

## SIR GEORGE MONOUX COLLEGE

### Minutes of the Meeting of the Search & Governance Committee held on 28 June 2011

**Present** James Hedges (Chair), Shomsia Ali, Sue Medd, Paolo Ramella (Principal)

**Clerking Services** Robert Smith (Clerk to the Corporation)

#### **1 Apologies for Absence**

All members were present.

#### **2 Declarations of Interest**

None.

#### **3 Minutes of the Previous Meeting (17 May 2011)**

The minutes were approved as correct and a *prima facie* record of the proceedings to which they relate.

#### **4 Matters Arising from the Minutes**

None.

#### **5 Termination Dates of Members of the Corporation (Paper SG 11-13)**

An updated schedule prepared by the Clerk to the Corporation was received and noted.

#### **6 Knowledge and Skills Analysis of Members of the Corporation (Paper SG-14)**

An updated schedule completed by independent members of the Corporation (i.e. those appointed by virtue of knowledge, skills and experience held) was received.

It was noted that accounting and finance skills are not possessed by any existing members of the Corporation, and various strategies to make good this deficiency were discussed, including an approach to the Draper's Company, the College alumni organisation and the Institute of Chartered Accountants in England and Wales.

The possibility of appointing persons as external members to the Personnel Finance & General Purposes Committee and the Audit Committee was also discussed, and it was noted in this regard that such appointments may be made by the committees themselves.

## **7 Resignation of Member of the Corporation: My-Anh Chong**

The resignation of the above member of the Corporation was noted, and that there are no issues of concern attending her resignation.

## **8 Parent Nominee Member of the Corporation**

It was reported that the parent nominee member of the Corporation had been absent from meetings of the Corporation without permission for the period since March 2010, and that no response had been received to emails and letters sent to the respective addresses notified to the Corporation by the said member.

The Committee noted that formal proceedings may be instituted with the object of removing him from membership of the Corporation.

## **9 Induction of Members of the Corporation**

A verbal report was received concerning the first instance of member induction held under the present arrangements.

It was noted that formal evaluation of the sessions had been sought by the Clerk to the Corporation from the members concerned.

## **10 Young People's Learning Agency (YPLA): Consultation on Revised Instruments and Articles of Government (Paper SG-15)**

A paper prepared by the Clerk to the Corporation was received and recommended for approval by the Corporation.

It was noted that the changes proposed relate only to the names of government departments and funding bodies, and that no response by the Corporation to the consultation is therefore required in this instance.

It was also noted that the YPLA had not, as is required, sent copies of the proposed changes to the Chair of the Corporation, the College Principal and the Clerk to the Corporation, but that the Committee had been alerted through notice received by the Clerk to the Corporation by virtue of his appointment in another place.

## **11 Sector Draft Code of Governance (Paper SG-16)**

A paper prepared by the Clerk to the Corporation was received and referred as information to the Corporation.

## **12 Draft Bye Laws of the Corporation (Paper SG-17)**

Draft bye laws prepared by the Clerk to the Corporation were received and considered.

It was noted that the draft seeks to:

- collate existing provisions (where these are discoverable);
- amend existing provisions, as shown in the accompanying guide, in the interests of clarity, comprehensiveness (dealing with a range of possible circumstances, including unusual or unexpected ones), internal consistency, consistency with the provisions of the Instrument & Articles of Government, and with best practice;
- make provision where no existing documentation exists, or is discoverable.

Members noted that a section on appeals to the Corporation had been included as an advance draft, and is not intended for adoption at this time.

The Committee recommended the adoption of the bye laws (sections 1-21) and their appendices by the Corporation at the meeting to be held on Monday 11 July 2011.

## **13 Items for the Corporation**

Items 7, 8, 10, 11 and 12 were approved as competent business for the Corporation at the meeting to be held on Monday 11 July 2011.

## **14 Any Other Competent Business**

None.

## **15 Items for Future Agendas**

Feedback on Induction of Members of the Corporation.

## **16 Date and Time of Next Meeting**

Tuesday 4 October 2011 (6.30pm), subject to confirmation at the Corporation meeting to be held on Monday 11 July.