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| CIRENCESTER COLLEGEAGENDA – SEARCH AND GOVERNANCE COMMITTEE MONDAY 7th February 2022 5.00 pmBoard Room  |
|  |  | Arising from | Who |
|  | Apologies | SOB | Chair/Clerk |
|  | Declarations of interest | SOB | Chair |
|  | To approve the minutes of the Search and Governance Committee meeting on 18th October 2021 (note issued for comment to the committee on 21st October 2021 and received by Corporation on 6th December 2021):1. Confidential – external governors only
2. Internal confidential
3. External

Note – confidential minutes for external governors only issued by email. | SOB | Chair |
|  | Matters arising from minutes of the Search and Governance Committee meeting on 18th October 2021 | SOB | Chair |
| **5.** | **Election of second Vice Chair of the Corporation**To discuss and agree the process for the election of a second Vice Chair of the Corporation.*Standing Order 12 refers: 6. There shall be two Vice-Chairs of the Corporation, one of whom will assume the role of Chair, should the latter not be available.* *7. The offices of Vice-Chair shall be held for up to three years on the same terms as apply to the Chair of the Corporation. The procedure shall be the same except that 5(v) above shall not normally apply.* | Standing Order Appendix 12 | Chair |
| **6.** | **Structure/composition of college community**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.  | S and G committee meeting on 18th October 2021 | PH/JF |
| **7.** | **External review of governance**To discuss and agree a timetable for the delivery of an external review of governance by the end of the 2022-2023 academic year as required by the ESFA.To receive and review the following documents/details:1. Department for Education - guidance on external governance reviews (November 2021)
2. Department for Education - interim guidance on strengthening governance (November 2021)
3. Governance4FE – external governance reviews promotional email.
4. Governance review webinar by Strategic Development Network (SDN) on 21st February 2022.
 | DfE | Chair |
| **8.** | **Education and Training Foundation (ETF) – FE Governance Maturity Matrix**1. To receive and review the ETF FE Governance Maturity Matrix and to consider its application within governance for the college.
2. FE Week 3rd December 2021 – article on FE governance maturity matrix (page 27).
 | ETF | Chair |
| **9.** | **Governance Quality Improvement Plan (GQIP) 2021-2022**To receive a draft of the GQIP which includes items from previous years and items raised by governors via the self-assessment review process for 2020-2021.The Search and Governance Committee are asked to establish the key priorities for the governance QIP for 2021-2022. *SO appendix 6 refers – 3.8 The Committee will review progress made against targets for improvement in the annual Governance Quality Improvement Plan at each of its meetings and will advise the Corporation accordingly.* | Standing Order appendix 6  |  |
| **10.** | **Corporation membership** There are no changes to governor tenure to be considered for this meeting. | SOB |  |
| **11.** | **Committee membership**There are no changes to committee membership to be considered for this meeting. | SOB |  |
| **12.** | **Standing Order updates.** The following Standing Orders are subject to their biennial review by the Committee before being approved by the Corporation at its meeting on 28th March 2022:1. Standing Order Appendix 9 – Staff Governor elections
2. Standing Order Appendix 36 – Statement of how views are elicited
 | SOB | Chair/Clerk |
| **13.** | **Confidential item - Succession Planning External Governors only** To receive a paper from the Chair of the Corporation regarding succession planning Note - further to the minutes of the committee meeting on 4th October 2021, external governors are asked to consider possible scenarios for succession planning. | S and G committee meeting on 18th October 2021 | Chair |
| **14.** | **Any Other Business**Chair to be informed prior to the meeting. Inclusion at the discretion of the Chair. | SOB | Chair |
| **15.** | **Date of next meeting**The next meeting will take place on Monday 23rd May 2022 at 5pm in the Board Room at Cirencester College. | SOB | Chair |