



VERSION – EXTERNAL MINUTES (Final)

**MINUTES OF CIRENCESTER COLLEGE
SEARCH AND GOVERNANCE COMMITTEE MEETING
Monday 20th May 2024 from 5pm**

Board Room and Microsoft Teams

This meeting was also available via Microsoft Teams. All documents were made available to all Governors via Office 365.

Governors: **Andrew Tubb (AT) (Chair of Search and Governance Committee)**
 Fiona Galbraith (FG) (Chair of Corporation)
 Ping Li (PL) (External Governor)
 Libby Reed (LR) (External Governor)
 Matt Reynolds (MR) (Principal)
 Nikki Webster (NW) (Staff Governor)

In attendance: Jeannie Adam (Clerk).

Governor Comments (GC)

Governor Questions (GQ)

Committee Decision (CD)

INTRODUCTION AND WELCOME. To include:

- Apologies for absence
- Declarations of interest
- Minutes of previous meeting and matters arising

1. Apologies:

Apologies were received and accepted from Ben West. The meeting was quorate.

2. Declarations of interest

There were no declarations of interest.

3. Minutes of the previous meetings – 5th February 2024

- a. **To note, approve and sign off** the minutes of the Search and Governance Committee meeting on 5th February 2024:
 - i. Confidential internal minutes
 - ii. External minutes

The minutes had been circulated with the agenda for the meeting.

A handwritten signature in the bottom right corner of the page.

The minutes for 5th February 2024 were approved as an accurate record of the meeting and were signed by the Chair of the committee.

- b. Matters arising from the 5th February 2024 minutes not covered elsewhere on the agenda.

CD – The committee formally appointed FG as mentor for new governor SS with immediate effect.

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.

5. Corporation Membership – confidential

PL left the meeting.

The discussions are recorded in the confidential internal minutes of the meeting.

PL returned to the meeting.

6. Appointment of Chairs of the Committees 2024-2025 - confidential

The discussions are recorded in the confidential internal minutes of the meeting.

7. Appointment of Committee members - confidential

- a. **The committee received and noted** Standing Order Appendix 4 Committee Membership 2023-2024 (with updates highlighted May 2024).

The discussions are recorded in the confidential internal minutes of the meeting.

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.*

8. Strategy Day (26th April 2024) Review

The committee was 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:

- a. Effective committees
- b. Effective focus governance.

GC – The Chair commented that he will liaise with the Chair of the Corporation to review the outputs of the workshops and to report to the next meeting of the committee.

GC – Agenda item 11b of this meeting is also pertinent.

Action – Chair of Search and Governance to report to the next meeting of the committee (October 2024).

9. Focus Governance

The committee was asked to decide if any changes to Focus Governor appointments are required at this time.

- a. **The committee received and noted** the Focus Governance appointments 2023-2024 document which details the current Focus Governor appointments.

CD – The committee unanimously agreed that no changes to current Focus Governor appointments are required at this time.

- b. 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).

GC – The Chair advised that no revisions are required to Standing Order Appendix 15 at this time.

10. Skills Audit

The committee noted that a governor skills audit for the current membership of the Corporation is required.

- a. **The committee received** the draft Skills Audit Questionnaire 2023-2024 for consideration.

GC – The soft skills required for the role are critical although hard to capture in a skills audit.

GC – The role specification, interview process and review process with governors will address the soft skills required.

CD – The current skills audit is fit for purpose subject to 2 amendments – SEND to be added as a skills category and a fourth column (with explanatory note) for governors to indicate areas where they would like to develop their skills further.

Action – Clerk to complete the amendments and circulate to committee for further comment.

- b. To agree the timetable for the Skills Audit Questionnaire 2023-2024 and Skills Audit Report.

CD – Subject to the amendments, the Skills Audit 2023-2024 shall be issued by the Clerk to all governors prior to the end of the academic year. The Skills Audit Report to be received by the committee at its meeting in October 2024.

Action – Clerk to add to the agenda for Search and Governance Committee in October 2024.

- c. **The committee noted** that the Chair of Search and Governance Committee and the Chair of the Corporation will review of the skills audit process following the 2023-2024 cycle using the example governor skills matrix prepared from Peridot and the MoSCoW format.

Action - Chair of Search and Governance Committee and the Chair of the Corporation will review of the skills audit process following the 2023-2024 cycle using the example governor skills matrix prepared from Peridot and the MoSCoW format and report to the next meeting of the committee in October 2024.

11. Corporation Self-Assessment Questionnaires (SAQs)

- a. **The committee received and approved** the Corporation SAQ (2023-2024) prior to its issue before end May 2024 (as approved by Corporation on 18th March 2024).

Action – Clerk to issue the Corporation SAQ as soon as possible.

The committee was asked to approve the following annual assessment questionnaires for 2023-2024:

- b. Annual assessment of the performance of individual governors during 2023-2024. (Standing Order Appendix 28 refers and gives the format for assessment).

GC – A six-month review for new governors would be valuable and support the new governor as they learn about the workings of the Corporation.

GC – Mentors will be re-introduced for all new governors.

GC – The annual governor performance review should be driven from the governor’s date of appointment and not the end of the academic year.

GC – The Principal’s involvement with every performance review is not practicable.

CD - The Chair of Corporation will review further and make specific recommendations for updates to Standing Order Appendix 28 for Corporation meeting on 24th June 2024.

Action - Clerk to develop a timeline for governor reviews driven from appointment date of individual governors.

Action – Chair of Corporation to complete review of Standing Order Appendix 28 for approval by Corporation on 24th June 2024.

- c. The committee received and approved the draft Chair’s Performance Questionnaire 2023-2024.
- d. The committee received and approved the Search and Governance Committee SAQ 2023-2024.

Action – Clerk to issue Chair’s Performance Questionnaire 2023-2024 and Search and Governance Committee SAQ by end of term.

12. Agree training plan 2024-2025 for Governors.

- a. The committee received and noted the Governor Training Report which details the training made available during 2023/2024 academic year (to date).
- b. Discuss and agree the priorities for governor training during 2024-2025 academic year:
 - i. SFCA webinar programme 2024-2025 - NB programme for 2024-2025 is yet to be announced.

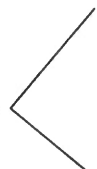
CD – the Committee will recommend the continued subscription to the SFCA webinar programme for 2024-2025 to the Corporation meeting on 24th June 2024.

GC – Further areas for governor training and support are; Vice Chair training and Committee Chair training, and statutory requirements.

Action – Clerk to add to agenda for Corporation meeting on 24th June 2024.

- ii. Pre-Corporation meeting training/briefing 2024-2025. The Committee was asked to recommend topic to the Corporation meeting on 24th June 2024.

GC – October Corporation could receive a briefing on Project Apollo. Statutory requirements for the



Corporation and any knowledge gaps identified by the skills audit could be topics for other meetings.

- iii. Induction training for new governors.

GC – Mentors will help to contextualise induction training to the college.

13. External review of governance (incorporating Governance Quality Improvement Plan - GQIP)

The committee received and noted the recommendation action tracker developed following the external review of governance carried out by Stone King (May 2023) and as requested by Corporation on 26th June 2023.

GC – The Chair commented that some of the target dates may be revised and brought forwards. Committee members are invited to contact the Chair for further information.

14. Policies

- a. **The committee received and noted** the revisions to the Student Charter and Code of Conduct Policy.

GC – For appeal to the Chair of Governors, best practice recommends a panel of governors to hear appeals depending on the individual circumstances of each appeal. Policy should enable the Chair, designated substitute or a panel of up to 3 governors to review an appeal. The panel to be appointed by the Chair.

Action – Principal will arrange for the amendments to the policy to be finalised for approval by Corporation on 24th June 2024.

Action - Clerk to add Student Charter and Code of Conduct Policy to the agenda for 24th June 2024.

15. Standing Order updates.

The committee received the following Standing Orders are due for review and approval at the 24th of June 2024 Corporation meeting.

- a. Standing Order – Appendix 30 – Public Value Statement for Cirencester College (annual review). Para 3 – requires revision by the committee following Ofsted.

CD – The committee recommends an amendment to Standing Order - Appendix 30 to the Corporation meeting on 24th June 2024.

Action – Clerk to add Standing Order - Appendix 30 to the Corporation meeting agenda for 24th June 2024.

- b. Standing Order – Appendix 40 – Procedure for virtual attendance at Corporation and committee meetings (annual review).

CD - The committee agreed that no revisions are required to Standing Order - Appendix 40 at this time.

- c. Standing Order Appendix 17 - Tenure. Para 2.1 dates and reviews – proposed amendments are highlighted.

CD – the committee recommends an amendment to Standing Order – Appendix 17 to the Corporation meeting on 24th June 2024.

Action – Clerk to add Standing Order - Appendix 17 to the Corporation meeting agenda for 24th June 2024.

- d. **The committee noted** the updates to Standing Order Appendix 4 Committee Membership 2023-2024 reflecting changes in tenure to date.

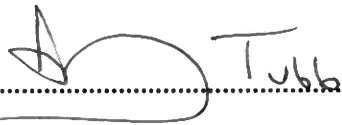
Action – Clerk to add Standing Order – Appendix 4 to the Corporation meeting agenda for 24th June 2024.

18. Date of next meeting

The next meeting of the Search and Governance Committee will take place during the autumn term 2024 (dates to be confirmed at the Corporation meeting on 24th June 2024).

The meeting closed at 6.50pm

Signed by:
Andrew Tubb (Chair of Search and Governance Committee)


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Date

21/10/24
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	June 2024.	
Item 14a - For appeal to the Chair of Governors, best practice recommends a panel of governors to hear appeals depending on the individual circumstances of each appeal. Policy should enable the Chair, designated substitute or a panel of up to 3 governors to review and appeal. The panel to be appointed by the Chair.	Action – Principal will arrange for the amendments to be finalised to the policy for approval by Corporation on 24 th June 2024. Clerk to add Student Charter and Code of Conduct Policy to the agenda for 24 th June 2024.	Complete.
Item 15a - the committee recommends an amendment to Standing Order - Appendix 30 to the Corporation meeting on 24 th June 2024.	Clerk to add Standing Order - Appendix 30 to the Corporation meeting agenda for 24 th June 2024.	Complete
Item 15c - the committee recommends an amendment to Standing Order – Appendix 17 to the Corporation meeting on 24 th June 2024.	Clerk to add Standing Order - Appendix 17 to the Corporation meeting agenda for 24 th June 2024.	Complete
Clerk to add Standing Order – Appendix 4 to the Corporation meeting agenda for 24 th June 2024.	Clerk	Complete