**SIR GEORGE MONOUX COLLEGE**

**Minutes of the Corporation Meeting held on 30 March 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), Stephen Jones (Agenda 5-13), Farhana Juhera (Support Staff Member), Jagdev Kenth, Maurine Lewin, Stewart Maclean (Chair of the External Relations Committee – Agenda 1-5 and 10), Nazia Shah (Teaching Staff Member), 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: Nehendra Jonas, Anisa Khadija (student members)  The meeting was quorate.  David Ball (Vice-Principal: Corporate Services) was unable to be in attendance.  The business under Agendum 10 was transacted between agenda 5 and 6, but has been minuted in the published order of the meeting agenda. |
| **2** | **Declarations of Interest**  None. |
| **3** | **Draft Minutes of the Previous Meeting (Ordinary Business): 15 December 2020**  It was noted that the draft minutes had been circulated by the Chair of the Corporation.  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): 15 December 2020**  *Minute 8:* it was reported that the text message interview reminder service had been procured by the College.  *Minute 13:* it was reported that two development sessions for members of the Corporation, including on the impact of pending curriculum changes on the College, will be arranged on dates to be agreed.    There were no other matters arising except those already provided for elsewhere on the meeting agenda. |
| **5** | **Principal’s Report**  A written report was received from the Principal.  In response to a question from Riddhi Bhalla, it was noted that students had not received standardised assessment at GCSE and many had not benefitted from the customary structured educational experience either at school or in the College, but that it is nevertheless anticipated that most students who are retained will successfully progress to Level 3.  In response to a question from Sara Whittaker, it was confirmed that the College is developing an assessment policy for application in 2021 in the light of emerging, but as yet incomplete, guidance from the competent authorities. The policy will make provision for a sufficiently robust quality assurance process, and an independent appeals procedure.  In response to a question from Talia Chirouf concerning the murder of a young man in Walthamstow (not a student of the College), the Principal confirmed that appropriate support arrangements are in place for any students impacted by the incident.  In response to a question from Stewart Maclean, it was acknowledged that the public health emergency had taken a serious toll on the psychological well-being of students, not least as a result of family bereavements. In the circumstances the level of student participation in a wide range of relevant College initiatives is encouraging. Additionally, there had been good coordination between teaching and mentoring staff in dealing with problems experienced by students arising out of the pandemic. |
| **6** | **Report of the Audit Committee: Meeting held on 26 January 2021**  The draft minutes of the above meeting, approved by the Committee Chair for circulation, were received and noted. A verbal report by the Chair of the Committee was also noted. |
| **7** | **Report of the External Relations Committee: Meeting held on**  **2 February 2021**  In the absence of the Chair of the Committee, the business was held over to the next meeting. |
| **8** | **Report of the Quality and Performance Committee: Meeting held on 9 February 2021**  The draft minutes of the above meeting, approved by the Committee Chair for circulation, were received and noted. A verbal report by the Chair of the Committee was also noted. |
| **9** | **Report of the Resources Committee: Meeting held on 16 March 2021**  The draft minutes of the above meeting, approved by the Committee Chair for circulation, were received and noted, together with the in-year management accounts for the period to 31 January 2021, previously considered by the Committee at the 16 March meeting. A verbal report by the Chair of the Committee was also noted.  It was confirmed that a third consecutive year of deficit in 2021-22 would only be recommended for approval by the Corporation if the differential impact of “Covid-recovery” costs (mainly pay costs) is recognised by the ESFA, and not taken into account by them in judging the College’s financial performance. It was noted that without such extra costs, the College would be estimating a surplus in 2021-22. |
| **10** | **Draft Succession Strategy**  A paper prepared by the Chair of the Corporation was received and considered. It was noted that it refers to the succession to the office of Chair of the Corporation, not governor succession more generally.  The paper set out proposals relating to:  *the current position in relation to elected Corporation officers;*  *the range of future challenges facing the College;* and  *a succession process for electing Corporation officers.*  In relation to the latter, consideration was invited concerning:  *the number of elected Corporation offices;*  *draft resolutions relating to the tenure as governors of two existing members, and that of all elected officers of the Corporation;*  *proposals relating to Corporation appointments set out in the recent Government White Paper* ***Skills for Jobs: Lifelong Learning for Opportunity and Growth****;*  *proposed revision to the Bye Laws of the Corporation relating to the election of officers;* and  *a process to ensure that the office of Chair of the Corporation continues to be filled by the election of an appropriately qualified and experienced person.*  Members agreed that, from the termination dates of the present Vice-Chairs, the Corporation would revert to electing a single Vice-Chair with a distinct job description setting out the specific areas of responsibility of the office as well as the deputising role in the event of the Chair’s absence or conflict of interest.  Members approved the following resolutions:  THAT*, Riddhi Bhalla and Alan Wells be re-appointed as members of the Corporation from 2 July 2022 to 31 July 2022.*  THAT*, notwithstanding the provisions set out in the Bye Laws of the Corporation, owing to the public health emergency the Corporation agrees to extend the terms of office of the Chair of the Corporation, Senior Vice-Chair of the Corporation and of the two Vice-Chairs of the Corporation by a period of twelve months without election, being from 1 August 2021 to 31 July 2022 (in the instance of Jonathan Bush, to 9 December 2022).*  Members delegated to the Governance and Nominations Committee the responsibility for preparing a job description and person specification for the office of Chair of the Corporation, which is to be submitted for Corporation approval at the meeting to be held on 11 May 2021.  It was noted that the proposed succession process entails three successive stages: an election (if there are candidates), search for an external appointee (if no person has been elected at the first stage), and extension for a limited period of the existing office holder (if no appointment has otherwise been made). The Corporation would have the option to omit the second stage (external appointee).  Members discussed proposed amendments to Bye Law 4.5 (Election of Chair of the Corporation) providing for:  *the nomination process;*  *the threshold required for a candidate to be elected;*  *the method of election to be used;*  *the requirement for candidates to provide a letter setting out how they meet the requirements defined in the job description and person specification for the office, and a prohibition on candidates otherwise communicating with electors;* and  *an opportunity for candidates to be questioned by members at a Corporation meeting prior to a poll.*  The Clerk to the Corporation was asked to draft proposed bye laws giving effect to the matters agreed at the meeting, to be presented for detailed consideration and, if thought fit, approval on behalf of the Corporation by the Governance and Nominations Committee and, if approved, tabled for information at the Corporation Meeting to be held on 11 May 2021.  In the above regard, it was agreed that a meeting of the Governance and Nominations Committee will be convened during April to:  *agree a job description and person specification for the office of Chair of the Corporation for recommendation to the Corporation;* and  *agree an amended Bye Law 4.5 (and other changes to the Bye Laws thereby entailed, if any) for similar recommendation.*  It was further agreed that consideration of external recruitment of the Chair and/or the granting of a further term to the existing office-holder be held over until the conclusion of any initial election process, should such measures prove relevant.  It was noted that, assuming approval by the Corporation of the job description and person specification for the office of Chair of the Corporation at the 11 May 2021 meeting, the present Chair will consult with eligible members to ascertain whether any wish to stand for election to the office and that, if any wish to stand and receive the necessary nominations, an election will take place under regulations set out in the revised Bye Laws. If no eligible member wishes to stand for election (or does not receive a sufficient number of nominations), the Corporation will decide at the 6 July 2021 meeting whether an attempt should be made to recruit a new Chair externally.  The Chair of the Corporation undertook to re-draft the paper in the light of the discussion and circulate it to members. |

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| **11** | **Dates and Times of Remaining Corporation Meetings 2020-21**  The following dates and times, approved at the July 2020 meeting, were noted:  ***Tuesday 11 May 2021 (6.30pm)***  ***Tuesday 6 July 2021 (6.30pm)***  For the protection of members and of the College, the 11 May meeting will be held online.  Whether the 6 July meeting is held physically or online will be determined by the public health circumstances as they affect participants at the time. |
| **12** | **Dates and Times of Corporation Meetings 2021-22**  The following dates and times were approved:  ***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)***  Whether any or all of these meetings are held physically or online will be determined by the public health circumstances as they affect participants at the time. |
| **13** | **Any Other Competent Business**  None. |

**List of Actions Arising from the Meeting**

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| ***Minute*** | ***Person Responsible*** | ***Action*** |
| **10** | Governance & Nominations Committee | Prepare a job description and person specification for the office of Chair of the Corporation for recommendation to the Corporation. |
| **10** | Clerk to the Corporation  Governance & Nominations Committee | Re-draft the Bye Laws of the Corporation to give effect to matters agreed at the meeting, and propose such other amendments to bye laws as may thereby be entailed.  If thought fit, approve the re-drafted Bye Laws on behalf of the Corporation. |
| **10** | Clerk to the Corporation | Convene a meeting of the Governance & Nominations Committee during April 2021. |
| **10** | Chair of the Corporation | Re-draft the paper, “Succession” in the light of the discussion and circulate it to members |