee to the Audit Committee for a period of four years.

9 Review of Committee Structure

The Clerk took the Committee through the proposed changes to the Committee Structure, which were all agreed.

Resolved: the Committee recommends the revised Committee Structure to the Board for approval.

4.45pm Katie Chester joined the meeting.

10 Review of the Meeting

Three completed forms were returned (100%), all with positive responses and no additional comments or requests.

11 Determination of Confidential Items

Resolved: that personal information be confidential and minuted separately.

12 Date of next meeting: as required.

The meeting closed at 5.00pm.