



**SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE**  
**FURTHER EDUCATION CORPORATION**

**SEARCH COMMITTEE**

Approved minutes of a meeting  
Held on Wednesday 3 April 2019  
At WISE Campus, New Road, Stoke Gifford, Bristol

**Present:**

Prue Tylour	(Chair)
Kevin Hamblin	CEO & Executive Principal
Martin Jones	Corporation Member
Moyra Pascoe	Corporation Member

**In attendance:** Sharon Glover Clerk

1. **Apologies for Absence**

Apologies were received from Laura Boutle and Joe Lamonby.

2. **Declarations of Interest**

There were no declarations of interest raised.

3. **Items of Urgent Business**

None received.

4. **Minutes of Previous Meeting**

The minutes of the meeting held 17 Jan 19 were approved and signed as a correct record.

5. **Matters Arising From Those Minutes**

a) Corporation approval of the following was noted:

- (i) The re-appointment of Sophie Chester-Glyn at the end of her first year of office, for a further 3 years to complete her 4 year term of office.
- (ii) The appointment of Sophie Chester-Glyn to the Search Committee, with effect from 1 May 19.
- (iii) The appointment of Sophie Green with effect from 13 Feb 19 for an initial 1-year term of office.

b) Members noted that there were no outstanding actions on the action log.

The Chair advised that she would be rearranging the order of the agenda.

6. **Re-appointment of the Audit Committee Co-Opted Member (Agenda Item 7)**

At the request of the Chair the Clerk updated members on attendance and participation in training and development for Sally Flett.

When asked about her contribution at Audit Committee the CEO & Executive Principal provided very positive feedback and so too did the Chair of the Corporation in relation to Sally's positive input at the new governor induction.

**It was resolved:**

**To recommend to Corporation the re-appointment of Sally Flett at the end of her first year of office, for a further 3 years to complete her 4 year term of office.**

7. **Mentoring System (Agenda Item 9)**

The Chair invited views on the current mentoring system. The Clerk reported that she had emailed all Corporation Members to invite their views on the Mentoring System and shared the feedback received with the Committee.

The Clerk explained that one suggestion was to have a "so you've become a governor" pack and the Clerk confirmed that a section of useful documents for new governors had been established in the Document Library on Convene. Another suggestion was a form of contract between the mentor and mentee setting out expectations. The Clerk shared an example of the contract at the meeting. Members felt this to be too detailed and more appropriate for operational management rather than volunteers.

Members asked if the newly appointed governors had mentors in place. The Clerk advised that only one governor did not have a mentor allocated. The Chair of the Corporation agreed to take this up with the individual concerned as part of the Chair/Governor 1-1s to establish why advantage was not taken of the mentoring system.

Members suggested that a glossary/abbreviations document would be helpful and the Clerk confirmed that she had already made a start on this. It was also suggested that the 6 and 12 month follow up reviews, by the Clerk, with new governors should ask; with hindsight, what would have been helpful to them as a new governor and documentation that could be added to the Document Library on Convene. It was also suggested that feedback on mentoring is sought at Chair/Governor 1-1s and at the 6 and 12 month follow ups. It was also suggested that there is narrative added to the calendar of Corporation business to explain its background and how it links to the College's strategy.

The importance of new governors quickly understanding the role of governance versus management was also raised.

The outcome of discussions was to retain the existing Mentoring System but to take forward the various actions discussed to give it further emphasis.

**The report was noted.**

8. **Prospective Corporation Members (Agenda Item 6)**

Confidential Item.

9. **Procedure for the Appointment, Reappointment, Induction and Training of Corporation Members (Agenda Item 10)**

The Clerk reported that, following review, there were no changes proposed to the procedure. There were no further changes raised by members.

**It was resolved:**

**To approve the Procedure for the Appointment, Reappointment, Induction and Training of Corporation Members.**

10 **Succession planning (Agenda Item 8)**

The Chair advised that for personal and practical reasons she would be resigning as Chair of the Search Committee following this meeting. As part of succession planning, Laura Boutle, the other Co-Opted Member would need to be appointed as Chair of the Search Committee. The Chair of the Corporation agreed to contact Laura Boutle to inform her of the situation.

Members considered the 18 month look ahead and the Clerk reported that Phil Eames is considering re-appointment at the end of his 4 year term of office on 30 Sep 19. The future intentions of Moyra Pascoe and Martin Jones had already been communicated and will be formally considered nearer the time of the expiry of their terms of office.

The Chair revisited the strategic intent of increasing Corporation membership by a further two members to take into account the future departures of Moyra Pascoe and Martin Jones. It was agreed that this was still the intent but that this was no longer considered urgent.

Members were invited to consider the collated skills audit form and diversity report to assess the future gaps created by the departures of Moyra Pascoe and Martin Jones. Members discussed the requirements of strategic curriculum development as this scored lower on the matrix and questioned whether the wording needed revisiting. The Clerk also raised discussion held at Corporation about the balance of members with a financial and risk management background and that future searches should focus on candidates with a strategic financial background e.g. a Finance Director role. Members raised the need to take care that this requirement did not compromise the

governance versus operational divide. The importance of having governors with an appreciation of the complexity of the regime in which the Further Education sector works was raised. Members also raised the need for HR expertise following the departure of Martin Jones. The Clerk was asked, in the first instance, to approach Inspiring Governance for potential candidates with strategic HR experience.

The Clerk also raised whether there needed to be a candidate with influence in the West of England as this had been raised at a recent Curriculum Conference. Members questioned whether representation should be from Bristol or South Gloucestershire and agreed to leave this consideration for the time being.

It was agreed that the skills and their wording on the skills audit form are to be revisited to ensure that they still encapsulate Corporation needs. The Clerk was asked to review the skills matrix with the Chair of the Corporation and present revisions at the next meeting.

The Clerk raised the need for succession planning of Martin Jones on SGS Commercial Services Limited and noted that Martin would be happy to continue as a Director, if needed. Members asked whether Stephen Marston should be approached to see if he wishes to continue on this Board. The CEO & Executive Principal advised that a lot will depend upon the HEI strategic direction and that Stephen has many contacts in Gloucestershire and any approach should be delayed at this stage.

**The report was noted.**

**Action: Chair of the Corporation.  
Chair of the Corporation / Clerk.**

11. **Any Other Business**

There was no other business raised.

12. **Date of Next Meeting**

Tuesday 3 September 2019, 11.30am, WISE Campus.

The meeting commenced at 10.00am  
The meeting closed at 12.20pm  
The meeting was quorate.