

**Chairs and Search Committee Meeting  
No 31 – 23 November 2009**



**COLCHESTER SIXTH  
FORM COLLEGE**

**GOVERNING BODY – MINUTES AND  
COMMITTEE DOCUMENTATION**

# THE SIXTH FORM COLLEGE - COLCHESTER

## Minutes of the Chairs & Search Committee Meeting No 31 held on Monday 23<sup>rd</sup> November 2009

<b>Chair</b>	Andrew Claiborne
<b>Present</b>	Gerry Callen, Graeme Clissold, Moira Collett (part only) and David Morran
<b>In Attendance</b>	Ian MacNaughton
<b>Clerk</b>	Celia Douglas

### Agenda Item

#### **31.1 Apologies for Absence**

Noted There were no apologies for absence 32/09

#### **31.2 Minutes of Meeting No. 30 held on Tuesday 15<sup>th</sup> September 2009**

**Approved** The minutes of the meeting were agreed and signed as a correct record. 33/09  
*Moira Collett joined the meeting*

#### **31.3 Matters arising**

Noted There were no matters arising. 34/09

#### **31.4 Amended Terms of Reference**

**Approved** The amended Terms of Reference were approved 35/09

#### **31.5 Governor Appointments**

Noted a) Reappointment of Governors  
A discussion took place regarding the 'skills base' of members of the Governing Body when considering items a), b), c) and d). It was also agreed that Governor appointments and reappointments would begin on the 1<sup>st</sup> of the relevant month and end on the 31<sup>st</sup> of the relevant month. It was subsequently agreed that: 36/09

Noted - The reappointment of Elizabeth Blundell as a Community Governor was considered and it was agreed that her reappointment would be recommended by this Committee to the Governing Body, commencing 1<sup>st</sup> December 2009 37/09

Noted - The reappointment of Fernne Brennan as a Community Governor was considered and it was agreed that her reappointment would be recommended by this Committee to the Governing Body, commencing 1<sup>st</sup> December 2009 38/09

Noted - The reappointment of Mary Frank as a Community Governor was considered and it was agreed that her reappointment would be recommended by this Committee to the Governing Body, commencing 1<sup>st</sup> March 2010 39/09

Noted - The reappointment of Andrew Claiborne as a Community Governor was considered and it was agreed that his reappointment would be recommended by this Committee to the Governing Body, commencing 1<sup>st</sup> March 2010 40/09  
*Andrew Claiborne left the meeting*

Noted b) Community Governor Vacancy (historically a local schools representative). 41/09  
The Principal advised that he had spoken to the Head Teacher of Honywood School regarding this vacancy, but unfortunately he was currently too busy. It was thought unlikely that any local secondary school Head Teachers would be in a position to take on this role in the near to medium future.

Noted	Having considered the skills needed within the Governing Body, it was agreed that the current Parent Governor, John Stenhouse should be approached by the Chair with a view to him becoming a Community Governor when his current term of office ends on 31 <sup>st</sup> December 2009. John had previously expressed an interest in continuing to serve the College as a Governor and if he agreed, the Committee would recommend to the Governing Body the appointment of John Stenhouse as a Community Governor for a period of 4 years commencing 1 <sup>st</sup> January 2010 <b>Action: Chair</b>	42/09
Noted	c) Local Authority Nominee Governor. Although historically a requirement under the Instruments and Articles, it is understood that this does not currently apply. Therefore, having given consideration to the balance of skills needed within the Governing Body it was agreed that the Clerk would write to CBC to inform them of the decision of the Committee not to recommend this appointment to the Governing Body.	43/09
Noted	d) Parent Governor Vacancy. The only nomination submitted by Dr Sue Hollinrake after the closing date was considered (although she had expressed an interest prior to this). It was agreed that the appointment of Dr Sue Hollinrake as a Parent Governor for period of 2 years would be recommended by this Committee to the Governing Body commencing 1 <sup>st</sup> January 2010. It was agreed that Sue Hollinrake would be invited to the Governing Body meeting scheduled for 3 <sup>rd</sup> December. <b>Action Clerk</b>	44/09
Noted	The Principal advised that the results of the College Council (Student Council) elections will be available on Friday 27 <sup>th</sup> November and that he would invite the newly elected Chair and Vice-Chair to attend the Governing Body meeting on 3 <sup>rd</sup> December as Observers and inform the Clerk of the details of the successful students.	45/09
31.6	<b><u>Governor Training</u></b>	
Noted	a) SFCF Workshop for Governors held on 22 <sup>nd</sup> September focusing on Discipline, Capability and Grievance Issues had been attended by the Chair of Governors, the Chair of the Personnel Committee and the Clerk. It had been a very interesting workshop.	46/09
Noted	b) The Cenbase Colleges Governor Training for 25 <sup>th</sup> June was confirmed, and it is planned to focus on 'Limiting Grades for Inspection' (Equality and Diversity and Safeguarding, Every Child Matters), including a presentation by a senior representative from OFSTED. There will also be a focus on Finance/'Efficiency Gains' handling the current declining resources situation. The training will take place in the afternoon at the Robinson College in Cambridge and starting with lunch. Five/six Governors from each College will be invited to attend in addition to Principals and Clerks.	47/09
Noted	c) February Training Evening, Thursday 4 <sup>th</sup> February 2010 – The Principal advised that as agreed at the last meeting, he had contacted a Colchester Head Teacher regarding the possibility of them giving a presentation on the 'Perspective of 11-18 years education' but they hadn't yet confirmed this. He would be following this up. <b>Action: Principal</b>	48/09
31.7	<b><u>Review of Disciplinary Procedures for Senior Postholders</u></b>	
Noted	The Chair of the Personnel Committee advised that as in conjunction with the Senior Manager for HR and Admin, and Clerk, he was reviewing the Disciplinary Procedures for Senior Postholders and would be presenting an updated recommended Procedure to the next Chairs & Search Committee Meeting scheduled for Monday 10 <sup>th</sup> May 2010 for approval. <b>Action: Personnel Committee Chair/Clerk.</b>	49/09

**31.8**            **Any Other Business**

Noted            - Designation of Sixth Form Colleges. At its next meeting the Governing Body would be asked to decide whether the College should 'Designate' as a Sixth Form College. A discussion took place and it was agreed that the Committee would recommend to Governors that the College 'Designate' as a Sixth Form College.            50/09

Noted            - Confidential Papers. This matter had been raised at the Finance & Premises meeting held on 16<sup>th</sup> November, and it was agreed that this matter should be addressed by the Audit Committee meeting taking place immediately following this meeting. Green paper is currently used for 'confidential' items, but it was suggested that the word 'confidential' should also appear within the header to avoid any confusion.            51/09

**31.9**            **Future meeting dates 2009/10 (To begin at 5.00pm)**

Noted            - Monday 10<sup>th</sup> May 2010            52/09

Chair