MOULTON COLLEGE

SEARCH AND GOVERNANCE COMMITTEE

Minutes of the meeting held on Thursday, 25th June 2020

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

In attendance: Mrs G M Hulley

19/59   **Apologies for absence (Agenda item 1)**
There were no apologies for absence.

19/60   **Declarations of interest (Agenda item 2)**
The Chair confirmed that he had recently been appointed as Chair of the Board of Studies for the University of Buckingham Medical School. The register of interests had been updated to this effect.

19/61   **Minutes of the last meeting (Agenda item 3, Paper A)**
The minutes of the last meeting held on the 19th December 2019 had been circulated previously. The minutes were approved as a true and accurate record.

19/62   **Actions from last meeting and any matters arising (Agenda item 4, Paper B)**
Action 19, Governance KPIs
It was agreed that this action should remain as these were currently under review.

19/63   **Governance appointments (Agenda item 5, Paper C)**
a. **Governor appointments:**
The Chair of Corporation and Principal had interviewed a potential governor who had extensive expertise at a senior level in Human Resources and in further education. If appointed, the individual could provide the necessary level of scrutiny in the Finance and Resources Committee around HR; inform some of the HR developments at the College; and, respond to a gap in skills previously identified by the FE Commissioner. Members agreed to recommend this appointment to the Corporation at its next meeting on the 9th July 2020. The Clerk would contact the individual to discuss the practical arrangements. The Committee also discussed the current caseloads of the Chairs of F&R and TLA Committees. These were extensive due to the wide ranging responsibilities. Members agreed new Vice Chair arrangements and the Chair of S&G would seek agreement from both individuals that they would take on such roles.

b. **Student Governors 2020-21**
From September 2020, there would be 2 vacancies for student governors in HE and FE. An advertisement had been placed on the College Moodle with a deadline of 29th June 2020. Any appointment should be via an election process. The Committee agreed that once appointed, both individuals should also take on the roles of Student President and Vice President. This would help

further to strengthen student voice particularly as there were a number of internal student group forums that they could be involved in. The Chair would send a personal letter on behalf of the Board to the current incumbents thanking them for their significant contributions whilst in office.

c. **Co-opted members: Annual review**
The Committee agreed that both co-optees should continue as members of the Audit Committee. Contributions from both were very good. A recommendation would be made to the Corporation. An individual was proposed as Vice Chair of this Committee. The Chair of Audit would take forward this recommendation.

Resolved: To receive the report on Governance appointments.

19/64   **Corporation self-assessment (Agenda item 6, Paper D)**
The annual Corporation self-assessment evaluation framework had been adapted to align more closely to the principal responsibilities in the AoC Code of Governance. Once completed, a draft self-assessment report would be shared with the TLA Committee at its first meeting in October 2020. The Committee approved the proposed approach for the governance self-assessment process. In terms of capturing feedback from other sources, it was agreed that the staff survey would include a number of relevant questions to achieve this.

Resolved: To receive the report on Corporation self-assessment.

19/65   **Chair's appraisal (Agenda item 7, Paper E)**
The Committee agreed with the proposed questionnaire which would be circulated to all governors during the summer. It was also agreed that the survey should be sent to a random sample of staff for their views. The Vice Chair of Corporation would report on findings in October 2020.

Resolved: To receive the report on the Chair's appraisal.

19/66   **Governance model for blended learning (Agenda item 8)**
Since March, Covid-19 had led to major shifts in teaching, learning and assessment during lockdown. As it was likely that a blended learning model would continue into the next academic year, the Committee emphasised the importance that governors were in a position to monitor the effectiveness of this model moving forward. The Chair of TLA Committee outlined a number of actions that had been reported at the previous week's meeting. This included the data being collected to report on student interactions with online learning and feedback gathered from staff as part of the quality process. It was agreed that an additional key performance indicator (KPI) should be incorporated into the suite of KPIs for TLA.

Resolved: To receive the report on the Governance model for blended learning.

19/67   **Any other business (Agenda item 6)**
FE Commissioner: A copy of the report from the recent virtual visit from the FE Commissioner's team had been circulated. The report

was broadly positive and identified further areas for development. One of the priority recommendations was in relation to the current HR system and how it should be used more effectively in relation to staff utilisation, performance, deployment, etc. It was agreed that there had been a significant turnaround at the College but Covid-19 had had an impact on finance. As a result, there remained some uncertainties about recruitment in September 2020. A focus on sales of non-strategic assets; student recruitment; and, income generation would remain key priorities for the foreseeable future. The Committee reiterated the need for the College to return onto RoTAP in order for the Apprenticeship provision to start again. It would also be important to be inspected as a matter of urgency. Further consideration could be given to this latter point at the next meeting of this Committee.

Resolved: To note the verbal report on the FEC visit.

19/68   **Date of next meeting (Agenda item 7)**
Thursday, 9th July 2020 at 8.30 am.