**CORPORATION OF SIR GEORGE MONOUX COLLEGE**

**Minutes of the Meeting of the Governance & Nominations Committee held on 7 September 2021**

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| **Present** | Tom Foakes (Chair), Stephen Jones, Alastair Owens, Alan Wells. |
| **In Attendance** | Robert Smith (Clerk to the Corporation). |

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| **1** | **Quoracy**  The meeting was quorate. |
| **2** | **Declarations of Interest**  None. |
| **3** | **Minutes of the Previous Meeting: 20 April 2021**  It was noted that the draft minutes had received approval by the Chair of the Committee for circulation.  They were approved as a correct record of the business transacted and *prima facie* evidence of the proceedings to which they relate. |
| **4** | **Matters Arising from the Minutes: 20 April 2021**  None. |
| **5** | **Appointment of Parent Member of the Corporation**  It was reported that an email inviting submission of a letter of application and CV will be circulated to all parents for whom an email address is held as soon as the list of addresses has been compiled by the College.  If applications are received, the Committee will meet during October for the purpose of recommending to the Corporation the appointment of a new parent member. |
| **6** | **Independent Member Recruitment Action Plan**  A paper prepared by the Chair of the Corporation was received and considered.  It was agreed that  *paid advertising for new members is unaffordable for the College;*  *the College website should show vacancies for members of the Corporation;*  *the College Marketing Department should be provided with a text for governor recruitment advertisements, and details of free websites where the advertisement is to be placed;*  *member vacancies should also be circulated to local industry, other colleges not in direct competition for students with Sir George Monoux College, and local schools who are not members of multi-academy trusts;* and  *member vacancies should be circulated to organisations in partnership with the College (e.g. employers participating in work experience programmes).*  It was also agreed that a more detailed induction pack for new governors is required. In this connection, it was further agreed that sufficient copies of the Essential Guide for College Governors published by the SFCA be obtained for the purpose, and also for distribution to existing members.  It was additionally agreed that the text of the advertisement, drafted by the Committee Chair, be circulated to members for comment, along with detailed plans for where it is to be placed.  The Chair of the Corporation reported that he is formulating a programme for those independent members who wish to take advantage of it with a view to their development over time in the light of future appointments to Corporation offices. |
| **7** | **Role Description and Person Specification for Independent Members of the Corporation**  A paper, prepared by the Chair of the Corporation, together with a skills audit proforma, was received and considered.  It was noted that the role description had been drawn up in the context of the present need to recruit a new independent member with the potential to take a leading role within the Corporation.  It was agreed that the document could usefully be shortened, with the section on responsibilities being removed for inclusion within a separate document to be given to shortlisted candidates.  Subject to the above, the role description and person specification was approved.  The draft Skills Audit was noted.  Members agreed to place on the agenda of a future meeting a review of the criteria for granting second or subsequent terms to existing independent members on the expiry of their first terms of office. |
| **8** | **Self-Assessment of Governance**  A paper, prepared by the Clerk the Corporation, together with a schedule of governor feedback obtained by the Chair of the Corporation in the course of the annual governor appraisal programme was received and considered.  The draft report was approved for onward transmission to the Corporation.  It was agreed that, for future reviews, more objective criteria should be developed.  It was noted that communication with its stakeholders is the least well-regarded aspect of Corporation performance.  It was agreed that some of the content of the Corporation section of the College website should be reviewed.  It was further agreed that the External Relations Committee, through its Chair, be invited to consider the role of alumni in connection with the College and Corporation. |
| **9** | **Triennial External Independent Review of Governance**  A paper, prepared by the Clerk to the Corporation, was received and noted. |
| **10** | **Any Other Competent Business**  None. |

**List of Actions Arising from the Meeting**

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| **Min.** | **Person(s) Responsible** | **Action Required** |
| **6** | Committee Chair | Circulate the draft text of the advertisement to Committee members for comment prior to use, along with detailed plans for where it is to be placed. |
| **6** | Clerk to the Corporation (on receipt of appropriate text from the Committee Chair) | Instruct College IT Department to include on the College website vacancies for members of the Corporation. |
| **6** | Committee Chair (in consultation with other members of the Committee) | Provide the College Marketing Department with a text for governor recruitment advertisements, and details of free websites where the advertisement is to be placed. |
| **Minute** | **Person(s) Responsible** | **Action Required** |
| **6** | College Marketing Department (on instruction from the Committee Chair) | Circulate member vacancies to local industry, other colleges not in direct competition for students with Sir George Monoux College, and local schools who are not members of multi-academy trusts. |
| **6** | College Marketing Department (on instruction from the Committee Chair) | Circulate member vacancies to organisations in partnership with the College (e.g. employers participating in work experience programmes). |
| **6** | Finance Officer (on instruction of the Clerk to the Corporation) | Purchase sufficient copies of the Essential Guide for College Governors published by the SFCA for distribution to existing members, plus new members appointed to existing vacancies. |
| **7** | Chair of the Corporation | Shorten the Role Description and Person Specification for the existing independent member vacancy as per the Minute. |
| **7** | Clerk to the Corporation | Place on the agenda of a future meeting a review of the criteria for granting second or subsequent terms to existing members on the expiry of their first terms of office. |
| **8** | Chair of the Corporation &  Clerk to the Corporation | Review content of the Corporation section of the College website. |
| **8** | Committee Chair | Invite the External Relations Committee, through its Chair, to review the role of alumni in connection with the College and Corporation. |