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| CIRENCESTER COLLEGE  AGENDA – SEARCH AND GOVERNANCE COMMITTEE  MONDAY 18TH OCTOBER 2021  5.00 pm  Board Room | | | | |
|  |  | Arising from? | Who? | Time? |
|  | Apologies | - | Chair/Clerk | - |
|  | Declarations of interest | - | Chair | - |
|  | To approve the minutes of the Search and Governance Committee meeting on 17th May 2021:   1. Internal confidential 2. External | Clerk | Chair | - |
|  | Matters arising from minutes of the Search and Governance Committee meeting on 17th May 2021 | - | Chair |  |
|  | **Search and Governance Committee:**  Review of the Search and Governance Committee’s Constitution, Terms of Reference & Procedures and Calendar of Business – Standing Order Appendix 6  **The Committee members are asked to consider whether any changes to Standing Order Appendix 6 should be recommended to the Corporation meeting on 6th December 2021.** | SOB | Chair |  |
|  | **Corporation membership**  The Committee are asked to consider the re-appointment of any members whose current term of office comes to an end and make recommendations to the next Corporation meeting on 6th December2021:  Standing Order appendix 17 states:  *Members of the Corporation appointed on the recommendation of the Search and Governance Committee shall serve for a maximum of three years without review.*  *If a member has a particular skill which the Corporation considers essential and cannot immediately be found in a new member, then the maximum may be extended for a year at a time.*  *The review prior to re-appointment at the end of each term should explicitly consider the member’s contribution and the perceived benefits of bringing in a new governor who might fill the vacancy.* | SOB |  |  |
| **7.** | **Committee membership**  The committee is asked to recommend the appointment of a new committee member to:   1. Remuneration committee 2. Audit committee   The recommendation of the committee will be approved at the Corporation meeting on 6th December 2021. |  |  |  |
| **8.** | **Student Governor election**   1. Standing order appendix – Student Governor election 2. Update on progress – verbal update from the Clerk | SOB | Chair |  |
| **9.** | **Review of Focus Governor roles and appointments**  To approve the responsibilities and function of the Focus Governor and the appointment of individual Focus Governors for 2021-2022:   1. Standing Orders – Appendix 15 which defines the responsibilities and functioning of the Focus Governor. 2. Standing Order – Appendix 15 Addenda A which defines specific requirements for individual Focus Governor roles. |  |  |  |
| **10.** | **Review of the performance of the Search and Governance Committee in 2020-2021.**  The anonymised report summarises the responses of the members of the committee who completed the Self-Assessment Questionnaire for 2020-2021.  **The Committee members are asked to consider any areas for improvement in the performance of the committee for 2021-2022.** | SOB | Chair |  |
| **11.** | **Review Governor contributions, including attendance statistics for 2020-2021 and Focus Governor activity.**  Reports giving the details of the attendance of Governors at Corporation and Committee meetings during 2020-2021 and focus governance activity during 2020-2021 follow:   1. Corporation meetings attendance 2020-2021 2. Audit Committee meetings attendance 2020-2021 3. Remuneration Committee meetings attendance 2020-2021 4. Search and Governance Committee meetings attendance 2020-2021 5. Focus Governance reports to Corporation 2020-2021   **The Committee is asked to consider whether it has any recommendations for the Corporation in light of these reports.** | SOB | Chair |  |
| **12.** | **Training report 2020-2021**   1. A report giving the details of the training provided or made available to the Corporation during 2020-2021. 2. The SFCA governance webinar programme for 2021-2022 - provided for information.   **The Committee is asked to consider whether it has any recommendations for the Corporation in light of this information.** | SOB | Chair |  |
| **13.** | **Skills Audit 2021-2022**  The Search and Governance Committee approved the Skills Audit for 2021-2022 at its meeting on 17th May 2021.   1. Skills Audit 2021-2022 anonymised report.   **The Committee is asked to consider whether it has any recommendations for the Corporation in light of this report.** | SOB | Chair |  |
| **14.** | **Standing Order updates.**  The following Standing Orders are due for review and approval at the 6th December 2021 Corporation meeting. Updated drafts are attached:   1. Standing Order Appendix 3 which defines Corporation members and categories. 2. Standing Order Appendix 4 which defines Corporation Committee membership.   **The Committee members are asked to consider whether there are any further additions or changes to the Standing Orders prior to them being brought to the Corporation meeting on 6th December 2021 for approval.** | SOB | Chair/Clerk |  |
| **15.** | **Governance Quality Improvement Plan (QIP)**   1. QIP 2020-2021 Updates showing progress made during 2020-2021 are highlighted. 2. The Skills and Post 16 Education Bill is progressing through parliament. The requirement for an external review of governance every 3 years is part of the legislation and will become a requirement of funding.   The Committee are asked to consider the Corporation’s approach and to make any recommendations to the Corporation meeting on 6th December 2021. | SOB | Chair |  |
| **16.** | **Succession Planning**  To discuss the requirements for effective succession planning for the future. |  | Chair |  |
| **17.** | **Any Other Business**  Chair to be informed prior to the meeting. Inclusion at the discretion of the Chair. |  | Chair |  |
| **18.** | **Date of next meeting**  The next meeting will take place on Monday 7th February 2022 at 5pm in the Board Room at Cirencester College. |  | Chair |  |