



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

Approved minutes of a meeting of South Gloucestershire and Stroud College
Further Education Corporation
Held on 28 April 2022
At Stroud Campus, Stratford Road, Stroud, Gloucestershire

Present: David Hagg (Chair)
Douglas Blackstock
Louise Bright
Steph Brooks (joined via TEAMS)
Sophie Chester-Glyn
Lynne Craig (joined via TEAMS)
Phil Eames
Catherine Green
Kevin Hamblin (CEO & Executive Principal)
Dave Merrett
Irene Molodtsov
Gary Parsons
Ben Short (joined via TEAMS)
Rick Sturge

In Attendance: Gavin Murray (Vice Principal, Performance, Standards & Effectiveness)
Sara-Jane Watkins (College Principal)
Sharon Glover (Clerk)

The Chair presented the CEO & Executive Principal and College Principal with their 20-year service awards and also mentioned was an award provided to Mike Croker to recognise his 5-years' service. The Chair also congratulated Steph Brooks on her achievements in her recent athletics competitions.

When asked by the Chair, there were no items that needed to be unstarred.

1. **Apologies for Absence**

Apologies were received from Rich Aitken, Sarah Cartlidge, Mike Croker, Matt Davis, Moira Foster-Fitzgerald, Sophie Green (Maternity Leave) and Jude Saunderson.

2. **Presentation – Higher Education**

The Vice Principal delivered a presentation on Higher Education provision, covering partnership review, strengths, challenges, opportunities and key drivers for the future of HE. Members discussed the challenges of collecting destination data and the focus being given to this. These challenges were not unique to SGS and further government lobbying was needed. When asked, confirmation was received that the College is responding to the current OfS consultation and that new OfS priorities will need review.

Members discussed the potential of the Bristol market and what progress has been made to attract an untapped market. Members were informed that the College had held a UCAS convention that day which had attracted over 6,000 individuals. The College engages with UCAS and is focusing on a new marketing strategy to attract local learners within a closer radius. Members were informed that no reliance can be placed on attracting local students in order to grow this type of provision, hence the importance of providing student accommodation at WISE campus. The current focus being on throughput from the College's own cohort and to work with local schools for progression routes to SGS.

When asked, confirmation was received that, in the current UCAS cycle, the curriculum has set target numbers to try and recruit as wide as possible. The next UCAS cycle will focus on particular programme strengths, with minor changes to current programmes offered. Members discussed the relationship with University of Gloucestershire and were informed that with a new Head of Academic there is a more responsive relationship in place. The Vice Principal was thanked for his presentation.

3. **Declarations of Interest**

There were no declarations of interest raised.

4. **Minutes of Previous Meeting**

The minutes of the meeting held 24 March 2022 were approved and signed as a correct record.

5. **Matters Arising From Those Minutes**

Actions on the action log were monitored and updates provided.

6. **Learner Charter, Behaviour Policy, FE & HE Learner Code of Conduct and associated student rules and procedures**

Minor revisions to the FE & HE Learner Codes of Conduct were presented. Members were informed that the current iteration of the Learner Behaviour Policy will remain in force until August 2022, due to a new approach to behaviour management being developed and consulted upon. The policy will therefore be presented to Corporation for approval at a future meeting.

It was resolved:

To approve the FE Learner Charter and Codes of Conduct 2022/23 and HE and Professional Student Code of Conduct 2022/23.

Action: Vice Principal.

7. **Voice of the Learner Report**

Members received a report covering the outcomes of the Voice of the Learner forums to date together with the method of communication used as feedback to the learners. When asked, it was confirmed that there had been governor attendance at the meetings and that their feedback will form part of the final report to Corporation. When asked, confirmation was received that the feedback is used for marketing purposes and is published around the College. The views of the Staff and Student Governors were invited and confirmation was received that the feedback had aligned with the students' views and that in the 6th form, where the Staff Governor works, actions have been agreed and implemented.

The report was noted.

8. **14-16 Stroud Campus**

Confidential Item.

9. **WISE Campus**

- a) WISE master planning – Confidential Item.
- b) Business plan for the 3G pitch – this item was discussed as part of agenda item 9a.

Due to the early departure of the Search Committee Vice-Chair, the Chair agreed to bring forward agenda item 14.

10. **Search Committee (Agenda item 14)**

The minutes from the Search Committee meeting held 6 April 2022 were noted. The Vice-Chair of the Search Committee (Sophie Chester-Glyn) reported on the following:

- a) The re-appointment of Sally Flett (Audit Committee Co-Opted Member) was considered together with the commendable feedback provided. A recommendation made for Corporation approval of her re-appointment for a further 4-year term of office was presented.
- b) Following consideration of CVs from two prospective candidates the Committee agreed that as there are no vacancies the CVs should be shared with the Clerk of SGS Academy Trust in case of interest.
- c) New Governor Induction training feedback was considered and presented.
- d) Succession planning, in particular for the Chair of the Corporation, was reported. If helpful to the Corporation, the Chair has offered to extend his term of office as a Corporation Member for a further year, in order that search activity can be extended and with a view to appointing a 2nd Vice-Chair for succession planning purposes. The Search Committee Vice-Chair presented the recommendations from the Search Committee and Corporation members were invited to email the Clerk with any expressions of interest in filling the role of Chair of the Corporation and to provide their views on the qualities, skills set and experience that they are seeking for the role of the Chair and the search activity required by the Committee. Members discussed the additional workload required of the Chair of the Corporation and the need for clarity on what the role involves. The growing responsibilities of the role was recognised and that remuneration of the Chair should be given consideration at a future meeting. However, the Chair raised that this is being considered at a national level.

Following review of the skills audit matrix, the Committee also invited views on the addition of “sustainability” as a knowledge/skill set on the skills audit form and members concurred with its addition.

It was resolved:

- a) **To re-appoint Sally Flett, as Audit Committee Co-Opted Member, for a further 4-year term of office, at the end of her current term of office.**
- b) **To add “sustainability” to the Corporation skills audit form.**

11. **Management Information (Agenda item 10)**

Members received management accounts exception report dated 31 March 2022.

The report was noted.

12. **CEO & Executive Principal's Report (Agenda item 11)**

It was noted that there was nothing to report this month and that this item will be carried forward to the next meeting.

13. **Principal's Report (Agenda item 12)**

The Principal reported on the following:

- a) Horizon 38 - Planning has been approved for Horizon 38, the focus now being on preparing the facility ready for the new academic year.
- b) Wyatt House, Stroud – A potential opportunity has arisen for a residential facility for high needs learners located in close proximity to Stroud Campus. This was previously an adult care home and, at present, this is a fact-finding exercise with South Gloucestershire Council as they would be interested in residential facilities for their high needs' learners.

The written report also provided information on safeguarding; staffing; tenders HE applications and situation.

The report was noted.

14. **Audit Committee (Agenda item 13)**

The minutes from the Audit Committee meeting held 5 April 2022 were noted. In the absence of the Chair of the Audit Committee (Mike Croker), the Vice-Chair (Phil Eames), reported on the following:

- a) Corporation approval to revisions to the Audit Committee Terms of Reference were sought.

It was resolved:

To approve revisions to the Audit Committee Terms of Reference.

- b) Confidential Item.

15. **Chair's Report**

The Chair's report covered Chair/Governor 1-1s; Interim Vice-Chair; Governor Advocate roles and Strategic Property Group.

In the absence of Sophie Green (Vice-Chair of the Corporation), due to maternity leave, Sophie Chester-Glyn had expressed interest in being considered as an interim Vice-Chair and to fill Sophie Green's vacancy on the Remuneration Committee.

Lynne Craig had expressed interest in being appointed to the Search Committee on an interim basis until the return of Sophie Green.

Following review of the Child Protection, Safeguarding, Special Educational Needs & Disability Advocate role description, revisions were presented to Corporation for approval.

Corporation approval was also sought for Catherine Green and Gary Parsons to replace David Hagg as Sustainability Advocates. Approval for a new Digital Advocate role was also sought, to be filled by Irene Molodtsov. Subject to approval, a role descriptor will be drafted for Corporation approval.

Consideration of the dissolution of the Strategic Property Group and in its place a small informal Development Group formed to offer the opportunity to discuss ideas/way forward on matters, primarily the real estate, prior to formal proposals being presented for Corporation consideration. Due to time constraints of this meeting, the Chair proposed that discussion on this proposal is carried forward to the next meeting.

The report was noted and it was resolved to:

- a) **appoint Sophie Chester-Glyn as interim Vice-Chair of the Corporation and member of the Remuneration Committee, in place of Sophie Green, with immediate effect.**
- b) **appoint Lynne Craig to the Search Committee in place of Sophie Green, with immediate effect.**
- c) **approve revisions to the Child Protection, Safeguarding, Special Educational Needs & Disability Advocate role description.**
- d) **approve the appointment of Catherine Green and Gary Parsons to replace David Hagg as Sustainability Advocates, with immediate effect.**
- e) **approve the development of a new Digital Advocate role, to be filled by Irene Molodtsov**

Action: Clerk.

16. **Professional Development Policy**

Members received the Professional Development Policy for approval.

It was resolved:

To approve the Professional Development Policy.

17. **Review of Governance Self-Assessment Action Plan**

Members received a progress report against the Governance action plan.

The report and progress against the Governance action plan was noted.

18. **Written Resolution and Application of the Corporation Seal**

The written resolution for approval and application of the Corporation Seal to the Lease and Licence to Alter for Units F2E and F2F, Horizon 38 at Filton were noted.

19. **Items of Urgent Business**

There were no items of urgent business raised.

20. **Confidentiality**

Members agreed that due to business sensitivities 14-16 Stroud campus (item 8), WISE campus (item 9), Audit Committee confidential minutes (item 14), Written resolution (item 18) and minutes 8, 9a and 14 should be treated as confidential.

21. **Assessment of meeting**

A summary of feedback in relation to the meeting held 24 March 2022 was received. The Clerk reported an error on the assessment form in that the response to question 7 should have been scored as a 1 and not 4.

22. **Date of Next Meeting**

Thursday 9 June 2022 at 4pm, via Microsoft Teams.

The meeting commenced at 5.15pm.

Ben Short joined the meeting at 6.40pm (during item 9a)

Sophie Chester-Glyn left the meeting at 7.30pm (after item 10)

The meeting closed at 7.35pm

The meeting was quorate.