

## MINUTES OF THE STRATEGY AND POLICY COMMITTEE MEETING

Wednesday 12<sup>th</sup> June 2024 at 6.00pm  
Meeting held via Microsoft Teams

**Present:**

Tim Oliver (Chair)  
Paul Collyer  
Sophie Cook  
Dan Hards, Principal  
John Thater  
Emma O'Brien  
Alex Cronje

Kate Parsons (Advising Officer)  
Catherine Davies (Clerk)

**1. DECLARATIONS OF INTEREST**

There were no declarations of business interest from Trustees.

**2. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed Alex Cronje to his first Strategy and Policy Committee meeting, in his role as Student Trustee. Apologies were received and accepted from Claire Douglas

**3. MINUTES OF THE LAST MEETING HELD ON 6<sup>th</sup> MARCH 2024**

The Minutes of the previous meeting of 6<sup>th</sup> March 2024 were approved as an accurate record

**4. MATTERS ARISING**

None

**5. CONSTITUTION**

5.1 Student Trustees

The Chair informed the Committee that Alex Cronje and Daniela Rivas have been elected as the new Student Trustees.

5.2 Trustee Vacancy

The Chair updated the Board that due to the resignation of Andy McVeigh there is a vacancy for an external Trustee from 1<sup>st</sup> July 2024. In addition, Paul Collyer reaches the end of his third term as Trustee in December 2024.

The Chair asked the Clerk to start the process to recruit external Trustees in September 2024 with diversity prioritised during the selection process.

The Principal added that Staff Trustee, Anna Mawson, has been appointed as Interim Assistant Principal for Curriculum, Innovation and Development from September 2024.

**Action:** Clerk to start recruitment process for Trustees in September 2024.

5.2 Code of Conduct 2024

The Committee approved the Code of Conduct 2024.

**6. MISSION STATEMENT AND COLLEGE VALUES**

The Principal outlined the rigorous path that the Senior Leadership Team have undertaken to draw up the new Mission Statement and College values. The statement and values were reviewed by the Committee and noted the stakeholders in the College have given their support to the wording.

A Trustee asked the Principal to edit some of the wording in the section on Implementation and Communication and the Principal agreed.

The Principal thanked Parent Trustee, Dave Roberts, for his assistance in the process of drawing up the Mission Statement and College Values.

The Committee recommended the Mission Statement and College Values for approval by the Board.

**7. TRUSTEE SKILLS AUDIT REPORT**

The Clerk briefed the Committee on the outcome of this year's Skills Audit, noting the scores were consistent with previous years despite the change of Trustees making up the Board. Skills gaps on the Board include Legal and experience of policy within the public sector.

The Chair asked the clerk to suggest future areas for training for the Board.

**Action:** Clerk to use Skills Audit to propose areas of training for the Board.

**8. REVIEW OF TRUSTEES QUALITY IMPROVEMENT PLAN 2023-24**

The Clerk updated the Committee on the Ongoing actions which include moving the Trustee portal to Teams and updating the Trustee induction programme.

A Trustee asked the Clerk to consider a new format for 2024/25 which incorporates a monitoring process for the Mission Statement and Values and the Clerk agreed.

**Action:** Clerk to consider a new format for Trustee QIP 2024/25 which incorporates a monitoring process for the Mission Statement and College Values.

**9. ANY OTHER BUSINESS**

None.

**10. DATE OF NEXT MEETING** – Wednesday 6<sup>th</sup> November 2024 (tbc)

*The meeting closed at 6.27pm  
Attendance was 87%*

Signed and date .....

**SUMMARY OF ACTIONS**

<b>A3 – 001</b>	Clerk to start recruitment process for Trustees in September 2024.
<b>A3 – 002</b>	Clerk to use Skills Audit to propose areas of training for the Board.
<b>A3 - 003</b>	Clerk to consider a new format for Trustee QIP 2024/25 which incorporates a monitoring process for the Mission Statement and College Values.

**SUMMARY OF TRUSTEE CHALLENGE [C] / SUPPORT [S]**

<b>C/S</b>	<b>Minute</b>	<b>Topic</b>
S	6	The Principal thanked Parent Trustee, Dave Roberts, for his assistance in the process of drawing up the Mission Statement and College Values.
C	8	A Trustee asked the Clerk to consider a new format for 2024/25 which incorporates the Mission Statement and Values and the Clerk agreed.