



**Mission Statement:** *Inspiring learning, developing character, building futures*

## **MINUTES OF THE MEETING OF THE SELF-ASSESSMENT COMMITTEE**

**Date:** 8<sup>th</sup> February 2021  
**Time:** 5.00-5.35pm  
**Virtual Meeting**

**Present:** Ms W Middlemas (Acting Chair)  
Ms J Gray (Principal)  
Cllr D Clapham  
Cllr C Baxter

**Together with:** Mrs S Hawitt (Governance Administrator-FCAT) (Minute Taker)

**Apologies:** There were no apologies

### **01.2021 Preliminaries**

In light of the recent resignation of the Chair of the committee WM was appointed Chair for the purpose of this meeting. The Chair welcomed everyone to the meeting, especially Cllr C Baxter, his first meeting of the SA committee.

There were no apologies to note

### **02.2021 Declarations of Interest**

There were no declarations of interest

### **03.2021 Consideration of any items of urgent business.**

There were no items of urgent business to discuss

### **04.2021 Confirmation of Quoracy**

It was noted the meeting was quorate

### **05.2021 Minutes of the meeting held on 17<sup>th</sup> November 2020**

The minutes of the meeting held on 17<sup>th</sup> November were approved

### **06.2021 Matters arising from the minutes not covered elsewhere on the agenda**

**a) Directors SAR-**(item 24.2020 from the previous minutes) confirmation the Clerk made slight changes to the report (to remove the FCAT sponsorship from the document)

**b) Directors CPD-**(item 24.2020 from the previous minutes) confirmation further work had been carried out to strengthen the directors' training programme

### **07.2021 Directors' Self-Assessment Process**

**Overview-**The Chair presented an overview of the draft self-assessment (SA) documents (papers 7.1-7.4), she cited one of the training webinars as the rationale for strengthening the existing self-assessment process for directors. It was noted that the current system did not include individual directors and the Clerk therefore missing an opportunity for them to talk about their own progress and training/development needs. It was agreed carrying out SA with

the Chair, directors and the Clerk will provide a 360 degree of the governing body as a whole, help to identify any gaps in knowledge and help to inform a training plan. It was noted that the meetings will provide a common approach to collecting feedback which will be used to monitor the effectiveness of the board. It was also noted that it is not a judgement but a tool to help to strengthen performance and help directors to develop their role.

It will be important to inform directors that, this should not be an onerous task, the Chair agreed to draft an email explaining the process to directors WM

**Process-**It was noted that 1-1 meetings with the Chair should take place annually, (usually in September) firstly with the Chairs of each committee so they can reflect on the committee they chair in addition to their own performance, then with all directors, newly appointed directors to take place in their second year of office. Directors

It was agreed to trial the process as soon as possible with Cllr D Clapham and take any feedback for improvement. WM/DC

It was agreed that feedback from the all SAs will be scrutinised by the SA committee in the Autumn Term meeting who will then have an overview of directors' skills, knowledge and experience and then be able to identify any gaps for training purposes.

**Outcome-**A thorough self-assessment process for the whole board carried out on an annual basis to help improve the overall effectiveness of the board, inform a training plan and bank of resources which will include, supporting governance documents, webinars and recordings of presentations from SLT. It was agreed to make these available as a resource to revisit for current and newly appointed directors

**Actions-**

Change the wording on the document from training to development and evidence to comment WM/SH

Trial the process with Cllr D Clapham WM/DC

Start to arrange meetings with directors through the Clerk SH

Send an initial email to directors asking for their thoughts and feedback WM/SH

Convert document to Google Docs for easy access SH

**07.2021 D1 Resolved: approval of Self-Assessment process**

**08.2021 Chair's role**

The committee approved the appointment of Cllr C Baxter to the role of Chair of the SA committee. He asked if there was any further training for Chairs and it was agreed the Clerk would send some information to him. SH

**08.2021 D1 Resolved: the approval of the appointment of Cllr C Baxter as Chair of the Self-Assessment Committee**

**08.2021 Identification of any new or amended risks**

No new risks were identified

**09.2021 Date and Time of next meeting**

Monday 7<sup>th</sup> June 2021 at 5pm

Signed \_\_\_\_\_

Date \_\_\_\_\_