**CORPORATION OF SIR GEORGE MONOUX COLLEGE**

**Minutes of the Meeting of the Governance & Nominations Committee held on 20 April 2021**

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| **Present**  | Tom Foakes (Chair), Riddhi Bhalla, Stephen Jones, Alastair Owens, Alan Wells.  |
| **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** | **Minutes of the Previous Meeting: 6 October 2020**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: 6 October 2020***Minute 5*: it was noted that the candidate recommended for appointment as as the parent member of the Corporation was duly appointed. |
| **5** | **Bye Laws of the Corporation**A draft revised set of bye laws prepared by the Clerk to the Corporation, together with a schedule setting out the intended changes, was received and considered.It was noted that the changes proposed to Bye Law 4.5 reflect the wishes of the Corporation as expressed at the meeting held on 30 March 2021.Other proposed changes to the Bye Laws arise from a general review of their provisions.It was agreed that future annual reviews of the Bye Laws of the Corporation should encompass a thoroughgoing examination by the Committee of all their provisions in the light of the Corporation’s requirements, not just those proposed for amendment.The amended Bye Laws were approved by the Committee on behalf of the Corporation with immediate effect.The Clerk to the Corporation stated that he would circulate a copy of the revised Bye Laws of the Corporation to all members, and cause them to be placed on the College website. It was noted that circulation of the Bye Laws to each member would comprise sufficient notice and that, notwithstanding the action recorded in Minute 10 of the Corporation meeting held on 30 March 2021, they would not be tabled for information at the next meeting of the Corporation. |
| **6** | **Role Description and Person Specification for Chair of the Corporation**A draft role description and person specification, as a single document, for the said office, prepared by the incumbent, was received and considered.It was noted that it had been prepared with due regard to the specific challenges facing the College.The draft role description set out:*the time commitment required;**the purpose of the role;* and*its principal duties.*The draft person specification set out:*the personal qualities needed;* and*previous experience required.*The role description and person specification were recommended to the Corporation for approval, subject to inclusion of an amended introductory sentence to the section “Previous Experience” requiring significant experience in *a majority of* the specified areas. |
| **7** | **Governor Recruitment Review**A paper, prepared by the Chair of the Committee, was received and considered.It was agreed that existing methods of recruitment had served the Corporation adequately, but that the need to appoint a plurality of new members owing to forthcoming terminations of office makes essential a review of recruitment processes, in particular those relating to skills audit and search.It was also agreed that the appropriate comparators for the College are inner London 16-19 education providers.It was additionally suggested that the Corporation approve targets for the proportion of appointees who are women and/or are drawn from ethnic minorities to inform it when faced with a choice between equally well-qualified candidates.It was further agreed that the review should be carried out in time for its conclusion to be reported to the Corporation at the 6 July meeting.The following measures were agreed:*a skills audit of the existing Corporation membership (to be conducted jointly by the Chair of the Committee and the Chair of the Corporation);**a schedule of how current members had been recruited (to be conveyed by the Clerk to the Corporation to the Chair of the Committee);* and*an enquiry as to how governors are recruited in comparable colleges, and with what success.*The information will be collated by the Chair of the Committee and, via the Clerk to the Corporation, circulated to all members of the Committee. |
| **8** | **Any Other Competent Business**None. |