**SIR GEORGE MONOUX COLLEGE**

**Minutes of the Corporation Meeting held on 11 May 2021**

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| **Present** | Alan Wells (Chair of the Corporation), Alastair Owens (Senior Vice-Chair of the Corporation and Chair of the Quality & Performance Committee), Riddhi Bhalla (Vice-Chair of the Corporation and Chair of the Audit Committee), Jonathan Bush (Vice-Chair of the Corporation and Chair of the Resources Committee), Kwame Atta, Adenike Betiku, Talia Chirouf, Tom Foakes (Chair of the Governance and Nominations Committee), Nehendra Jonas (Student Member), Stephen Jones, Farhana Juhera (Support Staff Member), Jagdev Kenth, Anisa Khadija (student member), Maurine Lewin, Nazia Shah (Teaching Staff Member) – agenda 1-7, David Vasse (Principal), Sara Whittaker, Jay Wint (Parent Member). |
| **In Attendance** | Holly Bembridge (Vice-Principal: Curriculum and Quality), James Gould (Vice-Principal: Student Services and Recruitment). |

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| **1** | **Apologies for Absence and Quoracy**  Apologies for absence had been received from the following members of the Corporation: Caroline Evans, Stewart Maclean.  The meeting was quorate. |
| **2** | **Declarations of Interest**  None. |
| **3** | **Draft Minutes of the Previous Meeting (Ordinary Business): 30 March 2021**  It was noted that the draft minutes had been circulated by the Chair of the Corporation.  Subject to revision of the last sentence of Minute 5 (second paragraph) to read … “most students who are retained will successfully progress to Level 3”, 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 Draft Minutes (Ordinary Business): 30 March 2021**  *Minute 10:* it was reported that revised Bye Laws of the Corporation giving effect to matters agreed at the previous Corporation meeting had been approved on behalf of the Corporation by the Governance and Nominations Committee.  There were no other matters arising except those already provided for elsewhere on the meeting agenda. |
| **5** | **Principal’s Report**  A verbal report was received from the Principal.  It was noted that, in the period since the resumption of face-to-face teaching, there had been a low level of disruption to College activities arising out of the effects of the public health emergency and that, with social distancing and mask-wearing policies expected to change in the near future, “normal operations” are in some measure restored, subject to the Government’s continuing advice and guidance.  There are, however, significant issues attending the post-pandemic recovery, not least the difficulties experienced by students at present in Key Stage 4 who will have been seriously affected by lockdown measures. The absence of formal external assessment of such students will make more difficult the application of entry criteria to this year’s cohort.  Issues such as missed learning, literacy deficit and greater mental health challenges are being discussed in key forums involving Government ministers and sector representatives, and it is hoped that additional funding support will be adequate to enable appropriate measures to be put in place (for example, extending the college day).  It was noted that Ofsted will review the “pandemic effectiveness” of colleges, in terms of curriculum delivery, “catch-up”, safeguarding arrangements and student support, as part of the inspection process.  Early planning for T level provision is being undertaken by the College, and will be treated at a Saturday Development session later in the term.  Borough Council proposals for housing and cultural development in the local area of the College were reported, as was a proposed partnership between the local authority and the University of Portsmouth for the provision of a substantial university facility within the borough.  The number of places offered to students for the September 2021 intake is currently exceeding that achieved at the same point in the previous year, despite a slight fall in application numbers. The degree to which early enrolment in June is successful will determine the College’s strategy during the summer period. At present, the College is on course to meet its student enrolment target. |
| **6** | **Succession Arrangements: Chair of the Corporation**  A draft role description and person specification, recommended for Corporation approval by the Governance and Nominations Committee, and introduced by its Chair, was received and considered.  The document also contains sections on the principal challenges facing the College over the next few years with which the new office-holder will be expected to deal, and a description of how to seek election to the office.  It was particularly noted that candidates are not expected to have substantial experience in all the areas cited, though it is important, in view of the demanding environment in which the College will be operating, that the Corporation does not compromise the quality of the appointee sought.  It was clarified that the office-holder might be expected to be skilled in dealing with the representatives of political entities such as the local authority and the London mayoralty in support of college objectives.  It was agreed that the various skills could not be weighted in terms of their significance since this is a matter reserved to the judgement of the electorate.  In the event that no internal candidates are nominated or, if nominated, do not secure a sufficient majority, the document may be used for external candidates, should the Corporation decide to seek them, but would be revised to contain essential information about the College.  The opportunity for any member to meet, separately, with the Chair of the Corporation, the Principal and the Clerk to the Corporation (also separately) is intended to help members decide whether or not they wish to seek nomination. Such meetings, if they happen, will be informal and other members will not be advised that they have, or have not, taken place.  The present Chair of the Corporation, as part of the appraisal of members, intends within the next month to meet all independent members to gauge the level of interest in seeking election to the office of Chair.  The job description and person specification for the office of Chair of the Corporation was approved, and the nomination and election processes noted. |
| **7** | **Meetings**  The Chair of the Corporation introduced his report on the consultation held with members as to whether meetings should be face-to-face or virtual.  The following options had been consulted on:  *a return to the pre-pandemic status quo;*  *face-to-face meetings at the College (Corporation and committees), but with use of virtual software for remote participation, either for each meeting, for a set number of meetings or on an exceptional basis;* and  *all meetings held virtually, but with three Saturday morning development sessions held face-to-face at the College.*  No members had preferred the first option. 8 members had preferred the second option. 12 members had preferred the third option.  Members of SLT required to attend meetings, and the Clerk to the Corporation, had also been consulted. All had expressed a preference for the third option.  In discussion the following points were made:  *it is important for members to familiarise themselves with the College by means of face-to-face visits to observe daily operations, recognised by the requirement to pay at least two half-day visits during each academic year;*  *it will assist members if the timing of such visits, which can now safely proceed, were arranged with a substantial notice period (in particular, with members advised by the College as to the range of dates within which visits can usefully be made);*  *“hybrid” meetings risk being less effective than either face-to-face or wholly virtual meetings and, in any event, would call on reliable venue support in terms of the technology made available for this purpose;* and  *virtual meetings enable a greater flexibility in assigning members to committees, since geographical proximity to the College is less crucial.*  The following arrangements were agreed:  ***Corporation meetings will be held virtually;***  ***three Saturday morning development sessions will be held in each academic year at the College, which members and others are required to attend face-to-face;* and**  ***the format and location of committee meetings will be determined by each Committee Chair in consultation with members of the Committee, but such meetings will only be either face-to-face at a location to be agreed (with the right of any member, including staff in attendance, to attend virtually without restriction), or will be entirely virtual.***  It was further agreed that these arrangements will be reviewed to assess their effectiveness at the Corporation meeting being held in May 2022. |
| **8** | **Report of the External Relations Committee: Meeting held on 2 February 2021**  The draft minutes of the above meeting, approved by the Committee Chair for circulation, were received and noted. |
| **9** | **Report of the Governance and Nominations Committee: Meeting held on 20 April 2021**  The draft minutes of the above meeting, approved by the Committee Chair for circulation, were received and noted.  It was reported that the Committee is undertaking a review of member recruitment. In this connection, it was observed that the newly approved arrangements for holding meetings might assist in attracting a broader range of candidates for appointment than those living in the vicinity or within easy reach of the College.  It was also reported that the Committee is to undertake a skills audit of members, not to assess their effectiveness, but to identify development needs among existing members and skills gaps within the Corporation.  The Chair of the Corporation reported that informal enquiries of other college corporations had not, as yet, revealed any methods of recruitment other than those hitherto used at the College.  Talia Chirouf proposed that partner employers might be asked to advertise Corporation vacancies to appropriate members of their staff.  It was agreed that the Committee will consider the benefit, or lack of it, of an equal opportunities’ monitoring form attending applications for membership. |
| **11** | **Date and Time of Remaining Corporation Meeting 2020-21**  The following date and time, approved at the July 2020 meeting, was noted:  ***Tuesday 6 July 2021 (6.30pm)*** |
| **12** | **Dates and Times of Corporation Meetings 2021-22**  The following dates and times, approved at the meeting held on 30 March 2021, were noted:  ***Tuesday 12 October 2021 (6.30pm)***  ***Tuesday 14 December 2021 (6.30pm)***  ***Tuesday 18 January 2022 (6.30pm)***  ***Tuesday 5 April 2022 (6.30pm)***  ***Tuesday 10 May 2022 (6.30pm)***  ***Tuesday 5 July 2022 (6.30pm)*** |
| **13** | **Any Other Competent Business**  The Chair of the Corporation asked independent members and the parent member to arrange with him a date and time for their appraisal review. Other members of the Corporation were offered a similar invitation, but on a voluntary basis. |

**List of Actions shown on next page**

**List of Actions Arising from the Meeting**

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| ***Minute*** | ***Person Responsible*** | ***Action*** |
| **3** | Clerk to the Corporation | Amend the minutes of the 30 March meeting as agreed (ref. Minute 5: 30 March 2021). |
| **5** | Clerk to the Corporation | Arrange a Saturday morning development session for late June or early July. |
| **6** | Chair of the Corporation | Arrange appraisal discussions with independent members and the parent member within the timescale indicated. |
| **7** | Clerk to the Corporation | Provide for review of meeting arrangements on the agenda for the 10 May 2022 Corporation meeting. |
| **9** | Governance & Nominations Committee | Consider matters raised under Minute 9 that fall within the Committee’s remit. |
| **13** | Independent Members of the Corporation, and the Parent Member | Advise the Chair of the Corporation of available dates and times for an appraisal meeting. |