



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

SEARCH COMMITTEE

Approved minutes of a meeting
Held on Wednesday 6 April 2022 at 2.00pm
Conducted via Microsoft Teams

Present: Sophie Chester-Glyn (Chair & Corporation Member)
Louise Bright (Corporation Member)
David Hagg (Chair of the Corporation)

In attendance: Sharon Glover Clerk

The Chair opened the meeting by explaining that, in the absence of Laura Boutle (Chair of the Search Committee), as Vice-Chair she would be chairing this meeting.

1. **Apologies for Absence**

Apologies were received from Laura Boutle, Sophie Green (maternity leave) and Kevin Hamblin.

2. **Declarations of Interest**

There were no declarations of interest raised.

3. **Items of Urgent Business**

There were no items of urgent business received.

4. **Minutes of Previous Meeting**

The minutes of the meeting held 13 January 2022 were approved, ready for signing as a correct record.

5. **Matters Arising From Those Minutes**

- a) Corporation approval of the following was noted:
- i) re-appointment of Catherine Green for a further 3-years to complete her first 4-year term of office.
 - ii) re-appointment of Sophie Chester-Glyn for a further 4-year term of office.
- b) Actions on the log were monitored and the following updates provided:

- 13/1/22, minute 5b – The Principal and Assistant Principal - Corporate Development have been briefed and a new College video is being filmed.
- 13/1/22, minute 5b – Sophie Chester-Glyn advised that once the advert has been updated she will share with her networks.
- 13/1/22. Minute 5b – The Clerk updated members on the feedback received from learners in relation to the search advert. The feedback was mixed and members raised that a big focus of the feedback was on its visual appearance but, overall, heading in the right direction. The feedback also suggested using learners to redesign the advert to make it more eye catching with some additional text about how new governors are supported. The Clerk was asked to take this suggestion forward. Although the addition of a QR code was suggested, this was deemed not necessary and one member had mixed experience of using these codes.

Action: Clerk.

6. **Re-appointment of Audit Committee Co-Opted Member**

Members received the completed re-appointment matrix and updated skills audit form for Sally Flett (Audit Committee Co-Opted Member). The Clerk also shared with members the positive feedback received by some of the Audit Committee members. In particular, the Chair of the Audit Committee valued her contribution. The Chair of the Corporation also added that following his 1-1 with Sally her enthusiasm and commitment was evident.

It was resolved:

To recommend Corporation approval of the re-appointment of 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.

7. **Succession planning**

Chair and Vice-Chair succession planning

Members received the succession planning report and noted the 18-month lookahead of terms of office. Of particular focus was succession planning for the Chair of the Corporation as he would not be looking for re-appointment as a Corporation Member at the end of his current term of office. Feedback on the role was invited from the Chair of the Corporation and it was suggested that the view from the Corporation is invited on the qualities, skills set and experience that they are looking for in this role.

The Chair of the Corporation advised that he had used the recent 1-1s to inform governors of his intention to step down and to invite expressions of interest in taking on this role. To date, there has been no internal interest expressed and the current Vice-Chair does not have the time needed to step up.

The Chair of the Corporation advised that he would be willing to stay on for a further year to help with succession planning, if required, as there may be a need to consider testing the external market. Members were informed that the time commitment required was more substantial than anticipated and the scale of the role was more than what was implied in the role description. The Clerk advised that the external expectations of Corporations and of the Chair of the Corporation have increased due to the various codes in place and government policy. The Chair advised that a number of governors do not have the time to take on this role, especially when working full time.

The Chair of the Corporation shared with members conversations held with the CEO & Executive Principal relating to the type of individuals that may be suitable, these being at CEO level/experience of chairing a large organisation, with skills in performance management and access to wider community and political networks. Experience of the FE and HE sector was not considered to be a pre-requisite and the support provided by the Clerk to the Chair was recognised.

Members discussed the possibility of appointing two chairs to split workloads. The Clerk advised that there is currently the option to appoint two Vice-Chairs in support of the Chair and having two Chairs was not necessarily good governance and causes complexities. However, the Clerk offered to investigate this suggestion further. It was agreed to continue with one Chair of the Corporation and for research to be undertaken about role sharing. It was recognised that there was already the option to appoint two Vice-Chairs to support the Chair and is helpful for succession planning purposes. It was suggested that a conversation is held with the current Vice-Chair to invite her feedback on the role and to seek her views on splitting the role. The Chair of the Corporation clarified that the purpose of the option to have two Vice-Chair positions was for succession planning for the Chair rather than splitting the Vice-Chair role between two people as the workload was not as great as that of the Chair. It was agreed that the Clerk should circulate the Chair and Vice-Chair of the Corporation role descriptions and invite expressions of interest from the Corporation in the role of Chair and interim Vice-Chair, whilst the current Vice-Chair is on maternity leave.

In relation to the Chair's replacement it was agreed to re-invite internal interest in the first instance and then consider nil cost options to search externally using social media, networking, head hunting and the development of a job advert specifically for the role of Chair. Corporation's view on search activity required by the Committee was to be invited.

It was agreed that the role description of the Chair and Vice-Chair is too detailed and would benefit from review.

Skills Audit matrix

The Clerk shared feedback from Laura Boutle and her view of the merit of considering whether the skills form reflects the needs of the different

committees. Following discussion and consideration of the skills form, it was agreed that this was not needed.

In light of the increased focus on sustainability it was suggested that this should be added to the skills form in the section on other areas of expertise and Corporations' view should be invited on this addition.

The report was noted and it was resolved:

- a) **To invite Corporations' views on the qualities, skills set and experience that they are seeking for the role of Chair to the Corporation and the search activity required by the Committee.**
- b) **To re-invite internal interest from the Corporation in filling the role of the Chair of the Corporation and interim Vice-Chair.**
- c) **To invite Corporations' views on the addition of sustainability to the skills form.**

Action: Clerk to the Corporation.

8. **Prospective Corporation Members**

Members received CVs from two individuals expressing interest in Corporation membership. Following discussion, members acknowledged that there are currently no vacancies on the Corporation and that the skills/experience offered were already adequately covered on the Corporation.

It was agreed that the individuals be thanked for their interest and, if the individuals are willing, the Clerk shares their CVs with SGS Academy Trust for consideration. The Clerk advised that there is currently one vacancy on the Trust and that their focus continues to be on diversification of the Board.

Action: Clerk.

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

The Clerk presented minor revisions to the procedure and also raised feedback from Laura Boutle (Chair of the Search Committee) that references to he/she and his/hers should be updated to their/theirs.

Following discussions in item 7, the Clerk suggested, and members agreed, that it would be timely to undertake a detailed review of the Chair and Vice-Chair of the Corporation's role descriptions and to revisit the requirements of these roles.

It was therefore agreed to carry forward this agenda item to the next meeting.

Action: Chair/Vice-Chair of the Corporation and Clerk.

10. **New Governor Induction training**

The Clerk shared with members the positive feedback received from the latest induction training provided. The Chair of the Corporation reported that, as part of his Governor 1-1s, feedback was received on the comprehensive induction in place and that some presentations should allow more space for questions and discussion.

Members also discussed the challenges to get to know new governors when delivering online training. It was recognised that a lot of information is to be absorbed at these events and the helpfulness of the mentor scheme was raised. Also raised was the possible use of break out groups, akin to the AoC new governor training, to provide a varied approach to the induction. It was agreed that the feedback provided had been positive and for future inductions, presenters should consider the Committee's feedback.

The oral report was noted.

11. **Any Other Business**

There was no other business raised.

12. **Date of Next Meeting**

Tuesday 14 June 2022, 2.00pm, via Microsoft TEAMS.

The meeting commenced at 2.00pm

The meeting closed at 3.43pm

The meeting was quorate.