

STRATFORD-UPON-AVON COLLEGE CORPORATION

**MINUTES OF GENERAL PURPOSES COMMITTEE
WEDNESDAY 6 JULY 2011**

Present:	Elaine Rowlands	Chair
	Satnam Bhogal	Governor
	Martin Penny	Principal
In attendance:	Rosie Herbert	Head of Learner Services (Items 1-4, 6, 7 and 9 only)
	David Jackson	Clerk to Corporation
	Hazel Skwirzynska	Vice Principal Corporate Services

1. APOLOGIES

Apologies for absence were received from Charles Anderson.

2. DECLARATION OF INTEREST

Members were invited to declare any interest in business to be discussed at the meeting, following which, there were no declarations.

3. MINUTES OF LAST MEETING

It was resolved **THAT:**

The Minutes of the General Purposes Committee Meeting held on 22 March 2011 be regarded as correct and signed by the Chair.

4. MATTERS ARISING

4.1 Policies and Procedures

It was resolved **THAT:**

The Committee noted that reference was now made to information on superannuation in individual leave policies.

4.2 Item 10, Equality and Diversity

The Head of Learner Services presented data on business and academic staff in relation to Impact Measure 6, which was discussed with the Committee. The Committee was satisfied with the information presented and did not identify any issues or trends which required further consideration. They went on to discuss issues of ethnicity in relation to the Corporation. The Clerk to the Corporation assured the meeting that the Search Committee was aware of the situation on the Corporation in relation to ethnicity and consider this when making appointments. After discussion,

It was resolved **THAT:**

The Committee receive a further report at its next meeting on Impact Measure 6 in relation to the grades of staff.

4.3 Item 7, Trade Union Update

The Vice Principal Corporate Services reported that UCU had indicated a dispute with the College in relation to IFL registration, despite the fact they are still in discussions with IFL. The Principal stated that they were still requesting new staff to register with IFL but he was not at this moment in time taking any action against staff who are not renewing their IFL registration. The meeting went on to discuss the few benefits of IFL registration and those bodies which were responsible for checking membership. The Principal stressed that CPD records were available for all staff and these would be provided at any Ofsted inspection.

It was resolved **THAT:**

The Committee await the outcome of further discussions.

The Vice Principal Corporate Services reported on recent industrial action which had had minimal impact on the College.

It was resolved **THAT:**

The position in relation to recent UCU national strikes be noted.

4.4 Item 11, Well Being Survey

As requested at the last meeting the issues surrounding completion of the Well Being Survey were explored with the Wider Management Team and there were no firm conclusions that could be drawn in relation to the tardiness of staff in completing the survey and went on to discuss a variety of possible alternatives for gathering the data.

It was resolved **THAT:**

The Committee encourage College Management to look at alternative ways of capturing the data.

5. HR STATISTICS

The Vice Principal Corporate Services introduced the HR statistics and the Committee reviewed them and noted that the turnover was low and the College was below a number of the standard benchmarks. The Committee was satisfied that there were no trends or causes for concern emerging from the statistics.

It was resolved **THAT:**

- (a) The Committee did not identify any trends or causes for concern.
- (b) In future the absence data be anonymous.
- (c) Presentational issues will be looked at prior to the preparation of the statistics for the next meeting particularly in terms of the use of percentages and graphs.

6. EQUALITY OF OPPORTUNITY STATEMENT REVIEW

In presenting the Statement Review the Head of Learner Services indicated that the statement had been amended to reflect the Equality Act. The Committee questioned whether the College was complying with the targets that it had set itself within the statement, following which,

It was resolved **THAT:**

- (a) College Management review paragraph F to ensure that we are doing what we say.
- (b) Paragraph J be removed.
- (c) The remainder of the statement be approved.

7. SINGLE EQUALITY SCHEME REVIEW

The Head of Learner Services introduced the Single Equality Scheme and supporting statistics. She highlighted that there was some increase in young people presenting with autistic problems and that the Action Plan had been updated to reflect what was happening across the College. The Scheme had identified a need for further training and this would happen shortly. The Committee questioned whether the College had a wider Corporate Equality Plan in addition to the Single Equality Scheme and it was agreed that there was not a separate Corporate Equality Plan. The Committee went on to discuss how Governors and Staff are made clear about standards and strategies to meet the diverse learner need and are equipped to respond effectively as stated under the Corporate Statement.

It was resolved **THAT:**

- a) The Single Equality Scheme, as updated in June 2011 was agreed in principle, but would be further amended to reflect discussions by the Head of Learner Services and be brought back to the next meeting.
- b) Governors receive copies of the Equality leaflets.

8. DISCIPLINARY PROCEDURE

Consideration was given to a revised Disciplinary Procedure which was based on a draft received from the Association of Colleges. The Vice Principal Corporate Services indicated that this was the first draft that would need revision before discussions could commence locally. The Committee discussed the timetable for negotiation, following which,

It was resolved **THAT:**

The Chair be given delegated authority to agree a version to go to the Unions for discussion.

9. DISABILITY STATEMENT REVIEW

The Disability Statement was last reviewed in the summer of 2010 and the Head of Learner Services presented the update for 2011 which was broadly similar. After consideration by the Committee,

The meeting resolved **THAT:**

- (a) The Disability Statement be approved for 2011.
- (b) In future when documents are updated the changes are tracked when being presented to the Committee for ease of reference.

10. MARKETING REPORT

The Principal reported that Sales and Marketing had merged and now was the responsibility of Simon Rouch as Commercial Director for Education and Training. The Sales and Marketing Team had relocated to Cygnet Court and will now be responsible for marketing the entire College. In future it was intended to present to the Committee a combined Sales and Marketing Report. The Committee then went on to discuss the activities in the summer term.

It was resolved **THAT:**

The Committee welcome the changes and look forward in the future to the combined Sales and Marketing Report.

11. HEALTH AND SAFETY TERMLY REPORT

The Health and Safety Termly Report, as presented by the Vice Principal Corporate Services, was reviewed by the Committee. Particular attention was given to progress around the introduction and testing of the College Continuity Plan and progress towards the introduction of Online Risk Assessments. The Committee learnt that the consultant from Datasound had recently changed and he was currently reappraising the College priorities, which may give rise to a delay in the introduction of online assessments. However, the Committee learnt that although not online risk assessments were carried out as required.

It was resolved **THAT:**

- a) The Health and Safety Report be received by the Committee.
- b) College Management be encouraged to ensure that the Continuity Plan is tested by 31 October 2011.
- c) The Committee receive at their next meeting an Action Plan with timescales arising from the consultants review.

12. REVIEW WORK AND EFFECTIVENESS OF THE COMMITTEE

The Committee discussed its work and effectiveness over the last 12 months and considered that they had fulfilled their Terms of Reference. Information contained in papers presented to the Committee were challenged together with revisions to policies, procedures and methods of working. Committee membership was a concern and the Search Committee be asked to see if it were possible to seek an additional member to join the Committee.

It was resolved **THAT:**

The Committee considered that they had been effective in carrying out their duties and considered that they were good on the Ofsted scale, awarding themselves a 2.

13. ANY OTHER BUSINESS

The Committee explored the possibility of receiving some of the reports in advance of the Agenda. The Committee however, recognised the tight timescales involved but nevertheless,

It was resolved **THAT:**

The College look at the practicalities of using Box.net to communicate documents ahead of the printed agenda.

14. DATE OF NEXT MEETING

It was resolved **THAT:**
The General Purposes Committee meet again on **Tuesday 15 November 2011**
at 2pm