

MOULTON COLLEGE

SEARCH AND GOVERNANCE

Minutes of meeting held on Thursday, 4TH July 2024 at 9.00am,
Naseby Room, Moulton College

Present:	David McVean (Chair)	Independent Governor
	Ashley Clarkson	Independent Governor
	Pauline Hawkesford	Independent Governor
	Lucille Knapp	Independent Governor
	Charles Matts	Independent Governor
	Alastair Thomson	Independent Governor
In attendance:	Catherine Duro	Head of Governance
	Oliver Symons	Principal Designate

SECTION A – ROUTINE AND STANDING ITEMS:

24/14 Apologies for absence (Agenda item 1)

No apologies were received.

24/15 Declarations of interest (Agenda item 2)

There were no declarations of interest.

24/16 Minutes of last meeting (Agenda item 3, Paper A)

The minutes of the meeting held on the **25th January 2024** had been circulated. The minutes were accepted as a true and accurate record.

There were no matters arising.

24/17 Actions outstanding (Agenda item 4,)

Updates were provided on all listed actions. It was agreed all actions were complete for the year and could be closed.

SECTION B – GOVERNANCE 2023/24

24/18 External Review of Governance

The draft external review of governance report was received as read. Governors agreed it was a true reflection of their experience of governance. Governors were keen to receive part two of the report in the Autumn term when the forward-looking review would take place.

Resolved that the report be recommended to the Board for approval, with pages 10 and 11 to be published on the website.

24/19 Governance Self-Assessment Templates

The proposed governance self-assessment templates were reviewed. These were discussed as an alternative to the appraisal process which was felt to be too operational and had met with reluctance in previous years. The focus of this trial was to be on governor impact.

Resolved that the templates and process be recommended to the board for approval.

SECTION C – GOVERNANCE 2024/25:

24/20 Meeting Dates and Schedule of Business

The proposed meeting dates and scheduled of business were reviewed. It was **asked** that Committee meetings are not allowed to creep too close to Board meetings to allow time for recommendations to be circulated and fully reviewed.

The flow of information was discussed and the need for **communication and cross referencing between committees** agreed to be a priority for the new year.

An additional Finance and Resources Committee earlier in the year was agreed to be necessary.

The hard work in unpicking the business schedule and reducing duplication was recognised. The improvement in the flow of information was anticipated to be **more efficient**, against the new schedule of business.

Resolved that with the additional meeting the meeting dates and schedule of business be recommended to the board for approval.

24/21 Standing orders and Terms of Reference Review

The standing orders were received with no changes proposed.

The amended terms of reference were **reviewed**. The need for a financially qualified chair on the finance and resources committee was **debated**. It was agreed that this should happen when possible.

The other proposed amendments to the Terms of Reference were agreed. The attendance of a member of the Finance and Resources Committee at the Curriculum, Quality and Standards Meeting and vice versa was **welcomed**.

24/22 Co-opted and Link Governors

The proposed reduction in link governors, with an emphasis on **collective responsibility** and required engagement from all governors was agreed.

The appointments of co-optees were discussed against the skills need the committees had.

Resolved

- a) that all Co-optees be thanked for their contribution in 2023/24.
- b) that the board be recommended to Co-opt David Aarons, Aaron Keers and Helen King to the Audit Committee for 2024/25.
- c) that the link governor positions be recommended to the board for approval

24/23 Committee Memberships, Vacancies and Succession Planning, Ambassadors

The skills gaps, vacancies and succession planning and proposed Committee memberships were discussed.

It was **suggested and agreed** that an application be made for grant funding to access Peridot's governor recruitment service. It was **agreed** that 18 was an optimal corporation membership size, but that co-optees should be sought to enable a handover period and seamless handover as governors reach the end of their terms.

The concept of ambassadors was welcomed.

Resolved that

- a) the committee memberships be approved as presented
- b) additional co-optees be sought to enable a handover period and deliver effective succession planning

SECTION D – CLOSING ITEMS:

24/24 Confidential Matters

All confidential matters were discussed with all present.

24/25 Any other business

There was no other business discussed

24/26 Date of next meeting

16th October 2024 at 10.30 am.

Meeting closed 10.05