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| CIRENCESTER COLLEGE  AGENDA – SEARCH AND GOVERNANCE COMMITTEE  MONDAY 23RD OCTOBER 2023  5.00 pm  Board Room | | | | |
|  |  | Arising from? | Who? | Time? |
|  | **Apologies** | SOB | Chair/Clerk | - |
|  | **Declarations of interest** | SOB | Chair | - |
| **3.** | **Minutes of the previous meeting**  To approve the minutes of the Search and Governance Committee meeting on 22nd May 2023 (issued for comment on 7th June 2023 and received by Corporation on 26th June 2023):   1. Internal minutes - confidential 2. External minutes | SOB | Chair | - |
| **4.** | **Matters arising from the previous meeting.**  Matters arising from minutes of the Search and Governance Committee meeting on 23rd May 2022 | SOB | Chair |  |
| **SPECIAL REPORT** | | | | |
| **5.** | **Structure/composition of college community**   1. To receive a report outlining the structure of the college in terms of ethnicity, disability, gender mix. To discuss how to ensure the membership of the Corporation is representative of the college community. 2. To make a recommendation to the Corporation meeting on 4th December 2023 regarding the priorities and action required. | S and G 22nd May 2023 | JF |  |
| **REVIEWS** | | | | |
| **6.** | **Stone King External Review of Governance 2022-2023**  Following the external review of governance in 2023, the Corporation (26th June 2023) requested that a report be developed to monitor the implementation of the recommendations. It further requested that the report and monitoring of recommendations be a standing item on the Search and Governance Committee agenda and reported to Corporation.   1. Report recommendations tracker (draft) for discussion and approval. 2. To identify how to feed implementations from the external review of governance into the GQIP. | SOB | Chair |  |
| **7.** | **Training report 2022-2023**  To receive and note the report giving the details of the training provided or made available to the Corporation during 2022-2023.  **The Committee is asked to consider whether it has any recommendations for the Corporation in light of this information.** | SOB | Chair |  |
| **8.** | **Review Governor contributions, including attendance statistics for 2022-2023 and Focus Governor activity.**  To discuss the reports giving the details of the attendance of Governors at Corporation and Committee meetings during 2022-2023 and focus governance activity during 2022-2023:   1. Corporation meetings attendance 2022-2023 2. Audit Committee meetings attendance 2022-2023 3. Remuneration Committee meetings attendance 2022-2023 4. Search and Governance Committee meetings attendance 2022-2023 5. Focus Governance reports to Corporation 2022-2023.   **The Committee is asked to consider whether it has any recommendations for the Corporation in light of these reports.** | SOB | Chair |  |
| **9.** | **Review of the performance of the Search and Governance Committee in 2022-2023.**  The anonymised report summarises the responses of the members of the committee who completed the Self-Assessment Questionnaire for 2022-2023.  **The Committee members are asked to consider any areas for improvement in the performance of the committee for 2023-2024.** | SOB | Chair |  |
| **FORECAST AND PLANNING** | | | | |
| **10.** | **Governors Skills Audit**  *3.2 The Committee shall consider annually the skills of governors and co-opted members and conduct an audit of skills at least every two years.*   1. To review and consider the MoSCoW analysis document. 2. To discuss any changes to the skills audit process, documentation and reporting.   **The Committee is asked to consider whether it has any recommendations for the Corporation in light of these discussions.** | SOB  S and G 22nd May 2023 | Chair |  |
| **11.** | **Corporation membership (Confidential)**   1. **Reappointments and end of tenure**   Committee members are asked to refer to the Excel spreadsheet (agenda item 11a) which documents the current Corporation membership.  The Committee is asked to consider the re-appointment of any members whose current term of office comes to an end and how these impact on governor recruitment priorities for the future:   * NS (7-year tenure ends 21st May 2024) * CH (7-year tenure ends 21st May 2024).   Standing Order appendix 17 states:  *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.*   1. **Governor recruitment**   **To receive an updated from the governor recruitment panel (FG/BW/LR and PL) regarding:**   1. ME – interview on 9th October 2023 2. GW – interview scheduled for 6th November 2023 3. **Parent Governor appointment**   To receive a verbal update from the Clerk on the appointment of the new Parent Governor.   1. **Student Governor appointment**   To receive a verbal update from the Clerk on the appointment of the second Student Governor.   1. **Staff Governor (support) appointment**   T receive a verbal update from the Clerk on the appointment of the Staff Governor (support). | SOB | Chair |  |
| **12.** | **Annual update of Focus Governor roles and appointments**  To approve the responsibilities and function of the Focus Governor and the appointment of individual Focus Governors for 2023-2024:   1. To review the focus governor priorities approved at the Corporation meeting on 9th October 2023 and to make appointments to these roles. 2. For information - Standing Order Appendix 15 – Focus Governors. | SOB | Chair |  |
| **13.** | **Association of Colleges (AoC) Further Education Code of Good Governance (September 2023)**  The Corporation meeting on 9th October 2023 formally adopted the revised AoC Further Education Code of Good Governance (September 2023).  The committee is asked to consider the following:   1. How to integrate the code into the overall review of the performance and effectiveness of the Corporation. 2. AoC Further Education Code of Good Governance (September 2023). 3. AoC Further Education Code of Good Governance template. 4. Annual review report against AoC Code of Good Governance for English Colleges 2022-2023 | Corporation 9th October 2023 |  |  |
| **14.** | **FE and College Corporations Governance Guide (updated August 2023)**  The code has been updated with guidance for governance around careers, SEND and local skills (see compliance section).  **The Committee is asked to consider whether it has any recommendations for the Corporation in light of this information.** | Clerk | Chair |  |
| **15.** | **Policies**  Data Protection Policy was reviewed by Corporation on 9th October 2023. The section on governance information on the website was referred to the committee for consideration and amendment (if required). Committee members are asked to refer to the draft policy document (agenda item 15).  **The Committee is asked to consider whether it has any recommendations for the Corporation in light of these discussions.** | SOB | Chair |  |
| **16.** | **Standing Order updates.**  The following Standing Orders are due for review and approval at the 4th December 2023 Corporation meeting. Updated drafts are attached:   1. Standing Order Appendix 4 which defines Corporation Committee membership. 2. Standing Orders – Appendix 15 which defines the responsibilities and functioning of the Focus Governor. 3. Standing Order Appendix 21 – Code of Conduct. 4. Standing Orders Core Document – proposed changes highlighted   **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 4th December 2023 for approval.** | SOB | Chair |  |
| **17.** | **Search and Governance Committee Constitution and Terms of Reference.**   1. Review of the Search and Governance Committee’s Constitution, Terms of Reference & Procedures and Calendar of Business – Standing Order Appendix 6A. 2. Review of the Search and Governance Committee’s Key Tasks 2023-2034 – Standing Order Appendix 6B   **The Committee members are asked to consider whether any changes to Standing Order Appendix 6A or 6B should be recommended to the Corporation meeting on 4th December 2023.** | SOB | Chair |  |
| **18.** | **Any Other Business**  Chair to be informed prior to the meeting. Inclusion at the discretion of the Chair. | SOB | Chair |  |
| **19.** | **Date of next meeting**  The next meeting will take place on Monday 5th February 2024 at 5pm in the Board Room at Cirencester College. | SOB | Chair |  |