



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

SEARCH COMMITTEE

Approved minutes of a meeting
Held on Tuesday 13 June 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)

In attendance: Sharon Glover Clerk

1. **Apologies for Absence**

Apologies were received from Rick Sturge.

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 March 2023 were approved, ready for signing by the Chair as a correct record.

5. **Matters Arising From Those Minutes**

a) Corporation approval of the appointment of Matt Atkinson as a Corporation Member for a 1-year term of office, with effect from 1 April 2023, and his appointment as second Vice-Chair/Chair Designate until 31 July 2023.

b) Actions on the action log were monitored and it was noted that all actions had been completed.

6. **Succession Planning**

Members received the report, including the 18-month look ahead of those Corporation Members whose terms of office are due for review. The Clerk raised a typographical error in the report and clarified that it should read that

Louise Bright and Rick Sturge would be reaching the end of their 1st four-year term of office not 1st-year.

Members noted that there is currently one external Corporation Member vacancy following the resignation of Sophie Green, with two future vacancies arising following the earlier departures of David Hagg and Rick Sturge.

Members received the current collated skills audit form together with a collated skills audit form showing the removal of David Hagg and Rick Sturge to demonstrate the impact of their departures. Members discussed the priority gaps and the views of the Chair of the Corporation and CEO & Executive Principal were invited. The CEO & Executive Principal commented that, although Members offer an even spread of skills and experience, there are few with in-depth knowledge of educational delivery in Further Education, and this would be useful. Sustainability and Estates were also areas that had scored on the lower side. Members concurred that an individual with Estates/Project Management/Sustainability experience at a strategic level would be beneficial.

The skills and networks that would be lost following the departure of Rick Sturge was also recognised and that an individual of Rick's calibre with wider business community/political contacts would be beneficial. One member also suggested approaching one of the candidates previously interviewed for the Chair of the Corporation role. The Clerk explained that she had approached Peridot in this respect and they would charge a fee as they had introduced the candidate to the College. It was agreed that David Hagg should speak with Rick Sturge for any suggestions for his replacement.

Members considered the diversity of the Corporation and noted that age, gender and disability were areas of focus. The Chair offered to share the search advert with Women in Property. It was also recognised that efforts had been made to reach out to under-represented groups. The Clerk mentioned that the College has an Alumni database should the Search Committee wish to reach out to a younger audience. The Clerk was asked to take forward with Marketing. Members discussed how to further reach out to under-represented groups of the community and any networks that can be used. It was also raised that skills needs are also to be considered alongside diversity and it was suggested that networks are researched that fit with the skills needs identified. The Chair suggested that the previous connections made should be revisited.

The Clerk mentioned an individual, suggested by the Vice-Chair of the Corporation, who would soon be retiring from a neighbouring College who would have senior leadership in FE and Finance experience to offer. Another individual with political experience was discussed. It was agreed that the Chair and Clerk should assemble a contacts list for further search activity.

The Clerk also referred to the search advert developed by one of the College students and everyone agreed that it should be used going forward.

The Clerk referenced the formation of a new Learning & Quality Committee and of the option to appoint co-opted members. This was to be discussed at their inaugural meeting on 22nd June.

The Clerk reported on Committee vacancies following the resignation of Sophie Green. Membership of the Remuneration Committee would be filled by the incoming Vice-Chair of the Corporation, therefore leaving a vacancy on the Audit Committee. Vacancies following the resignations of David Hagg and Rick Sturge were also discussed. It was noted that the incoming Chair of the Corporation would sit on the Remuneration and Search Committees by virtue of being Chair of the Corporation. Therefore, the only vacancy that would be created would be the replacement of Rick Sturge on the Search Committee. Corporation were invited to consider filling the current vacancy on the Audit Committee and upcoming vacancy on the Search Committee.

It was resolved:

To invite Corporation to consider filling the current vacancy on Audit Committee and future vacancy on the Search Committee.

The report was noted.

Action: Chair of the Corporation.

Chair of the Search Committee & Clerk.

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

Phil Eames – The Clerk advised that Phil was keen to continue as a Corporation Member, if required, and referenced the re-appointment matrix which provided an update on Phil's commitment, contribution and expertise/experience. The Clerk shared with the Committee the training and development completed by Phil and the positive feedback received from other Corporation members.

As Phil had already completed 2 x four-year term of office the Search Committee discussed Phil's re-appointment in detail. Although it was acknowledged that the Corporation Standing Orders makes provision to exceed the maximum number of terms of office, the Committee felt it important that no precedent is set as not good practice. However, taking into consideration the transition of the Corporation with a number of new Corporation members and the key strategic decisions to be made in relation to the Group structure and SGS Academy Trust it was felt that Phil provided valuable skills and knowledge and the Corporation would benefit from his continued membership and outstanding contribution.

The outcome of discussions was a recommendation for Corporation to re-appoint Phil for a further 2-year term of office. The Committee recognised a risk on the horizon with the future departures of Phil and Mike Croker within the same year and of the need to focus on succession planning, sooner rather than later, to attract the same calibre of individuals. Also raised, was the nature of the role of governors in strategic financial, which is one of the reasons for the formation of the Financial Development Group, and whether there is a development need for some of the existing Corporation members.

It was resolved:

To recommend Corporation approval of the re-appointment of Phil Eames, at the end of his current term of office, for a further 2-year term of office.

The Chair advised that she would be bringing forward agenda item 10.

David Hagg (Chair of the Corporation) apologised that he would need to leave the meeting at this point. Prior to leaving, the Chair of the Corporation advised that, having considered the application for the candidate to be interviewed, he did not have any concerns.

8. **Prospective Candidate (Agenda Item 10)**

Confidential Item.

9. **Recruitment Table (Agenda Item 8)**

Members considered a proposal for a 2-point recruitment period in the search for new Corporation Members. Following discussion, it was acknowledged that the current succession plan report to the Committee provides an 18-month look ahead to help with succession planning. It was noted that there were more cons than pros to this approach and the only benefit would be to save resources for induction training. The Clerk advised of changes planned for induction training which would prove more efficient with the use of bitesize training videos.

The outcome of discussion was recognition that the Search Committee do plan ahead and react to changes when needed and that the current approach to succession planning and recruitment should continue.

The report was noted.

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

The Chair invited feedback on revisions proposed to the Procedure. The Chair mentioned that she had thought of some points but as they were not material she decided not to raise at the meeting.

It was resolved:

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

11. **Search Committee Self-Assessment 2022/23**

Due to time constraints, it was suggested that the Chair and Clerk complete the self-assessment and invite members' feedback outside of the meeting.

Action: Chair and Clerk.

12. **Any Other Business**

There was no other business raised.

13. **Date of Next Meeting**

Monday 15th January 2024, at 2.00pm, via Microsoft Teams.

The meeting commenced at 10.00am.

David Hagg left the meeting at 10.55am (after item 7)

The meeting closed at 12.03pm.

The meeting was quorate.