**CORPORATION OF SIR GEORGE MONOUX COLLEGE**

**Minutes of the Meeting of the Audit Committee (Ordinary Business)**

**held on 19 August 2020**

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| **Present** | Riddhi Bhalla (Chair), Kwame Atta, Talia Chirouf, Caroline Evans. |
| **In Attendance** | Robert Smith (Clerk to the Corporation. |

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| **1** | **Apologies for Absence and Quoracy**  All members were present. |
| **2** | **Declarations of Interest**  None. |
| **3** | **Student Disciplinary Policy and Procedure**  The draft policy was received and considered.  It was reported by the Chair that the draft had gone through a series of iterations in the course of which a number of administrative issues attending its implementation had been satisfactorily addressed.  Members emphasised the crucial importance of recording all incidents, wherever in the College they may arise, and of ensuring a comprehensive audit trail of written communications relating to them.  It was agreed, as a general principle, that the College management should be afforded maximum flexibility in dealing with circumstances where disciplinary sanctions may be imposed consistent with avoiding unnecessary risk to College assets and, potentially, those of individual Corporation members.  It was recognised that student exclusions may result from inadequate academic performance, or from serious or prolonged misconduct.  It was agreed as a specific principle, admitting of no exceptions, that a member of staff who excludes a student from the College cannot hear a resultant appeal.  It was recognised that the Principal would be expected to hear all appeals, and would therefore not be involved in student exclusions.  Following discussion, it was agreed that: |

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|  | **.** | paragraph 30 of the draft policy be amended to remove the final sentence *In exceptional circumstances the Principal may also take the decision to exclude a student and these exceptions must be reported to the Corporation as soon as possible but no later than 10 working days after the decision to exclude was made,* with the paragraph therefore to read in its entirety *The decision to exclude a student has been delegated by the Principal to specific members of the curriculum leadership team (CSLT), including Vice Principals.  Any appeal by a student who has been excluded will be considered by the Principal*. |
|  | **.** | in practice this means that: |

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|  |  | **.** | all exclusions will be decided on and executed by someone other than the Principal; |
|  |  | **.** | all appeals against exclusions will be heard and decided by the Principal; |
|  |  | **.** | the Principal can suspend a student for safeguarding reasons, or in other situations where immediate action is required, without breaching the above provisions, since suspension is not itself a disciplinary sanction; *and* |
|  |  | **.** | staff training on how to handle incidents of ill-discipline must note that when needing assistance or to escalate a situation calling for student exclusion, they should seek out a member of the Senior Leadership Team *other than the Principal* unless suspension can adequately handle the situation. |

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|  | The policy was not approved on behalf of the Corporation as drafted. The Committee Chair stated that she would communicate the Committee’s reasons to the Principal, and revert to members in due course.  It was agreed that, unless further discussion is required to consider fresh proposals, the Committee’s approval of the policy would be sought by circulated written resolution. |

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| **4** | **Date and Time of the Remaining Meeting in the 2020-21 Year**  The following dates and times were noted:  ***Tuesday 24 November 2020 (5.30pm)***  ***Tuesday 9 March 2021 (5.30pm)***  ***Tuesday 15 June 2021 (5.30pm)***  It was also noted that the 24 November meeting will be held online. Whether the March and June meetings are held physically or online will be determined by the public health situation pertaining at the time. |

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