

# LONGLEY PARK SIXTH FORM COLLEGE

**MINUTES** of the meeting of the  
**SEARCH, GOVERNANCE & REMUNERATION COMMITTEE**  
held on **11 DECEMBER 2014** at 5.40pm  
at the College, Horninglow Road, Sheffield

Present: Kevin Clifford (Chair)  
Margaret Ferris  
Jonathan Hall  
Peter Leppard  
Alastair Reid

Observer: Cath Orange - from Minute 6

In attendance: Mo Nisbet (Principal)  
Sharon West (Clerk to the Corporation)

Apologies for absence were received from Omer Abdulqader.

**Action by  
Who When**

## **1 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **2 MINUTES OF THE MEETING HELD ON 15 JULY 2014**

The Minutes of the meeting held on 15<sup>th</sup> July 2014 were approved as an accurate record and signed by the Chair.

## **3 MATTERS ARISING**

### **Discussion: Meeting Dates for 2014-15 (Minute 3(a))**

The Clerk confirmed that meetings for the year had been scheduled to coincide with those of the Audit Committee.

## **4 CONFIDENTIAL MINUTES**

The Confidential Minutes of the meeting held on 15<sup>th</sup> July 2014 were approved as an accurate record and signed by the Chair.

## **5 SUCCESSION PLANNING/GOVERNOR APPOINTMENTS**

### Governor Appointments

The Clerk to the Corporation informed that Committee that she had received confirmation of the resignation of Faheem Arshad, Chris Keen and Rachel Smith. She had written to the Heads of the seven partner schools to seek some new representatives and applications had been received from

Gemma Cottingham (Parkwood Academy) and Chris Hunt (Yewlands Technology College). The Committee considered the two applications and **recommended** to the Corporation that both Gemma and Chris be appointed.

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Details of a potential candidate had been received from the School Governor One Stop Shop service and she had been invited into College to meet with the Clerk and the Principal. The Committee considered the details and accompanying curriculum vitae and **recommended** to the Corporation that Natalia Hall be appointed.

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The Clerk hoped to have details of the student, parent and staff governor recruitment for the Corporation meeting on 16<sup>th</sup> December.

### Corporation Chair

The Committee noted that the Clerk had written to the Chairs of the seven partner schools, the Master Cutler, High Sheriff, President of the Chamber and the Chair of the Sheffield City Local Enterprise Partnership. The Principal had also written to Doug Liversidge and the Rt Hon David Blunkett MP. Informal talks had been offered and applications invited to be submitted by 16<sup>th</sup> February.

Both the Clerk and the Principal had also approached contacts within the sector. An advertisement would be placed on the recruitment sites used by the College and the College's own web site.

Members suggested Common Purpose as an alternative source for potential candidates.

The Committee **agreed** that a small group of Governors, including the two Vice-Chairs, should be established to interview candidates. Members also agreed that there was a role for the current Chair in briefing the successful candidate.

## **6 COMMITTEE MEMBERSHIP**

This item had been carried forward from the inquorate meeting. Members agreed that the matter would need to be revisited once a new Chair had been identified and the new Governors were in place.

## **7 CODE OF GOVERNANCE: CONSULTATION**

The Committee noted that the consultation document had been issued by the Association of Colleges the day before. the Clerk had circulated the draft Code and associated documents to Governors for their consideration. The deadline

for responding to the consultation was 5<sup>th</sup> March 2015.

## **8 SENIOR POST HOLDER PERFORMANCE MANAGEMENT AND REMUNERATION**

The Chair reported that he and the two Vice-Chairs had conducted performance reviews for the Principal and the Clerk, and that he and the Principal had conducted performance reviews for the two Vice-Principals, and he had conducted the review of the Associate Principal (Resources). Progress against targets had been reviewed and plans agreed for the current year, which had been shared with the Committee.

The Principal and the Clerk withdrew from the meeting to enable the Committee to discuss remuneration for the senior post holders. They were then invited to rejoin the meeting.

The Committee **recommended** to the Corporation that:

(a) the Senior Leadership Team and the Clerk to the Corporation be awarded the salary settlement of 1% backdated to 1<sup>st</sup> September 2014 which had been negotiated nationally by the Sixth Form Colleges' Association and agreed with the trade unions, and implemented for teaching and support staff; and that

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(b) the Principal, Vice-Principal (Curriculum & Quality), Vice-Principal (Student Engagement) and the Clerk be awarded one increment on the relevant pay spine with effect from 1<sup>st</sup> January 2015.

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## **9 GOVERNANCE PERFORMANCE INDICATORS**

The Committee received and noted the performance indicators.

Members agreed that the attendance position should be kept under review but should be addressed by the new appointments. They felt that the Clerk was being overly concerned on the distribution of papers as they recognized that on occasions items would be late. Consideration could be given to reducing the target to 90% to eliminate the problem.

## **10 REPORT OF MEETING**

The Chair provided the Committee with a brief summary of a meeting held earlier that day with ACAS and the National Union of Teachers. A further meeting had been scheduled for 15<sup>th</sup> January 2015 and it was hoped that resolution of the issues could be achieved then.

**11 DATE OF NEXT MEETING**

Thursday 12<sup>th</sup> March 2015 at 5.30pm.

The meeting closed at 6.35pm

Signed: ..... (Chair)

Date: .....