

STRATFORD-UPON-AVON COLLEGE CORPORATION

MINUTES OF GENERAL PURPOSES COMMITTEE TUESDAY 22 MARCH 2011

Present:	Elaine Rowlands	Chair
	Sinead Ouillon	Governor
	Martin Penny	Principal
In attendance:	Charles Anderson	Deputy Principal
	David Jackson	Clerk to Corporation
	Hazel Skwirzynska	Vice Principal Corporate Services
	Rosie Herbert	Head of Learner Services (item 4 only)

1. APOLOGIES

Apologies for absence were received from Satnam Bhogal and Kay Taylor.

2. DECLARATION OF INTEREST

Members were invited to declare any interest in business to be discussed at the meeting, following which Sinead Ouillon reminded the meeting she was an employee of Coventry University.

3. MINUTES OF LAST MEETING

It was resolved **THAT:**

The Minutes of the General Purposes Committee Meeting held on 23 November 2010 be regarded as correct and signed by the Chair.

4. MATTERS ARISING

4.1 Item 4.4 - Policies and Procedures

The Clerk to the Corporation drew attention to an extract from the information provided by the relevant superannuation scheme for the Committee's information in relation to Adoption Leave Policy. The Chair indicated that she was pleased that the information was available, and,

It was resolved **THAT:**

The information be noted and reference be made to the information in the individual policies.

4.2 Item 10 – Equality and Diversity

The Head of Learner Services, presented the report on Impact Measure 6 and took members through the information that had been provided with the agenda. After consideration the Committee felt that the information did not give rise to any particular concern. The Committee went on however to comment that it would be helpful to see the information broken down between teaching and business support staff in some areas and a little more detailed information. The Head of Learner Services explained that this was work in progress and she suggested that more work was currently being done in this area and a further report would be made to the next meeting.

A question was raised as to how we identified formally any Governors with disabilities. The Clerk indicated that this did not currently happen but that it could be incorporated in a low-key way when the Annual Declarations of Interest were made.

It was resolved **THAT:**

- The Committee note the information and look forward to a further report at the next meeting;
- The Clerk to the Corporation include a question on disability on the Annual Register of Interests Survey

4.3 Item 14 – One World Week

As Head of Learner Services, she had been heavily involved in overseeing activities throughout One World Week and took members through a report on what had taken place and the press coverage received. The Committee recognised the amount of work which had gone into the occasion, both in terms

of staff and students and noted that the College had been working hard to get all staff groups involved.

It was resolved **THAT:**

The Committee welcomed the report and congratulated both the staff and students on the work that had gone into the event and recognised its importance in terms of Equality and Diversity.

5. SAFEGUARDING POLICY

The Deputy Principal presented the Safeguarding Policy for consideration by the Committee and the Committee questioned whether, as currently drafted, paragraph 6.2.2 was sufficient in the light of recent case law. After further discussion,

It was resolved **THAT:**

The Policy be approved as presented and that the issues around legal representation under 6.2.2 be explored further prior to the policy coming forward for review for 2011/12.

6. HR STATISTICS

The Principal, in the absence of the Vice Principal Business Development, presented the HR Statistics. He drew attention to the low turnover and the levels of sickness, which was pleasing to note. After a brief discussion the Committee concurred that there was no pattern or trend which gave cause for concern.

It was resolved **THAT:**

The Committee, having reviewed the HR statistics, considered there were no patterns or trends which gave cause for concern at the present time.

7. TRADE UNION CORRESPONDENCE

The Deputy Principal drew attention to correspondence from UCU that indicated that they would be taking strike action on 24 March in relation to pensions and pay. This action was nationwide. UCU had complied with the law regarding notification and measures were in place to identify those staff that were not present on the day and to ensure that disruption to students was minimal. The Principal then drew attention to an issue which had been raised by UCU in relation to IFL registration whereby staff were expected to pay £65 simply to register as a lecturer for which there were no perceived benefits. Currently this is a contractual requirement for Stratford College lecturers but he did not propose to currently take action against any member of staff who failed to register whilst this matter was the subject of national discussion. The position may change, however, going forward.

It was resolved **THAT:**

- (a) The Committee support the Principal's approach to the IFL Registration.
- (b) An update on these two matters be given at the next meeting.

8. INVESTORS IN PEOPLE

The Deputy Principal presented the Investors in People report confirming the College's status as an Investor of People. The report identified a number of areas of good practice throughout the College which was pleasing to note.

It was resolved **THAT:**

The College be congratulated on the successful review of its Investors in People status.

9. MARKETING REPORT

The Vice Principal Corporate Services went through an extensive report on marketing activities in these challenging times and outlined the actions being taken to counteract a number of changes in the wider environment which could impact adversely on College recruitment. After discussing the report in the Committee,

It was resolved **THAT:**

The Committee record their satisfaction at the work currently being undertaken, particularly in relation to changes to the College website

10. HEALTH AND SAFETY TERMLY REPORT

The Committee reviewed the Health and Safety Termly Report, following which, It was resolved **THAT:**

The Committee considered that the College was on target towards achieving the Health and Safety objectives for 2010/11.

11. STRESS SURVEY

Out of a potential 440 staff, 68, it was reported by the Vice Principal Corporate Services, had completed the Stress Survey. Both the College Management and the Unions had urged staff to complete the Survey and, despite it being relatively simple and anonymous questionnaire, the reasons why staff had not participated were not known, with the outcome that the data collected was statistically unsound. On the information provided it did not show a negative impact and in some areas there had been a slight improvement on the position last year. The Principal indicated that information that we had gleaned would be fed back to staff.

It was resolved **THAT:**

- a) The Committee express their disappointment at the low numbers of staff participating in the Survey;
- b) College management be urged to discuss in team meetings why staff had not felt able to complete the return.

12. ANY OTHER BUSINESS

There was no other business.

13. DATE OF NEXT MEETING

It was resolved **THAT:**

The General Purposes Committee meet again on **Wednesday 6 July 2011** at 8.30am.