

**STRATFORD-UPON-AVON COLLEGE CORPORATION**  
**DRAFT MINUTES OF SEARCH COMMITTEE MEETING**  
**THURSDAY 18 JUNE 2009**

**PRESENT :** Gill Roache Chair of Committee  
Martin Penny Principal  
Alan Richardson Chair of Corporation  
Elaine Rowlands Governor  
**In attendance :** David Jackson Clerk to the Corporation

**1. APOLOGIES**

Apologies for absence had been received from Phil Krstic and 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 11/12 November 2008 be regarded as correct and signed by the Committee Chair.

**4. MATTERS ARISING**

There were no matters arising.

**5. CONSIDERATION OF GOVERNOR VACANCIES**

The Committee discussed the Governors whose terms of office expired during 2009 against the current Governor Skills Audit.

**Ian Lumley, Support Staff Governor - 29 September 2009**

The Clerk to the Corporation informed the meeting that the forthcoming vacancy for the Support Staff Governor would be dealt with through a ballot of Support Staff in the Autumn Term.

**Graham Crump - 31 July 2009**

The Chair of the Corporation reported on a recent conversation with Graham Crump who had indicated that he was exceedingly busy at the present time and would not be disappointed if the Corporation did not offer him a further term of office.

The Committee went on to discuss the valuable industry links available to the College in a variety of ways and the need for all Governors to support Management in this area.

The Committee considered returning to a Corporation of 18 members. After further discussion around the size of the Corporation, the Committee agreed that, on balance, it should for the time being return to a Corporation of 18.

It was resolved **THAT:**

- a) The Search Committee recommend that the Corporation reduce to 18 for the time being by the reduction of one Governor in the Business category;
- b) Graham Crump to be thanked for his contribution to the work of the Corporation over the past four years.

**6. LEARNING AND SKILLS IMPROVEMENT SERVICE OBSERVER SCHEME**

The Committee considered the Observer Scheme that allows for Clerks, Governors and Chairs from FE colleges to gain experience of practices outside their own organisation by visiting another college and attending one of their Corporation meetings. After discussion, the Committee agreed to circulate details of the scheme.

It was resolved **THAT:**

The Committee recommend that the Corporation express an interest in this scheme.

**7. EXPENSES POLICY FOR GOVERNORS**

The Committee considered the formal Expenses Policy for Governors which brings together in one document previous resolutions of the Corporation and the relevant extracts from the Financial Regulations. When considering this matter in the past, Governors have indicated that the decision to claim would rest with individual Governors.

It was resolved **THAT:**

The Expenses Policy for Governors be recommended to the Corporation for approval, subject to amending paragraph 2 to state 'subject to availability'.

**8. TERMS OF REFERENCE**

The Committee considered the amended Standards and Performance Monitoring Committee's Terms of Reference, following which,

It was resolved **THAT:**

The Standards and Performance Monitoring Committee's revised Terms of Reference be recommended to the Corporation, subject to replacing the word 'learner' with 'student' at paragraph 11.

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

The Committee reviewed its work and effectiveness over the past 12 months with a view to informing the Self-Assessment Report which would be completed at the end of the Summer Term.

After discussion, the Committee considered that it had fulfilled its Terms of Reference with the recruitment of new Governors who were settling into the Corporation.

The Committee went on to discuss the recruitment and selection process. Elaine Rowlands indicated that, as a 'new' Governor, she felt that it was a good process to go through in which both parties learnt more about each other. Once in post, the value of review was explored and that new members should have a review discussion with the Chair in the third term following their appointment.

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

As agreed at the Corporation meeting in December 2005, each Corporation Committee is requested to identify any specific reports for future meetings.

It was resolved **THAT:**

No specific reports were identified.

**11. ANY OTHER BUSINESS**

There was no other business.

**12. DATE OF NEXT MEETING**

It was resolved **THAT:**

The Committee meet again on a date to be agreed in the Autumn Term.