



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

MINUTES OF THE MEETING OF THE SELF-ASSESSMENT COMMITTEE

Date: Monday 7th June 2021
Virtual Meeting via Google Meet
Time: 5.00-6.40pm

Present: Cllr C Baxter (Chair)
Ms J Gray (Principal)
Cllr D Clapham
Ms W Middlemas
Together with: Mrs S Hawitt (Governance Administrator-FCAT)
Apologies: There were no apologies

10.2021 Preliminaries

The Chair welcomed everyone to the meeting. There were no apologies to note

11.2021 Declarations of Interest

There were no declarations of interest to consider

12.2021 Consideration of any items of urgent business.

There were no items of urgent business to discuss

13.2021 Confirmation of Quoracy

It was noted the meeting was quorate

14.2021 Minutes of the meeting held on 8th February 2021

The minutes of the meeting were approved

15.2021 Matters arising from the minutes not covered elsewhere on the agenda

There were no matters arising not covered elsewhere on the agenda.

16.2021 Directors' Self-Assessment Process

The Chair of the board gave a verbal update on the new self-assessment process for directors. The committee were informed that a virtual meeting took place between the Chair of the board and the Chair of the Search and Governance committee as a practice run. It was noted that the framework although a bit wordy, provides a good opportunity to discuss performance, build upon strengths and address any areas for development. It is expected that the self-assessment process will identify any gaps in skills and experience on the board and inform future training needs and plans.

Five further directors had booked appointments to discuss their self-assessment with the Chair over the next two weeks, it was agreed that students and new directors (less than a year in post) would not be required to complete the process

17.2021 Directors Personal Record

The Clerk gave a verbal update on the DPR, it was noted that there were some gaps in the completion log but this is partly due to some technical issues that have now been resolved and directors not used to regularly updating their own personal DPR.

Agenda

It was agreed the system is good and provides the data required from directors, however further training is required to ensure all directors are familiar and confident to keep it up to date. It was agreed to hold a DPR surgery at the first full board/standards board meeting at the beginning of every academic year, this will reinforce the process for present directors and introduce the system to new directors.

It was agreed to include a reminder on each meeting agenda and meeting feedback sheet to complete the attendance tab on the DPR

Clerk

A discussion followed about directors who retire within an academic year and if there is an option to hide them from the completion log, the Clerk agreed to follow this up with technical support from the college.

Clerk

Asked about the training sections personal/implicit/other college organised training, it was noted that personal training including 1-1 reviews with the chair is any additional training relevant to your role as a director. Implicit training is all training received through meeting attendance and is set by the Clerk as is other college organised training which includes SFCA webinar programme. Directors noted the notes section which is optional is very useful. It was agreed to further strengthen the training sections during the DPR surgeries to ensure all directors are clear about recording their training.

18.2021 Directors Self-Assessment Report and Quality Improvement Plan

A discussion took place about the timeframe for completing the SAR/QIP. It was noted that due to the current Covid-19 situation and remote meetings the directors' conference was unable to go ahead, it would be at this meeting that the directors would start to develop a new plan. It was agreed that sections A-D6 can be completed which the Principal agreed to draft and redistribute to the SA committee. Section D7 and the QIP for 2021-22 would be completed after the 1-1 reviews with the Chair.

JG

Asked about the timescale for the completion of the QIP it was noted that September would be the optimum time to allow for reporting to the standards board at the beginning of the academic year. It was also noted that Ofsted would use this document as part of their inspection framework.

19.2021 Identification of any new or amended risks

No new or amended risks were identified

Date and Time of next meeting

Tuesday 9th November 2021 at 4pm

Signed _____

Date _____