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| CIRENCESTER COLLEGE  AGENDA – SEARCH AND GOVERNANCE – 20th May 2024  5.00 pm  Board Room at Cirencester College  This meeting will also be available via Microsoft Teams | | | | |
|  |  | Arising from? | | Who? |
| **INTRODUCTION AND WELCOME. To include:**   * Apologies for absence * Declarations of interest * Minutes of previous meeting and matters arising | | | | |
|  | Apologies - BW | SOB | Chair/Clerk | |
|  | Declarations of interest | SOB | Chair | |
|  | **To approve the minutes of the last meeting on 5th February 2024:**   1. Internal Confidential minutes 2. External minutes   NB: draft minutes circulated to the Committee for comment on 21/2/2024. | SOB | Chair | |
|  | **Matters arising from minutes of the last meeting on 5th February 2024:**    Matters arising from the minutes of 5th February 2024, not covered elsewhere on the agenda for the meeting. | SOB | Chair | |
| **FORECAST, PLANNING, APPOINTMENTS AND GOVERNOR RECRUITMENT**  *Standing Order Appendix 6A refers:*  *To consider the Corporation’s membership needs and to recommend the appointment of new governors and co-opted members in order to achieve an appropriate balance of skills, experience and knowledge that will enable it to operate effectively and to plan to address any skills gaps identified and for the succession of the Chair of the Corporation and other Governor offices*. | | | | |
|  | **Corporation Membership – confidential**   1. **External governor tenure**   The Committee is asked to consider the Corporation membership for the 2024-2025 academic year with regard to the members’ whose tenure will be coming to an end and make recommendations regarding governor recruitment priorities to the next Corporation meeting on 24th June2024:   1. PL – 1 year of tenure as external governor and probation review (25th June 2024). 2. SR – 7 years of tenure as external governor (10th June 2025).   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.*  *New members shall initially serve a one-year term before 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.*   1. **Student Governor tenure**   BM and KH tenure as Student Governors will end when they leave the college at the end of the academic year.  The process to elect 2 new Student Governors will take place from the start of the 2024-2025 academic year.   1. **External governor recruitment priorities for 2024-2025**   The Committee is asked to decide how to progress the current recruitment priorities as approved at the extraordinary Corporation meeting on 15th April 2024:   * Finance * Ofsted * Human Resources * Safeguarding and SEND.  1. **External governor candidate**   The committee is asked to consider the CV and covering letter for a potential governor appointment and to decide whether to invite to attend a governor panel interview in due course:   1. CV and covering letter. | SOB | Chair | |
|  | **Appointment of Chairs of the Committees 2024-2025:**  *As required by Standing Order - Appendix 13, the Committee is responsible for the appointment of the Chairs of the Committees. Terms shall not exceed 2 years.*   1. **Audit Committee** – AT appointed as interim Chair. 2. **Search and Governance** – AT appointed until 5th February 2025. 3. **Remuneration Committee** – SR appointed Chair until end of tenure on 10th June 2025. | SOB | Chair | |
| **7.** | **Appointment of Committee members**  *As required by Standing Order – Appendix 6, the Committee shall have authority to appoint Governors to Committees following consultation with the member concerned and the Committee Chair.*   1. For information - Standing Order Appendix 4 Committee Membership 2023-2024 (with updates highlighted May 2024). 2. Audit Committee – 2 vacancies will arise with the end of tenures on 21st May and 5th July 2024). 3. Search and Governance – 1 vacancy will arise with the end of tenure on 5th July 2024. | SOB |  | |
| **GOVERNANCE REVIEW AND SCRUTINY**  *Standing Order Appendix 6a refers:*  *1. To advise the Corporation on its system of Governance to ensure that it is fit for purpose and effectively implemented.*  *3.7 The Committee will review procedures for assessing the performance of the Corporation and its members on an annual basis and will advise the Corporation of any suggested changes.* | | | | |
|  | **Strategy Day (26th April 2024) Review**  The committee is asked to review the following workshops which were part of the Corporation Strategy Day (26th April 2024) and to make recommendations for any further action required:   1. Effective committees 2. Effective focus governance. | Chair |  | |
| **9.** | **Focus Governance**  The committee is asked to decide of any changes to Focus Governor appointments are required at this time.   1. For information – Focus Governance appointments 2023-2024 document details the current Focus Governor appointments. 2. Standing Order Appendix 15 – to discuss the review carried out by the Chair of the committee and any proposed amendments to the Standing Order Appendix 15. (Item 11e of minutes of 5th February 2024 refer). | SOB | Chair | |
| 10. | **Skills Audit**  A governor skills audit for the 2023-2024 membership of the Corporation is required. The committee is asked to:   1. review and approve any changes to the format of the process. The draft Skills Audit Questionnaire 2023-2024 is provided for consideration. 2. to agree the timetable for the Skills Audit Questionnaire 2023-2024 and Skills Audit Report. 3. note that the Chair of Search and Governance Committee proposes a detailed review of the skills audit process following the 2023-2024 cycle. FYI - an example governor skills matrix prepared by Peridot is provided to aid discussions.     *The Terms of Reference for the Search and Governance Committee state:*  *The Committee shall consider annually the skills of governors and co-opted members and conduct an audit of skills at least every two years.* | SOB | Chair of Corporation | |
| 11. | **Corporation Self-Assessment Questionnaires (SAQs)**  The committee is asked to approve the Corporation SAQ (2023-2024) prior to its issue before end May 2024 (as approved by Corporation on 18th March 2024).   1. Corporation SAQ draft for 2023-2024   The committee is asked to approve the following annual assessment questionnaires for 2023-2024:     1. Annual assessment of the performance of individual governors during 2023-2024. (Standing Order Appendix 28 refers and gives the format for assessment) 2. Draft Chair’s Performance Questionnaire 2023-2024 for approval by the committee. 3. Draft Search and Governance SAQ 2023-2024 for approval by the committee.   *The Terms of Reference for the Search and Governance Committee state:*  *3.7 The Committee will review procedures for assessing the performance of the Corporation and its members on an annual basis and will advise the Corporation of any suggested changes.* | SOB | Chair | |
| **12.** | **Agree training plan 2024-2025 for Governors.**   1. Review governor training made available during 2023/2024 academic year (to date). 2. Discuss and agree the priorities for governor training during 2024-2025 academic year: 3. SFCA webinar programme 2024-2025 - NB programme for 2024-2025 is yet to be announced. The Committee is asked whether to recommend continued subscription to the SFCA webinar programme for 2024-2025 to the Corporation meeting on 24th June 2024. 4. Pre-Corporation meeting training/briefing 2024-2025. The Committee is asked to recommend topics to the Corporation meeting on 24th June 2024. 5. Induction training for new governors.   *The Terms of Reference for the Search and Governance Committee state:*  *3.6 The Committee will review procedures for the induction of new Governors and for ongoing training and support, including mentoring arrangements, for all Governors annually and will advise the Corporation of any suggested changes.* | SOB | Chair | |
| **13.** | **External review of governance (incorporating Governance Quality Improvement Plan - GQIP)**  To receive and review the recommendation tracker developed following the external review of governance carried out by Stone King (May 2023) and as requested by Corporation on 26th June 2023.  *The Terms of Reference for the Search and Governance Committee state:*  *The Committee will review progress made against targets for improvement in the annual Governance Quality Improvement Plan and will advise the Corporation accordingly.* | SOB | Chair | |
| **14.** | **Policies**  The committee is asked to review the following policy and to make a recommendation regarding its approval by the Corporation on 24th June 2024.   1. Student Charter and Code of Conduct Policy. | SOB | Chair | |
| **15.** | **Standing Order updates.**  The following Standing Orders are due for review and approval at the 24th of June 2024 Corporation meeting. Updated drafts (proposed amendments highlighted or sections which require the committee’s rewording) are provided:   1. Standing Order 30 – Public Value Statement for Cirencester College (annual review). Para 3 – requires revision by the committee following Ofsted. 2. Standing Order – Appendix 40 – Procedure for virtual attendance at Corporation and committee meetings (annual review). 3. Standing Order Appendix 17 - Tenure. Para 2.1 dates and reviews – proposed amendments are highlighted. 4. Standing Order Appendix 4 Committee Membership 2023-2024 (with updates highlighted May 2024). | SOB | Chair/Clerk | |
| **16.** | **Date of next meeting**  The next meeting will take place during the autumn term 2024 (dates to be confirmed at the Corporation meeting on 24th June 2024). | SOB | Chair | |