

## MOULTON COLLEGE

### SEARCH AND GOVERNANCE COMMITTEE

#### Minutes of the meeting held on Thursday, 9<sup>th</sup> July 2020

**Present:** Mr C Matts (in the Chair), Mr A Clarkson, Mrs C Harris,  
Mr T Neville and Mr A Thomson

**In attendance:** Mrs G M Hulley

- 20/11 Apologies for absence (Agenda item 1)**  
Apologies for absence were received from Mr D McVean.
- 20/12 Declarations of interest (Agenda item 2)**  
There were no declarations of interest.
- 20/13 Minutes of the last meeting (Agenda item 3, Paper A)**  
The minutes of the last meeting held on the 25<sup>th</sup> June 2020 had been circulated previously. The minutes were approved as a true and accurate record.
- 20/14 Matters arising**  
The Committee agreed that all papers needed to have a clear cover sheet summarising the report. Middle managers were also to be reminded of this requirement. Having an agreed system would help independent governors to support and challenge the Executive team.
- 20/15 Actions from last meeting and any matters arising (Agenda item 4, Paper B)**  
**Action 19, Governance KPIs**  
Work would be completed over the summer and the Clerk would prepare a report for the next meeting.
- 20/16 Governor Skills (Agenda item 5, Paper C)**
- a. **Skills Audit:** The report had been updated in June 2020 to ensure it reflected the latest skills of all governors. The Committee agreed that the headings should be reviewed to ensure they remained fit for purpose. A scoring system should be introduced as some skills were critical to the success of the Corporation. Links should also be made to the risk register (Action 20 – Clerk).
  - b. **Professional Development Plan:** This had been updated and now included skills training requested by governors. The Committee recommended that all governors should be encouraged to attend a Performance Monitoring Board and a tour of the College should be included.
  - c. **Committee allocations:** In June 2020, the Search and Governance Committee had agreed new Vice Chair arrangements. Contact had been made with each individual and a recommendation would be made at the Corporation meeting that day.

**Resolved:** To recommend the Professional Development Plan and Committee allocations to the Corporation.

20/17

**Governance (Agenda item 6, Paper D)**

a. **Meeting Dates:** The Committee agreed with the proposed dates for 2020-21. Consideration was given to how meetings would be held once Government restrictions had been lifted. Corporation meetings would alternate between face to face and video conferencing. Committees would be invited to recommend their preferred model at the first meeting of the academic year.

b. **Cycle of Business:** This had been subject to discussion with the Executive Team. The Committee agreed with the proposed cycle.

**Resolved:** To recommend the Meeting Dates to the Corporation.

20/18

**Terms of Reference (Agenda item 7, Paper E)**

The report was outlined and discussed. As part of the annual review, Members considered relevant extracts from the AoC Code of Governance. Clarification was provided about the respective responsibilities of the TLA (Curriculum Plan) and F&R Committees (Resources) in relation to HR and Workforce and Development were outlined.

**Resolved:** To recommend the Terms of Reference to the Corporation.

20/19

**Any other business (Agenda item 8)**

There was no other business.

20/20

**Date of next meeting (Agenda item 9)**

Thursday, 23<sup>rd</sup> September 2020 at 12.30pm via Teams.