

## STRATFORD-UPON-AVON COLLEGE CORPORATION

### MINUTES OF SEARCH COMMITTEE MEETING TUESDAY 9 NOVEMBER 2010

<b>PRESENT :</b>	David Kent	Chair of Committee
	Cedric Irankunda	Student Governor
	Alan Richardson	Chair of Corporation
	Elaine Rowlands	Governor
	Ursula Russell	Co-opted Member
<b>In attendance :</b>	David Jackson	Clerk to the Corporation

#### 1. APOLOGIES

Apologies had been received from Martin Penny.

#### 2. DECLARATION OF INTERESTS

Members were invited to declare any interest in business to be discussed at the meeting, following which Alan Richardson reminded the meeting that he was Chair of Coventry University.

#### 3. MINUTES OF THE PREVIOUS MEETING

It was resolved **THAT:**

The minutes of the Search Committee meeting held on 8 July 2010, having been circulated, be regarded as correct and signed by the Committee Chair.

#### 4. MATTERS ARISING

There were no matters arising.

#### 5. CONSIDERATION OF GOVERNOR VACANCIES

The Clerk to the Corporation drew to the meeting's attention the current vacancy for an external member and the vacancy for a student Governor, which it was hoped would be filled later in the month following an election. The committee reviewed the Skills Audit and reaffirmed its decision to recruit a Governor from the third sector. The Committee went on to discuss the approaches taken to date and suggested that they continue with an advert to be placed in the Stratford press after Christmas to draw attention to the vacancy. The Committee were, however, adamant that the post should be filled with the right candidate as opposed to filling a vacancy.

It was resolved **THAT:**

The committee pursue their search for a member from the third sector and agree to the placing of an advertisement in the Stratford press after the Christmas vacation.

#### 6. COMMITTEE MEMBERSHIP

The Committee reviewed the Membership of each of the College's Committees and discussed the membership in the context of the terms of reference. After discussion

It was resolved **THAT:**

The Corporation be recommended to approve the following:

- a) The Remuneration Committee comprise the Chair of the Corporation, the Vice Chairs of the Corporation and the Chair of the Standards and Performance Monitoring Committee (currently Alan Richardson, Tony Jefferson, Elaine Rowlands and Jeremy Moore).
- b) The Accommodation Working Group comprise the Chair, a representative of the Finance Committee and up to two other Governors, together with the Principal, Vice Principal Finance, Vice Principal Corporate Services and Director of Estates Strategy (Alan Richardson, Lyn Anslow, David Kent, Martin Penny, Norman Macdonald, Hazel Skwirzynska, David Jackson, with one vacancy).
- c) Sinead Quillon be appointed to the General Purposes Committee.

**7. STANDARDS AND PERFORMANCE MONITORING COMMITTEE**

The Committee considered two requests for amendments to the Terms of Reference for the Standards and Performance Monitoring Committee which had arisen from an earlier meeting of the Committee. After discussion, It was resolved **THAT:**

The Corporation be recommended to approve revised Terms of Reference for the Standards and Performance Monitoring Committee as presented at the meeting.

**8. SEARCH COMMITTEE TERMS OF REFERENCE**

The Committee reviewed its Terms of Reference which were last reviewed in December 2008. The current Terms of Reference around governance were considered by the Committee to be on the vague side and following discussion, It was resolved **THAT:**

The Corporation be recommended to approve revised Terms of Reference for the Search Committee which state:

- a) At paragraph 2 "The Search Committee have delegated authority to agree Committee membership."
- b) At paragraph 3 "The Committee have delegated authority to approve revisions to the Standing Orders, Code of Ethics, Code of Conduct for Corporation Members, Register of Members Interests, Access to College Information, Access to Corporation Meetings, Application of the College Seal, Whistle-blowing Procedure, Corporation Members' Appointments Procedure, Corporation Training and Development Policy, Hospitality Policy, Induction Programme for New Corporation Members, Independent Professional Advice for Corporation Members, Protocol of Engagement and Expenses Policy for Governors";
- c) A new paragraph 4 which states "The Committee will also keep under review on behalf of the Governors amendments to the Instruments and Articles of Government and any new initiatives relating to Governance and advise the Corporation as appropriate."
- d) Paragraph 2 under Membership be revised to read "Except for the ex-officio members the Chair of the Committee shall be ineligible for appointment as Chair or a Committee member if s/he has served more than three years on the Committee."
- e) Paragraph 1 of the Section headed Modus Operandi of Search Process be amended to read "The Corporation will develop and maintain a database (in accordance with the requirements of the Data Protection Act) of appropriate persons etc."
- f) In the same section a new Paragraph 7 should be added to read "The Search Committee will keep under review at all times succession planning in considering Corporation Membership."

**9. GOVERNORS SELF-ASSESSMENT CHECKLIST ANALYSIS**

The Self Assessment Check-list Analysis, which had been used in its current format for a number of years, was reviewed by the Committee in the light of a suggestion that the checklist be aligned more with the Ofsted areas of evaluation. A suggested revised Self Assessment questionnaire was considered by the Committee. Following detailed discussion,

It was resolved **THAT:-**

The revised Self Assessment Form be introduced with the inclusion of questions 3.3 – 3.18 of the existing questionnaire which dealt with relationships. In addition a "don't know" column be introduced.

**10. PERFORMANCE INDICATORS FOR GOVERNORS**

The Clerk to the Corporation presented the Performance Indicators for 2009/10 and commented specifically on Governor attendance at meetings which was up on the previous years but highlighted that the target for Governors' Workshops was not yet being met. Overall the Committee were encouraged by the performance indicators and

It was resolved **THAT:**

The Performance Indicators for 2009-10 be forwarded to the Corporation with a message that attendance at meetings remained extremely important and that Governors be encouraged to attend the Development Day on 26 January 2011.

**11. TRAINING EVENTS**

The Committee reviewed the involvement of Governors in training events in 2009/10 which again was encouraging. Following discussion,

It was resolved **THAT:**

The Committee express their satisfaction at Governor involvement in training events and ask that in future years in addition to the present format an additional section be included to show individual Governors' analysis at events.

**12. GOVERNOR/COLLEGE MANAGEMENT LINKS**

It was resolved **THAT:**

The Governor/College Management Links be approved for 2010/11.

**13. ACCESS TO COLLEGE INFORMATION**

The access to College Information Policy was presented by the Clerk to the Corporation with two suggestions for amendment to reflect issues raised in relation to equality and diversity. Following discussion,

It was resolved **THAT:**

The revised access to College Information Policy be approved by the Committee.

**14. REVIEW WORK AND EFFECTIVENESS OF THE COMMITTEE**

The Committee considered the commentary prepared by the Clerk of the Corporation in relation to its Terms of Reference and agreed with the analysis with the exception of paragraph 2 which it was considered should add a further statement in relation to the appointment of two Vice-Chairs. In terms of priorities for 2010-11

It was resolved **THAT:**

- a) The Search Committee recruit an additional member to fill the vacancy
- b) When filling vacancies the Committee keeps in the back of its mind the need for adequate succession planning;
- c) The possibility of succinct monthly briefings to Governors on key issues to be explored further with the Committee.

**15. IDENTIFICATION OF REPORTS TO FUTURE MEETINGS**

It was resolved **THAT:**

No additional matters were identified.

**16. ANY OTHER BUSINESS**

There was no other business.

**17. DATE OF NEXT MEETING**

It was resolved **THAT:**

The Committee meet again on **Tuesday 8 March 2011 at 4pm**

**18. ANNUAL REVIEW OF CONFIDENTIAL ITEMS**

It was resolved **THAT:**

None of the items currently regarded as confidential be released into the public domain.

Signed : .....(Corporation Chair)