

VERSION – EXTERNAL MINUTES (Final)

**MINUTES OF CIRENCESTER COLLEGE
SEARCH AND GOVERNANCE COMMITTEE MEETING
Monday 23rd October 2023 at 5.00 pm**

Board Room and Microsoft Teams

Present: **Fiona Galbraith (Chair)**
Jane Fern (JF) (Staff Governor)
Libby Reed (LR) (External Governor) via Teams
Matt Reynolds (MR) (Interim Principal)
Ben West (BW) (External Governor)

In attendance: Jeannie Adam (JA) (Clerk).

Governor question – GQ
Governor comment – GC
Committee decision – CD

1. Apologies:

Apologies were received and accepted from PH. The meeting was quorate.

2. Declaration of interest.

There were no declarations of interest.

3. Minutes of previous meeting (22nd May 2023).

The minutes of the previous meeting (confidential internal version and external version) which was held on the 22nd May 2023 had been circulated with the agenda of the meeting.

- a. The confidential internal minutes were agreed to be an accurate record of the previous meeting and were signed by the Chair.
- b. The external minutes were agreed to be an accurate record of the previous meeting and were signed by the Chair.

4. Matters arising from previous minutes.

Item 5c – the committee noted the extension to the tenure of PH as external governor and appointment as Chair of the Corporation until 26th March 2025.

Item 6b – the committee noted that the tenure of CH will end May 2024 and that CH is willing to act as an advisor in an ad hoc capacity should this be required.

Item 6c – the committee noted that the tenure of NS will end May 2024. BW will write to NS to establish if she remains willing to be co-opted for one further year until May 2025.

Action - BW to write to NS to establish if willing to an extension of her tenure until May 2025.

Item 9 – SEND governor appointment.

CD – the committee approved LR as interim focus governor for SEND with the expectation that a new governor candidate would take on this role should they be appointed.

5. Special report - Structure/composition of college community

- a. The report outlining the structure of the college in terms of ethnicity, disability, gender mix had been circulated with the agenda for the meeting.

GC – The report could be further developed to identify any trends in the student population.

GC – Comparisons should be made locally not nationally.

GC – The key demographic to address is to attract a governor from the north Swindon area.

Action – Clerk to re-word current parent governor advertisement to encourage interest from parents living in north Swindon.

- b. To make a recommendation to the Corporation meeting on 4th December 2023 regarding the priorities and action required.

CD – the committee will update the Corporation on its priority to attract a parent governor from north Swindon.

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.

- a. An external review recommendations tracker (draft) for discussion and approval had been circulated with the agenda for the meeting and was noted by the committee.
- b. To identify how to feed implementations from the external review of governance into the governance quality improvement plan (GQIP).

CD – The external review recommendations tracker and GQIP to be blended to create a single document which will be a standing item on the agenda for Search and Governance committee.

Action – Clerk to develop this blended document combining the external review recommendations tracker and GQIP for consideration by the committee at its meeting on 5th February 2024.

7. Training report 2022-2023

The report giving the details of the training provided or made available to the Corporation during 2022-2023 had been circulated with the agenda for the meeting and was noted by the Committee.

GC – The requirement for governors to participate in required training activities to be stressed to all governors.

GC – Some staff training could be very relevant and of interest to governors.

GC – Staff training is mainly in-house, although external speakers attend on average 2 times per year. These sessions may be valuable for governors to attend.

Action – MR and Clerk to liaise regarding appropriate staff training sessions for governors.

Action – Chair of S and G to remind members of their commitment and requirement to attend training sessions.

Action -MR and JA to liaise regarding Faculty Head sessions for pre- Corporation meeting briefings.

Action – Campus tour to be scheduled for pre-Corporation meeting on 29th April 2024.

8. Review Governor contributions, including attendance statistics for 2022-2023 and Focus Governor activity.

Reports giving the details of the attendance of Governors at Corporation and committee meetings during 2022-2023 and focus governance activity during 2022-2023 had been circulated with the agenda for the meeting.

- a. Corporation meetings attendance 2022-2023.
- b. Audit Committee meetings attendance 2022-2023.
- c. Remuneration Committee meetings attendance 2022-2023.
- d. Search and Governance Committee meetings attendance 2022-2023.

CD - The Committee noted the reports on governor attendance (items 8a – 8d) and concluded there are no issues to be reported to the Corporation meeting on 4th December 2023.

- e. Focus Governance reports to Corporation 2022-2023.

GC – The levels of Focus Governor reports to Corporation for 2022-2023 is not satisfactory. The Focus Governor role needs to be clearly defined and communicated. There are systemic issues which will need to be addressed.

GQ – Do the reports provide the Corporation with the assurance it requires?

GQ – Are more external governors needed to ensure that the workload is balanced effectively?

The Clerk advised that the monthly meeting between the Finance Focus Governors and the Finance Director have re-started. Reports are required for Corporation from these meetings.

Action – Chair and Clerk to address alternative options which may be available for consideration at the Corporation meeting on 22nd January 2024.

Action – Clerk to capture current Focus Governor appointments to ensure statutory requirements are covered.

Action – Chair to speak to AT regarding his Focus Governor options.

9. Review of the performance of the Search and Governance Committee in 2022-2023.

The anonymised report, summarising the responses of the members of the committee who completed the Self-Assessment Questionnaire for 2022-2023, had been circulated with the agenda for the meeting and was noted by the committee.

GC – Focus governance is identified as the key area of weakness.

GC – EDI is improved by recent new governor appointments and further recruitment.

GC – Mentoring arrangements have been put in place for new governors.

Action – LR to approach PL and TF regarding induction training, mentoring and experience to date.

10. Governors Skills

- a. The MoSCoW analysis document had been circulated with the agenda for the meeting and was noted by the committee.
- b. The committee was asked to consider any changes to the skills audit process, documentation and reporting and to make a recommendation to the Corporation.

GC – The link to the college strategy needs to be made. It may be pragmatic to re-use the existing skills audit questionnaire currently.

Action – Clerk to send current skills audit questionnaire to the Chair for her to review.

11. Corporation membership (Confidential)

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

- a. **Reappointments and end of tenure**
- b. **Governor recruitment**
- c. **Parent Governor appointment**
- d. **Student Governor appointment**
- e. **Staff Governor (support) appointment**

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:

- a. To review the focus governor priorities approved at the Corporation meeting on 9th October 2023 and to make appointments to these roles.
- b. For information - Standing Order Appendix 15 – Focus Governors had been circulated with the agenda for the meeting and was noted by the committee.

CD – The earlier discussions of the committee (item 8e refers) have addressed this item.

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 was asked to consider the following:

- a. How to integrate the code into the overall review of the performance and effectiveness of the Corporation.

GC – Could item 13c AoC Further Education Code of Good Governance template be adopted and used for Corporation self-assessment.

Action – Clerk to send the current corporation self-assessment questionnaire to the Chair for review alongside item 13c.

- b. AoC Further Education Code of Good Governance (September 2023) had been circulated with the agenda for the meeting and was noted by the committee.
- c. AoC Further Education Code of Good Governance template had been circulated with the agenda for the meeting and was noted by the committee.
- d. Annual review report against AoC Code of Good Governance for English Colleges 2022-2023 had been circulated with the agenda for the meeting and was noted by the committee.

GC – The time available and the remit of the Clerk will be addressed by Remuneration Committee on 6th November 2023.

14. FE and College Corporations Governance Guide (updated August 2023)

The code which has been updated with guidance for governance around careers, SEND and local skills (see compliance section) had been circulated with the agenda for the meeting and was noted by the committee.

GC – The requirements for focus governors for careers, SEND and local skills have been addressed or are being addressed by new governor recruitment.

15. Policies

Data Protection Policy was reviewed by Corporation on 9th October 2023.

Subject to the approval of this meeting of the Search and Governance meeting regarding section 15 of the policy (Publication of college information), the Corporation approved the revisions to the Data Protection Policy.

The section on governance information for publication was referred to the committee for consideration and amendment (if required). Committee members were asked to refer to the draft policy document (agenda item 15).

The Committee was asked to consider whether it has any recommendations for the Corporation in light of its discussions.

GC – New governors should be made aware via induction documents that their information will be available for public inspection on request and that their photographs will be on the college website.

GC – The attention of governors and staff should be drawn to paragraphs 15.1.3 and 15.1.14 should any issues of confidentiality need to be addressed.

16. Standing Order updates.

The following Standing Orders which are due for review and approval at the 4th December 2023 Corporation meeting had been circulated with the agenda for the meeting.

- a) Standing Order Appendix 4 which defines Corporation Committee membership – was approved by the committee.
- b) Standing Orders – Appendix 15 which defines the responsibilities and functioning of the Focus Governor – was approved by the committee.
- c) Standing Order Appendix 21 – Code of Conduct – was approved by the committee.
- d) Standing Orders Core Document – was approved by the committee.

Action – Clerk to update the Governor Induction Handbook regarding information made available for public inspection on request and photographs on college website.

Action – Clerk to update VP Curriculum and Quality regarding the feedback from the committee and confirm the approval of the policy as authorised by the Corporation meeting on 9th October 2023.

Action – Clerk to add items 16a, 16b, 16c and 16d to the agenda for the Corporation meeting on 4th December 2023.

17. Search and Governance Committee Constitution and Terms of Reference.

- a. The revised Search and Governance Committee's Constitution, Terms of Reference & Procedures and Calendar of Business – Standing Order Appendix 6A had been circulated with the agenda for the meeting and was approved by the committee.
- b. The revised Search and Governance Committee's Key Tasks 2023-2034 – Standing Order Appendix 6B had been circulated with the agenda for the meeting.

GC – governor recruitment needs to become a standing item for each committee meeting.

Action – Clerk to revise Standing Order Appendix 6B to make governor recruitment a standing item for each committee meeting.

Action – Clerk to add revised Standing Order Appendix 6A and 6B to the agenda for the Corporation meeting on 4th December 2023.

18. Any Other Business

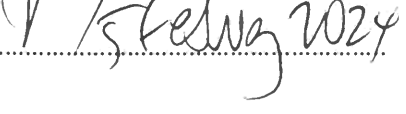
There was no further business for the committee to consider.

19. Next meeting:

The next meeting of the Search and Governance Committee will be held on Monday 5th February 2024 in the Board Room at Cirencester College.

Meeting closed at 7.00pm

Signed by:  (Fiona Galbraith – Chair of Search and Governance Committee)

Date:  15 February 2024

| | Summary of resolutions, action points and outstanding business from this meeting (23rd October 2023) | Action | Comment | Outcome |
|---------|---|--|---|---|
| Item 4 | BW to write to NS to establish if willing to an extension of her tenure until May 2025. | 24/10/2023 BW email to NS sent. | 29/10/2023 – NS proposes extension to 21/11/2024. | 20/12/2023 - Added to agenda for 5/2/2024 meeting. |
| Item 5a | Clerk to re-word current parent governor advertisement to highlight interest from parents living in north Swindon. | 26/10/2023 – update emails sent to Oli Lendon and Karen Fraser regarding Parent Governor advertisement | | Complete |
| Item 6b | Clerk to develop this blended document combining the external review recommendations tracker and GQIP for consideration by the committee at its meeting on 5 th February 2024. | | | Pending – Revised external review tracker on agenda for 5 th February 2024 meeting |
| Item 7 | MR and Clerk to liaise regarding appropriate staff training sessions for governors. | | | 22/1/2024 – Ofsted training delivered. 18/3/2024 – H and S annual training booked. 29/4/2024 – Faculty Head (tbc) 24/6/2024 – Faculty Head (tbc) |
| Item 7 | Chair of S and G to remind members of their commitment and requirement to attend training sessions. | | | Complete – Corporation meeting 4 th December 2023 minutes refer. |
| Item 7 | MR and JA to liaise regarding Faculty Head lead sessions for pre-Corporation meeting briefings. | | | Pending |
| Item 7 | Campus tour to be scheduled for pre-Corporation meeting on 29 th April 2024. | 26/10/2024 – Standing Order Appendix 2B amended with campus tour at 4.15pm. | | Complete |
| Item 8e | Chair and Clerk to address alternative options which may be available for | | | On agenda for 5 th February 2024. |

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| | consideration at the Corporation meeting on 22 nd January 2024. | | | |
| Item 8e | Clerk to capture current Focus Governor appointments to ensure statutory requirements are covered. | | | Complete – on agenda for 5 th February 2024 |
| Item 8e | Chair to speak to AT regarding his Focus Governor options. | | | Complete |
| Item 9 | LR to approach PL and TF regarding induction training, mentoring and experience to date. | 20/12/2023 – Email to LR. 16/1/2024 – Email from LR with feedback. | | Complete |
| Item 10 | Clerk to send current skills audit questionnaire to the Chair for her to review. | 20/12/2023 – Email to FG with current questionnaire and report from 2022. Added to matters arising on agenda for 5/2/2024. | | Complete – on agenda for 5 th February 2024 |
| Item 13a | Clerk to send the current corporation self-assessment questionnaire to the Chair for review alongside item 13c. | | | Complete |
| Item 15 | Clerk to update the Governor Induction Handbook regarding information made available for public inspection on request and photographs on college website. | Clerk | | 20/12/2023 – Complete. |
| Item 15 | Clerk to update VP Curriculum and Quality regarding the feedback from the committee and confirm the approval of the policy as authorised by the Corporation meeting on 9 th October 2023. | | | Complete |
| Items 16a-16d | Clerk to add items 16a, 16b, 16c and 16d to the agenda for the Corporation meeting on 4 th December 2023. | | | Complete |
| Item 17b | Clerk to revise Standing Order Appendix 6B to make governor recruitment a standing | | | Complete |

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| | item for each committee meeting. | | | |
| Item 17b | Clerk to add revised Standing Order Appendix 6A and 6B to the agenda for the Corporation meeting on 22 nd January 2024. | | | Complete – on agenda for 22/1/2024. |