

<b>Item</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
01	The college should ensure that future recruitment addresses the need for educational experience including teaching, learning and assessment and HE.	Clerk	Update: May 2024 In Spring 2024 a Board member who is an ex-College principal with the required experience was appointed and has since become Chair of the Curriculum & Quality Sub-Committee. Local Secondary Headteachers/Deputy Headteachers are being approached for Board Membership. ACTION: Part-completed.
02	The Board should consider whether the Board would benefit from having senior leaders from key stakeholders as members.	Principal/Chair	Update: May 2024 Following a successful recruitment drive, two senior leaders from key stakeholders have been appointed as Board members. ACTION: Ongoing
03	The Board could be clearer about its ambitions to make the Board more diverse and inclusive, taking into account the particular geographies and demographics served by the college.	Principal/Chair/ Clerk	Update: May 2024 Since receiving the external review recommendations, a number of new Board members have been appointed. The appointment process continues to welcome applications from all sectors and echoes the importance the College places on equality, diversity and inclusion. To increase the awareness and understanding of EDI, training is being organised for Board members with an external consultant in Summer/Autumn term 2024. ACTION: Ongoing
04	Board members should ensure that their mandatory training is up to date.	Clerk	Update: May 2024 Clerk in continual contact with Board/SWDT Executive Council Members to ensure all mandatory training

			completed in a timely manner. In Spring 2024, HR reviewed and reduced the number of training courses Board Members required to complete. ACTION: Ongoing
05	New Board members should be assigned to a committee after one cycle of meetings at the latest.	Clerk	Update: May 2024 This has now been put into practice and going forward new Board members will be assigned to a Committee after one cycle of Meetings. ACTION: Complete
06	The review process for the Chair should be undertaken annually.	Clerk	Update: May 2024 This has already been put in place and will be actioned on an annual basis going forward in Autumn term each year. ACTION: Complete
07	All Board members should participate in the review of the Chair.	Clerk	Update: May 2024 The process of reviewing the Chair takes place in Autumn term each year and is carried out by the Vice Chair. All members of the Board are consulted as part of the review process and going forward, will all be invited to remain at the Board Meeting in the Chair's absence for feedback on the review. ACTION: Ongoing
08	The Board should ensure that the Clerk has sufficient time fulfil the role.	Principal/Chair	Update: May 2024 Following review in March 2024, Clerk's weekly hours have been increased by 60% and are subject to further review. ACTION: Ongoing

09	Substantive agenda items should be supported by a written report to members, issued in a timely manner.	Principal/ Directorate	Update: May 2024 Written reports are now substantially produced, audited and circulated to members 7 days prior to the Meeting. Work continues to ensure that all timelines are met going forward. ACTION: Ongoing
10	Senior managers should work together to improve the standard and consistency of reports to the Board and committees with a focus in being clear on purpose, key messages and actions required.	Principal/ Directorate/ Managers	Update: May 2024 Front sheets for all reports to Board are now produced setting out purpose, key messages and actions required. Standard and consistency of reports continues to be addressed. ACTION: Ongoing
11	The Board should determine how it discharges its responsibilities for SWDT and ensure that there is consistent and effective reporting to enable these responsibilities to be discharged.	Principal/Chair/ Directorate	Update: May 2024 All Sub-Committee and Board Agendas now include specific reference to SWDT in key areas and reporting reflects this. An open invite is now sent to Board Members to attend SWDT Executive Council Meetings and likewise SWDT Executive Council Members have an open invite to Board Meetings. ACTION: Complete.
12	Reports from committees to the Board should be written and should highlight key matters for further discussion.	All Sub-Committee Chairs/Clerk	Update: May 2024 Following the external review, all sub-committee minutes presented to the Board are accompanied by a front sheet which summarises the actions and decisions made, as well as any recommendations to the Board including items for discussion/approval. ACTION: Complete

13	Senior managers should receive training, support and feedback on presenting to the Board and committees.	Principal/Directorate/ Senior Managers	Update: May 2024 ACTION: Outstanding
14	Board minutes should be published promptly once approved.	Clerk	Update: May 2024 Corporate Board Minutes are added to the Governance area of the website following approval. ACTION: Ongoing
15	The Board should consider opportunities to formalise and strengthen processes for hearing the views of staff and students.	Principal/Board/ Clerk	Update: May 2024 Staff and Student Forums are currently being set up by Clerk and will be led by Staff and Student Governors, with other Board Members invited to attend. These will be held on a termly basis, alternating between College and SWDT. Post-forum feedback will be collected following the first sessions. ACTION: Ongoing
16	The Board and Clerk should review and update the practice of excluding staff and student governors from participating in all confidential agenda items.	Chair/Clerk	Update: May 2024 Immediately following the receipt of the recommendations from the External Review, the Clerk and Chair reviewed the exclusion of staff and student governors from confidential items and at the next Board Meeting, staff and student governors remained at the table for the confidential item. ACTION: Ongoing
17	The Search and Governance Committee should monitor progress with the implementation of actions identified by the annual review of governance.	Chair/Clerk	Update: May 2024 The Annual Review of Governance is now a standing item on all Search & Governance Committee Agendas and the relevant updates given by the Clerk

			ACTION: Complete
18	The Search and Governance Committee review and refresh the effectiveness of the meeting evaluation process to ensure it provides useful information for improving Board practice.	S & G Committee/ Clerk	Update: May 2024 The Microsoft Form evaluation sent out to all participants following each Board and sub-committee meeting was reviewed and updated with more relevant questions, particularly around strategy and reporting and requiring more participant comments. This was circulated to the Board Members following the last Meeting in March 2024. Feedback from this review will be shared at the next Search and Governance Committee Meeting. Also, an item "Questions to Members" by the Chair has been added to the end of each Agenda for in-Meeting feedback. The Meeting evaluation process will continue to be reviewed by Search and Governance on an annual basis. ACTION: Complete