

# STRATFORD-UPON-AVON COLLEGE CORPORATION

## MINUTES OF SEARCH COMMITTEE MEETINGS TUESDAY 11 and WEDNESDAY 12 NOVEMBER 2008

<b>PRESENT :</b>	Gill Roache	Chair of Committee
	Martin Penny	Principal
	Alan Richardson	Governor
<b>In attendance :</b>	David Jackson	Clerk to the Corporation
<b>Observer :</b>	John Latham	Governor (11/11 item 5.3 only non-voting)

### 1. APOLOGIES

Apologies had been received from Ursula Russell.

### 2. DECLARATION OF INTERESTS

Members were invited to declare any interest in business to be discussed at the meeting, following which none were reported.

### 3. MINUTES OF THE PREVIOUS MEETING

It was resolved **THAT:**

The minutes of the Search Committee meeting held on 11 June 2008 be regarded as correct and signed by the Committee Chair.

### 4. MATTERS ARISING

There are no matters arising that have not been dealt with elsewhere on the agenda as substantive items.

### 5. CONSIDERATION OF VACANCIES

The Committee was appraised of current vacancies and those anticipated during the course of the academic year which can be summarised as follows:

- Graham Crump's period of office expires on 31.7.09;
- Ludo Keston resigned from the Corporation in September;
- Karen Ralph, whose period of office expires on 5.7.09, has indicated that she wishes to retire from the Corporation at the end of 2008;
- A replacement is required for Helen McCarthy whose period of office expired on 31.7.08.

The Committee noted that there were currently three vacancies, with a further Governor whose period of office expired in July 2009.

The Committee went on to look at the Governor Skills matrix prior to commencing interviews with prospective Governors who had come forward following advertising in the Stratford Herald and the Stratford Observer. Prospective Governors were invited to meet with the Search Committee, having previously met with the Clerk to the Corporation, shown around the College and discussed the role of Governor and the time commitment.

The Committee then went on to interview Lyn Anslow, Bernard Drake, Tony Jefferson, David Kent, Richard Ollis, Geoff Thompson and Elaine Rowlands. The Committee was extremely impressed with the quality of candidates and looked again at the Governor Skills matrix and the possibility of increasing the size of the Corporation. Following further discussion, it was agreed to recommend to the Corporation that the size be increased from 17 to 19 and that five of the seven candidates interviewed be appointed.

The Committee went on to discuss the fact that all seven candidates would potentially make strong Corporation members and considered its response to those applicants who were not being recommended for appointment to the Corporation.

It was resolved **THAT:**

- a) The Corporation be recommended to increase the size of the Corporation from 17 to 19;

- b) Lyn Anslow, Tony Jefferson, David Kent, Geoff Thompson and Elaine Rowlands be recommended to the Corporation for appointment as Governors on the College Corporation for a four year period to 31 December 2012;
- c) The Clerk to the Corporation write to the unsuccessful candidates thanking them for their interest in the position and expressing the Committee's disappointment that they could not appoint everyone.

**6. COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP**

**6.1 Terms of Reference for Corporation Committees**

The following Corporation Committee/Group Terms of Reference were considered by the Committee:

<b>Committee</b>	<b>Date</b>
Accommodation Working Group	11-06
Appeal Committee for Senior Post-holders	6-08
Audit Committee	12-02
Finance and General Purposes Committee	11-07
Remuneration Committee	12-06
Search Committee	12-06
Special Committee	9-02
Standards and Performance Monitoring Committee	7-08
Strategic Planning Group	12-06

The Committee reviewed the Terms of Reference for the Search Committee and debated the desirability of involving one Student Governor in the work of the Committee.

It was resolved **THAT**:

- a) Each Committee be invited to review its Terms of Reference at the next meeting, with the outcome being reported back to the Search Committee;
- b) The Terms of Reference for the Search Committee be amended to read under section 1.d) 'one Student Governor'.

**6.2 Committee Membership**

The Committee reviewed the current Corporation Committee Membership, taking into account the Governors who would shortly be joining the Corporation and noting that there were vacancies on the Audit and Finance & General Purposes Committees.

It was resolved **THAT**:

The Principal and Clerk to the Corporation review the Committee membership in light of the prospective new members of the Corporation and circulate details of proposed Committee membership prior to the next meeting of the Corporation.

**7. GOVERNORS' SELF-ASSESSMENT CHECK LIST ANALYSIS**

The Governors' Self-Assessment Check List Analysis, which showed an overall improvement on the previous year, was considered by the Committee. The Clerk to the Corporation had either written or spoken to those Governors where they did not know the answer to a question.

The Committee noted the overall improvement on the previous year and determined that no revisions be made to the current Self-Assessment Check List for 2008/09.

It was resolved **THAT**:

The report be noted.

**8. PERFORMANCE INDICATORS FOR GOVERNORS**

The Committee discussed the Performance Indicators results for 2007/08, the questions for which had been set by the Corporation in December 2002. The Committee was most concerned regarding the failure to hit the target for attendance at Corporation meetings and noted the random survey covering 19 colleges showing that the College performed badly in comparison.

The Committee considered the significance of strategic discussions and any link between this and attendance and reviewed the relevance of the current Performance Indicators.

The Committee went on to discuss re-ordering Corporation business and the need for that particular meeting to be more participative.

It was resolved **THAT:**

- a) The Committee draw to the Corporation's attention the need to improve on the attendance target at Corporation meetings;
- b) The Chair, Principal and Clerk to the Corporation re-order Corporation business to allow for greater participation in the meetings.
- c) The current indicators remain appropriate for 2008/09 with the exception of that relating to LSC returns which should be amended to say 'The Corporation complied with the Instrument and Articles of Government';
- d) The Performance Indicators be included with the Corporation papers for the meeting on 19 December 2008.

#### **9. GOVERNOR TRAINING REVIEW**

The Committee considered the report on training undertaken by Corporation Members during 2007/08, noting that all Governors joining the Corporation received appropriate induction.

It was resolved **THAT:**

- a) Governors be encouraged to attend the AoC National Governance Conference on 24 and 25 March 2009;
- b) The report be noted.

#### **10. INDEPENDENT PROFESSIONAL ADVICE FOR GOVERNORS**

The Committee was invited to review the procedure for obtaining Independent Professional Advice for Governors which had been introduced in 2003. No amendments were being proposed except for suggesting that the amount quoted in paragraph 3 be increased to £1,000 and £4,000 respectively.

It was resolved **THAT:**

The amount quoted in paragraph 3 of the Independent Professional Advice for Governors document be increased to £1,000 and £4,000 respectively.

#### **11. GOVERNOR / COLLEGE MANAGEMENT LINKS**

The appropriateness of the list of Governor / College Management Links and Meeting Notes was considered by the Committee, following which,

It was resolved **THAT:**

The Principal and Clerk to the Corporation review the Governor / College Management Links in light of the prospective new members of the Corporation and circulate details of proposed links prior to the next meeting of the Corporation.

#### **12. IDENTIFICATION OF REPORTS TO FUTURE MEETINGS**

It was resolved **THAT:**

No specific reports to future meetings were identified.

#### **13. ANY OTHER BUSINESS**

There was no other business.

#### **14. REPORT TO THE CORPORATION**

It was agreed that the following matters be drawn to the attention of the Corporation at its meeting on 19 December 2008 when the minutes were presented:

- a) Attendance;
- b) Move towards more strategic discussions;
- c) The AoC National Governors Conference;
- d) Governors' attendance at the Strategic Planning Workshops.

**15. DATE OF NEXT MEETING**

It was resolved **THAT:**

The Committee meet again on **Thursday 12 March 2009 at 4.00pm.**

**16. ANNUAL REVIEW OF CONFIDENTIAL ITEMS**

The Clerk to the Corporation presented to the Committee the confidential minutes of Corporation meetings for review in accordance with Standing Orders.

It was resolved **THAT:**

Minutes of Corporation meetings and its Committees deemed to be confidential remain so.

The meeting closed at 6.00pm.

Signed : .....(Committee Chair)