

**MOULTON COLLEGE**  
**SEARCH AND GOVERNANCE**

**Minutes of meeting held on Thursday, 6<sup>th</sup> July 2023 at 8.30am in M6**

**Present:** Mr D McVean (in the Chair), Mr A Clarkson, Mrs C Harris,  
Mrs P Hawkesford, Miss L Knapp, Mr C Matts and Mr A Thomson

**In attendance:** Mrs G M Hulley

**SECTION A – ROUTINE AND STANDING ITEMS:**

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**23/10 Apologies for absence (Agenda item 1)**

Apologies were received from Mrs P Prow.

**23/11 Declarations of interest (Agenda item 2)**

There were no declarations of interest.

**23/12 Minutes of last meeting (Agenda item 3, Paper A)**

The minutes of the meeting held on the 30<sup>th</sup> March 2023 had been circulated previously. The minutes were accepted as a true and accurate record.

**23/13 Actions outstanding (Agenda item 4, Paper B)**

There were no actions outstanding.

**SECTION B – GOVERNANCE 2022-23:**

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**23/14 Governance self-assessment (Agenda item 5, Paper C)**

The report offered members of the Committee with an opportunity to comment on the progress of last year's governance improvement plan; and, review the proposed approach to gathering feedback from governors and staff as preparation for the 2022-23 self-assessment process. Minor changes were agreed in relation to duplication in a question and the need to use a tick to confirm if a principle was a 'strength' or 'area for enhancement'. In terms of who should receive a copy of the self-assessment and Chair's appraisal, it was agreed that all staff should have an opportunity to respond. A question should be included at the start of the forms to establish whether the respondent feels the questionnaires are pertinent to them; if they were not, there would be a prompt for the respondent to explain why not. A second question should ask if there was an awareness of who the staff governor was in the event of an individual wanting to share feedback with governors.

**Resolved:** To approve the proposed approach for the governance self-assessment 2022-23.

**SECTION C – GOVERNANCE 2023-24**

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**23/15 Governance 2023-24: Forward planning (Agenda item 6)**

**a. Search and Governance (Paper D)**

**a. Meeting dates 2023-24:** Meeting dates were agreed with all meetings starting at 8.30 am.

**b. Terms of reference:** Responsibility 14 to begin with: 'Actively trying to achieve and ensure that no barriers exist when securing ...'

**c. Cycle of business 2023-24:** The report was outlined and discussed and the proposed business planner for 2023-24 was approved.

**Resolved:** To receive the Forward Planning: Search and Governance report.

**b. Corporation (Paper E)**

- a. **Meeting dates:** Meeting dates were agreed; some rooms were still to be confirmed.
- b. **Terms of reference:** Each Committee had agreed any changes to their own terms of reference at the June/July meetings. The Committee was invited to consider two additional responsibilities that would feature on all terms of reference. These related to 'support and challenge of the Executive team' and 'student experience'. Where student experience was concerned, the ultimate goal had to be about ensuring everyone's experience was excellent. Planned investment was likely to make a difference but there was a need for some caution; improved IT systems and investment in buildings doesn't automatically result in a better student experience. The importance of good teaching, learning and assessment (TLA) was crucial as demonstrated by the College's recent experience where the improved inspection grade to Good was due to TLA which was very good. It was agreed the following two responsibilities should be added to each Committee's terms of reference:
  - i. Supporting and challenging the Executive team with a view to the College achieving excellence; and,
  - ii. Enhancing the student experience to ensure it has a positive impact on all students.
- c. **Cycle of business 2023-24:** The Committee agreed with the actions taken to date with the business planners for each Committee.

**Resolved:** To receive the Forward Planning: Corporation report.

**23/16 Governor appointments 2023-24 and allocations to Committees and Link Governor Scheme (Agenda item 7, Paper F)**

- a. **Pauline Hawkesford, Suzanne Ijewsky and Mark Wakeford:** The appointment of Pauline Hawkesford, Suzanne Ijewsky and Mark Wakeford for a second term of office was considered by the Search and Governance Committee. A recommendation to approve Pauline, Suzanne and Mark's appointments was agreed for the period 2023 to 2027.
- b. **Ivy Knowles and Megan Smith:** The appointment of Ivy Knowles and Megan Smith as joint FE student governors for a second year was considered by the Search and Governance Committee. A recommendation to approve Ivy and Megan's appointments was agreed for the period 2023-24.
- c. **Co-opted members:** Confirmation of co-opted members' continuation on their respective committees was pending a decision about an independent governor.
- d. **Committee and Link Governor Scheme allocations:** Members considered the allocations that were provided in the report. A copy of the report would be circulated to all governors.

**Resolved:** To recommend to the Corporation appointments of Pauline Hawkesford; Suzanne Ijewsky and Mark Wakeford for a second term of office; Ivy Knowles and Megan Smith for a second year.

**23/17 Governor appraisal: Tiered approach (Agenda item 8, Paper G)**

The report offered members of the Search and Governance Committee with an opportunity to consider the future arrangements for appraisal and assessment of individual governors; and, to make any suggestions about improvements and/or changes to the proposed approach. Minor changes were agreed to the context section.

**Resolved:** To agree to the introduction of the Governor appraisal: tiered approach in 2023-24.

**SECTION D – CLOSING ITEMS:**

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**23/18 Any other business (Agenda item 9, Paper H)**

There was no other business.

**23/19 Date of next meeting (Agenda item 10)**

Thursday, 9<sup>th</sup> November 2023 at 8.30 am.