



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

SEARCH COMMITTEE

Approved minutes of a meeting
Held on Wednesday 11 January 2023
Conducted via Microsoft Teams

Present:

Laura Boutle	(Chair)
Sophie Chester-Glyn	(Corporation Member)
Lynne Craig	(Corporation Member)
David Hagg	(Chair of the Corporation)
Kevin Hamblin	(CEO & Executive Principal)
Rick Sturge	(Corporation Member)

In attendance: Sharon Glover Clerk

1. **Apologies for Absence**

There were no apologies received.

2. **Declarations of Interest**

Sophie Chester-Glyn declared an interest in agenda item 8 as one of the prospective candidates is personally known to her.

3. **Items of Urgent Business**

There were no items of urgent business received.

4. **Minutes of Previous Meeting**

The minutes of the meeting held 10 November 2022 were approved, ready for signing by the Chair as a correct record.

5. **Matters Arising From Those Minutes**

- a) Corporation approval of the re-appointment of Douglas Blackstock at the end of his current first year term of office, for a further 3-years to complete his first 4-year term of office was noted.
- b) Actions on the action log were monitored. The Clerk confirmed that all of her actions had been completed. The CEO & Executive Principal reported that the parent forum is the primary method to speak with parents and the College is seeing if this can be enhanced. When asked,

confirmation was received that this forum involves staff members who are also parents of learners at the College. The Clerk mentioned that the College is developing a parent portal and whether this could be used as a means of advertising Corporation vacancies. Members were informed that the use of the parent portal was a discussion item at the Executive Team meeting later that day. Clarification was sought and received that there would be no specific parent governor role on the Corporation but advertising through this portal would be a means of providing equality of opportunities for all in the diverse communities served.

6. **Re-appointment of Corporation Member**

Sophie Green – The Clerk advised that Sophie was keen to continue as a Corporation Member, at the end of her current 4-year term of office. Reference was made to the re-appointment matrix, which provided an update on Sophie’s commitment, contribution and expertise/experience. Confirmation was received that all training and development had been completed and was up to date. Following review of her skills audit form an updated audit form was presented. Also shared with the Committee was the positive feedback received about Sophie, which was endorsed by members of the Search Committee.

The Committee commented that Sophie is an excellent Vice-Chair of the Corporation who makes a strong contribution to the work of the Corporation and the Committees on which she sits. Sophie has a strategic mindset and is calm and considered. The Committee had no hesitation in recommending Corporation approval of Sophie’s re-appointment for a further 4-year term of office.

It was resolved:

To recommend Corporation approval of the re-appointment of Sophie Green, at the end of her current 4-year term of office, for a further 4-year term of office.

7. **Succession planning**

Members noted the 18-month look ahead of terms of office that are due for review. The Chair asked that Corporation members are approached earlier to understand their future intent to assist with longer-term succession planning. It was noted that David Hagg’s term of office ends 30 September 2023 and that his replacement is being sought via Peridot. Phil Eames has indicated that he would like to continue post 30 September 2023, subject to Corporation approval. The Clerk raised that there is an option under the Corporation’s Standing Orders for governors to serve more than two four-year terms of office, provided there is good reason for any such extension. The Clerk was asked to liaise with Lynne Craig, whose 1st 4-years’ term of office ends 31 March 2024, to understand her future intent.

The Chair reported that the search by Peridot for a new Chair of the Corporation has commenced and Peridot’s timetable was shared with

members. Members of the Search Committee will be involved in the interview meeting to enable diversity of views and decision making.

The Chair of the Corporation asked if there would be merit in concentrating search activity for governor appointments at one or two points of the year, should this fit with current terms of office expiry dates. Members raised that much of the work of the Committee is responsive to future needs but there is sense in targeting at particular times of the year, whilst also responding to ad-hoc enquiries. The Chair recalled previous discussions relating to holding lists, which were decided against. It was agreed that the Chair and Clerk should consider this proposal in more detail outside of the meeting.

It was recognised that in an attempt to be more pro-active, in an indirect manner, the search advert had been added to the College website which had successfully generated further interest. In addition, there is a video in progress, developed by College staff, and the re-development of the search advert by College learners. The Clerk was asked to share the finalised video with members.

The point was made that if the intent is to approach individuals directly, the Search Committee should be consulted to ensure that the skills and experience requirements fit needs. This will avoid individuals having to go through the search process unnecessarily.

In order to provide the Committee with an appropriate steer, it was suggested that on an annual basis there is a more formal process for Corporation to advise the Search Committee on skills/experience needs.

The Clerk reported that there are currently no Committee vacancies.

The report was noted.

Action: Chair of the Search Committee and Clerk to the Corporation.

8. **Prospective Candidates**

Confidential Item.

9. **Any Other Business**

There was no other business raised.

10. **Date of Next Meeting**

The Clerk confirmed that a Search Committee had been scheduled for Monday 13 March 2023 to interview prospective candidates as part of succession planning for the current Chair of the Corporation.

Members asked if any applications had been received to date and raised the importance of being kept updated regularly in order to consider if alternative

actions need to be taken if interest is low. Members were informed of Peridot's intent to issue a weekly progress report and to date there had been no applications received. However, the launch was during the Christmas period. The Clerk was asked to email Peridot to see if any interest received to date.

Action: Clerk.

The meeting commenced at 8.30am.

David Hagg and Rick Sturge left the meeting at 9.10am (at the start of item 8).

The meeting closed at 9.31am.

The meeting was quorate.