

MOULTON COLLEGE

SEARCH AND GOVERNANCE COMMITTEE

Minutes of the meeting held on Thursday, 21st October 2021 via Teams

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

In attendance: Mrs G M Hulley

21/27 Apologies for absence (Agenda item 1)

Apologies for absence were received from Mrs P Hawkesford and Dr P Jones.

21/28 Declarations of interest (Agenda item 2)

There were no declarations of interest.

21/29 Minutes of the last meeting (Agenda item 3, Paper A)

The minutes of the last meeting held on the 8th July 2021 had been circulated previously. The minutes were approved as a true and accurate record.

21/30 Matters arising from last meeting (Agenda item 4, Paper B)

There were no outstanding actions.

21/31 Annual Search and Governance Report 2020-21 (Agenda item 5, Paper C)

- a. **Attendance:** The report confirmed that overall attendance for 2020-21 was 86%. Board attendance was 81% and Committee attendance 89%. Five governors' attendance was 100%.
- b. **Board Performance Indicators:** The report confirmed that of the 28 indicators, 21 had been achieved. No significant problems were identified. The Committee highlighted the importance of both qualitative and quantitative evidence to demonstrate the impact of governance.

Resolved: To recommend the report to the Corporation.

21/32 Professional Training and Development Plan 2021-22 (Agenda item 6, Paper D)

The report confirmed the latest scores from the skills audit on behalf of the Corporation; feedback received from governors in relation to any adaptations required in order to achieve outstanding; and, agreed priorities for governor training and development in 2021-22.

In terms of training and development priorities for the year, the Committee agreed that there were 3 areas where governors should increase their collective skills. These were in relation to:

- Finance and financial accounting: understanding of post-16 adult funding; and, apprenticeship funding. An online module would be sourced for this purpose (Action 29 – Clerk).
- Education: further developing governors' understanding of the curriculum in terms of what was being delivered; why it was being delivered; how it helped students' progression; and, the identification of any gaps.

- Risk management: upskilling of governors to have a high level understanding of risk management. What were the top risks; how were they progressing; and what does it mean for governors particularly around scenario planning. There was a need for any training to be contextualised.

The Committee also agreed that the development plan needed to provide opportunities for governors to visit other areas around the country where effective practice has already been identified. Such visits would not only extend governors' knowledge and understanding of the post-16 sector but also provide a method for validation purposes. Such effective practice found elsewhere can then be compared with what was being presented in reports to governors. Individual requests for training would be arranged throughout the year.

Resolved: To recommend the Professional Training and Development Plan 2021-22 to the Corporation.

21/33

Risk Management (Agenda item 7, Paper E)

The strategic risks register and board risk appetite had been updated to reflect the risk workshop undertaken by governors on the 1st July 2021. The risk profile of the College had remained stable and risks now better reflected the current circumstances with a clear link to the strategic objectives. Eight top risks had been identified (1 for Corporation; 5 for F&R; and, 2 for TLA). The Committee was invited to confirm the proposed approach and list of top risks.

The Committee agreed that a more strategic approach to risk management was appropriate. In some instances, more than one Committee would need to scrutinise a risk from more than one perspective, for example, impact vs cost-effectiveness. In such a situation, Chairs would need to work collaboratively to achieve this and reports to Corporation would reflect any overlap. The new approach to reporting on risks introduced by the F&R Committee would be applied to the TLA Committee so that risks could be monitored more easily. An approval process would also be required. It would be important for the senior leadership team to monitor all other risks and the Audit Committee would maintain an overview of all risks. Future consideration was also needed for third party validation which would need to be arranged once the College was no longer part of a monitoring programme.

Resolved: To recommend the proposed approach to risk management and the top 8 risks to the Corporation.

21/34

Strategic Plan Critical Success Factors (Agenda item 8, Paper F)

It had previously been agreed that there was a need for the Corporation to monitor a smaller number of critical success factors each year as part of a 1-year Operating Plan. This would be a more focussed approach that would help to assist in the achievement of longer-term overarching Corporate objectives in the Strategic Plan 2020-30. The 12 key actions were directly linked to the performance development reviews for the senior leadership team. The current version included a series of performance measures for 2021-22. The Chair explained that once the report had received agreement in principle from the Corporation, an additional column would be added for 2022-23. This would offer a 2-step approach in the monitoring process.

The Committee agreed that the proposed approach was one that should be adopted. Such a report would then be the Corporation's main focus for monitoring performance towards achieving the Strategic Plan 2020-30. Two elements that were currently missing from the report were: the need for it to be aligned to the current risk register; and, quantitative and qualitative strategic outcomes and performance measures for 2021-22 and 2022-23. Where staff were concerned, an infomatic should be produced to ensure that everyone understood the contents.

Resolved: To recommend the report to the Corporation.

- 21/35** **Any other business (Agenda item 9)**
There was no other business.
- 21/36** **Date of next meeting (Agenda item 10)**
Thursday, 27th January 2022.