

Governance and Remuneration Committee

Tue 03 October 2023, 18:30 - 20:30

Attendees

Board members

Kwame Amoako-Atta (Member), Maurine Lewin (Chair), Andy Boucher (Member), Kay Sandford-Beal (Director of Governance)

Absent: Rosali Pretorius (Member)

Meeting minutes

1. Welcome, Apologies for absence, and Quoracy

Information

To record Governor absence and confirm the meeting is quorate

Maurine Lewin

The Chair welcomed all to the meeting. Apologies were accepted from Rosali Pretorius who was unable to attend. The meeting was confirmed as quorate. David Vasse was scheduled to join for agenda item 6 at 7pm.

2. Declarations of interest

Information

To establish any declarations of interest for this particular meeting

Maurine Lewin

No declarations of interest were declared against any item on the agenda for this meeting.


3. Minutes of the previous meeting, 25th April 2023

Approval

To approve the minutes of the 25th April Committee Meeting as a true record.

Maurine Lewin

The minutes of the previous G & R Committee meeting held on the 25th April were formally approved as a true record.

 3. Minutes_Governance and Remuneration Committee_250423 (1).pdf

4. Matters arising

To Monitor
Actions Arising
From The
Previous
Meeting

An action log had been created to monitor outstanding actions from the meeting on the 25th April and completion monitored as follows:

Write to Pamela Dube (PD) to thank for service - Complete

ML and AO to meet to discuss recruitment of new Governors - Complete

Invite DV to next meeting - Complete (added to agenda)

Invite Jamie Davies to take on the role of SEND Governor - Complete (JD has accepted)

Reformat Skills Audit - Not complete. KS to arrange for new Skills Audit on formal approval of new Governors and present at December meeting (carry over to October Action Log)

Inform all Governors regarding discontinuation of Governance Development Programme – Complete

Alternative training options to be investigated - KS progressing

 4. Action log G & R 25 04 23.pdf

Maurine Lewin

5. Governance Update

Information

Maurine Lewin

To receive reports on the Corporation Membership, Committee Membership, Corporation Termination Dates and Board Meeting attendance template 23-24

The Committee received reports on current Corporation Membership and Committee Chair allocations for 2023-24, together with a full report of terms of office dates of each Governor. This would be updated by KS and reviewed at every meeting to ensure efficient and time appropriate Corporation succession planning. A new template for attendance monitoring was presented to members and subject to minor amendments was approved for future use.

It was noted that just one Governor's term (Governor - Teaching Staff) was due to come to an end this calendar year, in December. Members agreed that a template in the form of an email/letter be drafted to Governors, highlighting the end date to first term of office, to thank for service to date and ascertain desire to serve for a 2nd term.

ACTION: KS to draft and share with Chair to write to Staff Governor

 5. Corporation and Committee Membership and Chairing 2023-2024.pdf

 5. Governor Termination Dates @ October 23.pdf

5.1. Review of Governor applications for recommendation to the Board

Decision

Maurine Lewin

To recommend new members to the Board

Members had interviewed 4 candidates in response to the Governor recruitment process and discussed the strengths of each. Each candidate had been interviewed by 3 members of the Committee, with the Chair having attended and chaired each interview panel. The Chair considered all to be strong potential additions to the Corporation. Members agreed that all four candidates be recommended for formal approval to join the Corporation. This would be considered at the Full Board meeting on the 10th October 23.

ACTION: KS to include in Corporation meeting agenda for formal approval at 10.10.23 meeting and update candidates on process and provide 'save the date' for Governor dinner at Drapers' Hall on 20.11.23 and next Board meeting date of 12.12.23.

 5.1 Philippe Chaudry.pdf

 5.1. Curriculum Vitae -Pat Morton 2023.pdf

 5.1 CV - Tracey Inverary.pdf

 5.1 Usha Puri-Dewage CV PD (Sept 2023).pdf

5.1.1. Parent Governor Nominations

Information

Kay Sandford-Beal

To update members on the process of Parent Governor nomination and election

KS updated members on the process for Parent Governor Nominations. KS had drafted a letter to be emailed to the parents of all pupils now confirmed as enrolled to invite nominations. Should more than one nomination be received, a ballot would need to be convened. KS would work with Sarah Devonish to facilitate this.

ACTION: KS

5.1.2. Election of Corporation Chair and Vice Chair

Discussion

Andy Boucher

AB shared with Governors that he had held informal conversations with Governors to invite applications for the role of Vice Chair as this was now vacant following the departure of AO from the Board. There were currently no applications forthcoming. The vacancy had also been signposted within the recent engagement video distributed to Governors.

ACTION: AB to write to Governors regarding vacancy and signpost at 10.10.23 Board meeting

6. Review of Student Governor Recruitment Process

Discussion

To review the procedure for the appointment of student governors - Principal to join by Teams at 7pm

Dave Vasse

The Principal joined the Teams meeting at 7pm to present the process currently in place regarding Student Governor Recruitment.

DV detailed the process which had evolved over recent years, explaining how despite previous attempts to collaborate with Governors and the Clerk, the responsibility for recruiting Student Governors had fallen solely to him. DV reiterated that he was not in favour of opening up the process to election and detailed the current process. Each year in 'Welcome Assemblies' all students are made aware of Student Leadership Opportunities to encourage their involvement. In addition, in the first week of the academic year, information sessions are also run to explain how the College can help develop student leadership skills. Taster sessions are also made available to all students, together with opportunities to participate in a public speaking and debating workshop. Those who attend and show their interest in such opportunities are provided with Student Leadership Lanyards on a trial basis. Students who have proactively responded to these offers are invited to express an interest in a term of office as a Student Governor. This is followed by an interview process. In the past DV has found it challenging to be accompanied by a Governor in this process of filtering and shortlisting.

Q - Chair: So this information is made available to all and these opportunities are open to all students?

A - DV: Yes. The information sessions are made available to all and there is proactive messaging and reminders for all pupils to be invited to participate.

Governors agreed that there was a process in place which provided the opportunity for all to be involved should they wish to. A Governor agreed that teaching staff and the Principal were more closely linked to the character and commitment of students applying for a term of office but considered that a Governor should also be present to finalise the selection and highlight the importance of the role to Students. This would add an extra layer and would formalise the process. A Governor also commented that this extra layer would be beneficial to any student applicant as it would increase their connection to other Board members and provide them with a valuable interview experience with senior professionals.

Q - Chair: can the process be documented? For example, could something regarding the opportunity be included within the student welcome pack?

A - DV: All students are aware of the process and we push communication via the Monoux Hub (via Teams) but the process could be better documented in the welcome pack, together with support from KS to invite interested parties to express interest and discuss what the role entails and how students can benefit from involvement.

Governors suggested a formal process of interviews led by DV and KS to filter interested parties and for the final shortlist to attend an interview, also with a Governor present. The Chair thanked the Principal for his explanation of the process and the Principal left the meeting at 7.25pm.

ACTION: DV to work with KS to define and document future Student Governor recruitment process

7. External Governance Review

Discussion

To discuss priority improvement areas ahead of the Presentation and Discussion at the Corporation Meeting 10.10.23

Maurine Lewin

All Governors had re-read the External Governance Review Report, the findings of which would be presented and discussed at the Corporation Meeting on 10.10.23. The Chair noted the following priorities and shared with the rest of the Committee:

1. A revised Governor Induction programme was urgently needed
2. Regular report on Governor tenure and terms of office end dates
3. Regular review of Governors Skills, monitoring regularly of gaps or loss of key skills

AB shared that many of the issues covered in the report were already being addressed including increased engagement with Governors (monthly video updates, weekly meetings of Chair, Principal and Clerk, action logs generated from each meeting, reports of Governors' tenure provided). A Governor emphasised the importance of easily digestible report templates so that the purpose of each agenda item was clear and Governors were aware of what was required by them before and when attending each meeting.

The Committee members agreed that their role following the Board meeting and ERG presentation would be

to approve an action plan, created by KS and to then ensure its regular monitoring

ACTION: Chair and KS

7. 7523Report for Sir George Monoux College 23-05-06 ZO[24]-2.pdf

8. Process for Reviewing the Remuneration of Senior Post Holders

Discussion

Maurine Lewin

To establish an annual process for Senior Post Holders

The Chair of the Corporation highlighted that the Principal had not received a formal appraisal for the last 3 and a half years and that therefore apart from the standard of living rise, his pay had not been reviewed within that time. KS informed Governors that it is within the remit of this Committee to meet with the Principal to discuss objectives and document a confidential appraisal once a year. Any recommendations of pay uplift should then be brought to the Corporation for approval and documented as confidential business.

Governors discussed how they should move forward in the knowledge that the appraisal and objective setting process had not taken place over a number of years. It was agreed that the last strategic plan (2019-2022) should be used to appraise the Principal's performance over this period.

ACTION: AB to conduct appraisal with DV

9. Governor Induction and Training 2023-2024

Information

Kay Sandford-Beal

To update Governors of Induction planning and training

KS updated Governors of work in progress with HR to provide online access to Governors to Safeguarding and Prevent training. KS had also identified opportunities with the Education Learning Foundation, such as Future Chair training, which she would share with all Governors. She was also in the process of designing Governor Induction and once confirmed this would be offered to all current members of the Corporation

ACTION: KS

Governors also discussed how Committee membership changes would also support Governor personal development and would improve Governor engagement. The current membership could be reviewed once the new Governors had been formally approved. In anticipation of formal approval members discussed the most appropriate Committees according to each skill set offered:

UPD - Q & P and ER

PC - Resources and Audit

PM - G & R plus one other

TI - to be determined

ACTION: KS to review new Governor skill sets once approved and ensure balance of expertise is in place across all Committees

10. Governor Visits and Governor Engagement plan 2023-24

Discussion

Maurine Lewin

Governors discussed their desire to be informed of events with which they could engage with the College with plenty of notice throughout the years

ACTION: KS to work with Tracy Straker and ensure clear advance notice to Governors of forthcoming College events

11. AOB

Maurine Lewin

To cover any items of pressing business

There were no other items of business identified.

12. Date of next meeting: 23 January 2024 at 6.30pm

Information

Maurine Lewin

13. The meeting closed at 7.45pm