

STRATFORD-UPON-AVON COLLEGE CORPORATION

MINUTES OF SEARCH COMMITTEE MEETING WEDNESDAY 21 SEPTEMBER 2011

PRESENT :	David Kent	Chair of Committee
	Jeremy Moore	Governor/Chair of Corporation
	Martin Penny	Principal
	Elaine Rowlands	Governor
	Ursula Russell	Co-opted Member
	Imogen Cork	Student Observer
In attendance :	David Jackson	Clerk to the Corporation

1. APOLOGIES

There were no apologies.

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. MINUTES OF THE PREVIOUS MEETING

It was resolved **THAT:**

The minutes of the Search Committee meeting held on 7 June 2011, having been circulated, be regarded as correct and signed by the Committee Chair.

4. MATTERS ARISING

4.1 Item 7 – Code of Governance

It was resolved **THAT:**

The Committee noted that the Code of Governance had yet to be published.

4.2 Item 7 – Governor Development Day

The Clerk clarified that off-site meant all College locations.

5. CONSIDERATION OF GOVERNOR VACANCIES

The Clerk to the Corporation introduced this Agenda item outlining the existing and forthcoming vacancies on the Corporation. He drew attention to the Governor Skills Audit and the composition of the Corporation with regard to equality, gender and age. The Clerk reported that Mike Atkins had indicated a willingness to serve a further period of office and Satnam Bhogal had initially indicated that he would stand down, but would get back in touch if his circumstances changed.

Governors then went on to interview three prospective Governors. After due consideration,

It was resolved **THAT:**

To recommend to the Corporation:

- a) In view of his considerable financial expertise Mike Atkins be offered a further term of office until 14 December 2015;
- b) Trevor Harvey be appointed Governor to 12 October 2015;
- c) Should Satnam Bhogal indicate a willingness to serve a further term he would be invited to meet with the Search Committee;
- d) The Clerk to the Corporation continue to identify and encourage prospective individuals to come forward to join the Corporation; and
- e) Corporation members be encouraged to seek out prospective Governors from the business and wider community and pass the information to the Clerk to the Corporation.
- f) An additional meeting in the Autumn Term to be arranged to interview any candidates identified.

6. COMMITTEE MEMBERSHIP REVIEW

In the light of the recent interviews and comments made in the Review Meetings with the Principal, Chair and Clerk, the Committee reviewed Membership of Committees, following which;

It was resolved **THAT**:

- a) David Kent continues as Chair of the Search Committee;
- b) David Kent joins the Finance Committee;
- c) Trevor Harvey joins the General Purposes Committee;
- d) Kayleigh Pitts remain on the Standards and Performance Monitoring Committee;
- e) When appointed the new Student Governor join the General Purposes Committee; and
- f) Sinead Ouillon moves from General Purposes Committee to Standards and Performance Monitoring Committee.

7. GOVERNOR LINKS REVIEW

The Clerk to the Corporation indicated that he reviewed the Governor Management Links with the College Executive Team and it was felt that whilst the majority of the links remained valid it was felt that some minor realignment was desirable and following discussion;

It was resolved **THAT**:

- a) Trevor Harvey be linked with Elaine Rowlands, Rosie Herbert and Faye Kenning;
- b) Tony Jefferson be linked with Simon Rouch; and
- c) Jeremy Moore be linked with Dave Fowers.

8. REVIEW OF GOVERNOR TRAINING

The Committee reviewed the Governor Training undertaken in 2010/11 and took into account the deliberations and comments made in the Review Sessions with the Principal, Chair and Clerk. Generally speaking the Committee were happy with the information and training opportunities available to Corporation Members. However, there was a view expressed and agreed by the Group that the Corporation Members could benefit by more external input. Additionally the Committee reviewed whether there was sufficient Equality & Diversity and Safeguarding training and it was recognised that this should be undertaken on an annual basis, the last session being undertaken in July 2010.

It was resolved **THAT**:

- a) The Chair of the Corporation in conjunction with the Clerk explore external training providers delivering a key topic for 45 minutes at the start of each Corporation meeting; and
- b) Equality & Diversity and Safeguarding training be undertaken on an annual basis.

9. PERFORMANCE INDICATORS

Consideration was given by the Committee to the report on Performance Indicators and whether or not the current set of indicators remained valid. The Committee considered that they were satisfied with the performance, as judged by the indicators, with the exception of that relating to attendance where there was room for improvement. In terms of validity it was felt that the comment around discussion of strategic matters was no longer relevant, difficult to quantify and subjective and should be deleted from the Performance Indicators. It was felt that this indicator related to a period in time when Corporation Members were not content with the level of strategic discussion. That had now changed and there was far more strategic discussion, not only in the Corporation but in all of the relevant Committees as evidenced in the annual health check.

It was resolved **THAT**:-

- a) Governors' attention be drawn to the need to ensure that attendance remains a high priority for all Corporation Members;
- b) On the schedule of Performance Indicators the reference to strategic discussion be deleted.

10. GOVERNOR INDUCTION

The majority of Governors had commented in the recent Review Meetings, referred to earlier, on the steep learning curve that Governors undergo when joining the Corporation. As a result of this the Clerk to the Corporation stated that he had reviewed the Governor Induction Programme and presented to the Committee some possible revisions for due consideration. These were discussed in detail and the meeting identified some additional points for incorporation, following which;

It was resolved **THAT:**

The proposed revisions to the Governor Induction Programme be agreed with the following additions:

- a) Equality & Diversity, and Safeguarding Training be added into the programme, together with an expectation that new Governors would attend at least one Learner Conference in their first year of office to meet students; and
- b) Specific reference would be made to the Chair of the Corporation meeting student Governors at the start of their period of office.

11. ANY OTHER BUSINESS

There was no other business.

12. DATE OF NEXT MEETING

It was resolved **THAT:**

- a) The Committee meet again on a date to be decided to interview prospective Governors;
- b) **Tuesday 28 February 2012 at 4pm**

13. ANNUAL REVIEW OF CONFIDENTIAL ITEMS

The Committee reviewed the confidential minutes and;

It was resolved **THAT:**

There were no confidential items to be released into the public domain at the present time.