

MOULTON COLLEGE
SEARCH AND GOVERNANCE COMMITTEE

Minutes of the meeting held on Thursday, 12th November 2020 via Teams

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

In attendance: Mrs G M Hulley

20/21 Apologies for absence (Agenda item 1)

There were no apologies for absence.

20/22 Declarations of interest (Agenda item 2)

Mr T Neville OBE declared an interest in agenda item 7.

20/23 Minutes of the last meeting (Agenda item 3, Paper A)

The minutes of the last meeting held on the 23rd September 2020 had been circulated previously. The minutes were approved as a true and accurate record.

20/24 Actions outstanding (Agenda item 4, Paper B)

The majority of actions were on the agenda for discussion. All other actions were on schedule for completion by the 31st March 2021.

20/25 Governance 2019-20 (Agenda item 5, Paper 1)

a. **Attendance:** The report had been updated to reflect governor attendance and involvement with the College. This provided a comprehensive summary of the Corporation's continuing commitment of being actively engaged in overseeing and governing the College. The Committee agreed that this level of detail was important to capture and the report could be shared more widely with external agencies if requested.

b. **Board Performance Indicators:** The report had been updated to reflect Corporation responsibilities and expectations from external agencies with a specific focus on: understanding the College's strengths and weaknesses; contributing to shaping the College's strategic direction; and, providing challenge and holding the Executive team to account. The Committee agreed that the BPIs had benefited from a further review and were now fit for purpose.

The Finance and Resources Committee and Teaching, Learning and Assessment Committee had each identified its top 5 KPIs for close monitoring and approval by the Corporation. The Committee agreed that the dashboard should be used to monitor performance. Consideration should be given to whether a task and finish group would be beneficial in January 2021 to scrutinise the HE and FE curriculum plans in detail. FE and HE would have their agenda items alternated at future meetings.

Resolved: To approve the reports on Attendance and Board Performance Indicators.

20/26

Governor Skills Audit 2020-21 (Agenda item 6, Paper 2)

The Skills Audit had been revised to ensure the skills, knowledge, expertise and experience of governors was aligned to the 5 Strategic Plan objectives and responsibilities of the Corporation as defined in the Articles of Government. As a result of the changes, governors would now be required to score themselves using a rating of 5 (substantial experience) to 1 (limited experience). The Committee recommended that:

- Governors should be asked to provide a short sentence to evidence the rationale for the score. An additional column would be added.
- Change the weighting system of H, M and L to 3, 2 and 1. This would then be used as multipliers for the scoring system and useful for analysis purposes to inform skill gaps or movement between Committees based on expertise.
- Each Chair was asked to identify 5 core skills that were required for his own Committee and if the maximum score was 15, an average score for each core skill (**Action 30** – Chairs of Committee).
- All governors to complete the Skills Audit as a matter of urgency (**Action 31** – Clerk).
- If a significant gap in a particular skillset was identified from the analysis, consideration could be given to co-opted members which could also help with succession planning in the future.

Resolved: To approve the Skills Audit 2020-21.

20/27

Internal Audit: Corporate Governance (Agenda item 7, Paper 3)

The College's internal auditors had recently completed an internal audit of Corporate Governance. The report included 2 actions that fell under the responsibility of the Search and Governance Committee in relation to membership and a potential change to the Standing Orders. The Committee welcomed the positive findings in the report. Members agreed that one or two findings had already been identified by the Corporation and were actively being addressed as part of the Governance Improvement Plan. The governance structure was not fully captured within the report particularly in relation to the roles and responsibilities of each of the 5 Committees.

Resolved: To note all of the positive comments in the report. Where recruitment was concerned, the Corporation would continue to bring in people with the requisite skills needed to improve.

20/28

Any other business (Agenda item 8)

There was no other business.

20/29

Date of next meeting (Agenda item 9)

28th January 2021 at 8.30 am via Teams. This meeting would be an opportunity to discuss the outcomes of the FE Commissioner visit; Ofsted report; and, findings from the Skills Audit.