

**STRATFORD-UPON-AVON COLLEGE CORPORATION**

**MINUTES OF SEARCH COMMITTEE MEETING  
TUESDAY 7 JUNE 2011**

**PRESENT :** David Kent Chair of Committee  
Elaine Rowlands Governor  
Ursula Russell Co-opted Member  
**In attendance :** David Jackson Clerk to the Corporation

**1. APOLOGIES**

Apologies were received from Martin Penny and Alan Richardson, Chair of Corporation.

**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 8 March 2011, having been circulated, be regarded as correct and signed by the Committee Chair.

**4. MATTERS ARISING**

Item 7 – Code of Governance

The Clerk reported on the development of a Code of Governance for the sector and indicated that it appeared a foundation Code would emerge in the autumn and it will be brought to the Committee when published.

It was resolved **THAT:**

The Committee note the progress.

**5. CONSIDERATION OF GOVERNOR VACANCIES**

The Clerk outlined contact with prospective Governors and the Committee received CV's of two applicants and considered them against the Skills Audit of existing members and composition of the Corporation in terms of ethnicity, gender, age etc. both now and in the future. Following further discussion around the skill set of Corporation Members;

It was resolved **THAT:**

The Committee agree to meet again on a date to be determined to interview prospective Governors.

**6. GOVERNOR/COLLEGE MANAGEMENT LINKS REVIEW**

After a brief discussion;

It was resolved **THAT:**

The revised Management Links be deferred to a future meeting, after the identification of new Governors

**7. GOVERNOR DEVELOPMENT DAY**

The Committee discussed the report on the evaluation of the Governor Development Day in January and were pleased to see that the day had been well received by both Governors and Staff. The Committee went on to discuss the value of holding the event off site. Taking into account the cost of releasing appropriate rooms they noted that the difference between on-site and off-site costs was negligible and felt that on balance, given the type of event that this was, together with the logistical issues, it was on balance considered beneficial to use an external venue.

It was resolved **THAT:**

The Committee, having considered the report, record their satisfaction that the event was considered successful and that future events should continue to be held off-site, provided the costs could be contained.

**8. CORPORATION TRAINING AND DEVELOPMENT POLICY**

The Committee reviewed the revisions to the Corporation Training and Development Policy, following which;

It was resolved **THAT:**

The revisions to the Corporation Training and Development Policy be approved and the Chair be given delegated authority to agree any further alterations when the policy had been impact assessed.

**9. ACCESS TO CORPORATION MEETINGS**

The Committee reviewed minor changes to the Access to Meetings policy following which;

It was resolved **THAT:**

The Access to Corporation Meetings policy be approved with the Chair being given delegated authority to agree any further alterations when the policy had been impact assessed.

**10. ACCESS TO COLLEGE INFORMATION**

A review of the Access to College Information policy was undertaken following which;

It was resolved **THAT:**

Revisions to the Access to College Information Policy be approved.

**11. CORPORATION MEMBERS' APPOINTMENTS PROCEDURE**

The committee considered the Corporation Members' Appointments Procedure noting the proposal to include references to diversity and after careful consideration;

It was resolved **THAT:**

The revisions to the Corporation Members' Appointments Procedure be approved with immediate effect.

**12. WHISTLEBLOWING PROCEDURE**

The College's Whistleblowing Procedure had recently undergone an impact assessment which was reviewed by the Committee following which;

It was resolved **THAT :**

Revisions to the College's Whistleblowing Procedure be approved.

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

In the context of their terms of reference the Committee reviewed their targets for the previous year, which were:

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

They felt that generally they had met their priorities for 2010 and went on to discuss their effectiveness in more wider terms particularly the need to ensure the identification of potential members and felt that they needed to be more proactive in this aspect of their role. In particular, they questioned whether fellow governors were actively involved in the recruitment of new members and looked at other possible ways, such as recruitment at Breakfast Meetings and Open Days as well as direct approaches to local bodies.

It was resolved **THAT:**

On balance the Committee felt that they had been effective over the year.

**14. ANY OTHER BUSINESS**

There was no other business.

**15. DATE OF NEXT MEETING**

It was resolved **THAT:**

The next scheduled date of the meeting of the Committee was to be agreed.

Signed : .....( Chair)