



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

SEARCH COMMITTEE

Approved minutes of a meeting
Held on Tuesday 25 June 2019
At WISE Campus, New Road, Stoke Gifford, Bristol

Present:

Laura Boutle	(Chair)
Sophie Chester-Glyn	Corporation Member
Kevin Hamblin	CEO & Executive Principal
Joe Lamonby	Corporation Member
Moyra Pascoe	Corporation Member

In attendance: Sharon Glover Clerk

The Chair opened the meeting by welcoming Sophie Chester-Glyn to her first meeting. The Chair also expressed her thanks and best wishes to the former Chair of the Search Committee for her commitment to the College and as Chair of the Search Committee.

1. **Apologies for Absence**

Apologies were received from Martin Jones.

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 3 Apr 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 appointment of Laura Boutle, as Prue Taylour's successor, as Chair of the Search Committee with immediate effect.

- (ii) The re-appointment of Sally Flett (Audit Committee Co-Opted Member) at the end of her first year of office, for a further 3 years to complete her 4 year term of office.
 - (iii) An increase to the current Corporation membership from 17 to 18 members.
 - (iv) The appointment of Carly Dyson for an initial 1-year term of office, with effect from 1 May 2019.
- b) Members received updates on the action log and noted that there were no outstanding actions.

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

- a) Phil Eames – At the request of the Chair the Clerk updated members on attendance and participation in training and development for Phil Eames. The Clerk also reported positive feedback received from the Chair of the Audit Committee. Members concurred that Phil's contribution and commitment to the work of the Corporation and SGS Academy Trust was outstanding especially taking into account that he is in full time employment.

It was resolved:

To recommend to Corporation the re-appointment of Phil Eames at the end of his current term of office, for a further 4 year term of office.

- b) David Hagg – At the request of the Chair the Clerk updated members on attendance and participation in training and development for David Hagg. Although David's attendance was slightly lower than target the Search Committee had known this would be the case at interview due to existing commitments. Members concurred that David is an asset to the Corporation, had settled in quickly and was very articulate, succinct and raises pertinent points.

It was resolved:

To recommend to Corporation the re-appointment of David Hagg at the end of his first year of office, for a further 3 years to complete his 4 year term of office.

7. **Skills Audit Form**

The Chair invited feedback on proposed revisions to the Skills Audit Form. The revisions were discussed in detail by the Committee and further changes were raised. It was noted that following Corporation approval of the revised form members would be invited to re-complete it.

The frequency of review/completion of the Skills Audit Form was discussed. It was agreed to recommend to Corporation that at the 4-year re-appointment of Corporation Members they should be invited to review/update their Skills Audit Form.

It was resolved:

To recommend Corporation approval of the revised Skills Audit Form and to approve a review/update of the Skills Audit Form at the 4-year re-appointment of Corporation Members.

Action: Clerk.

8. **Search Committee Self-Assessment 2018/19**

The Clerk explained the purpose of Committee self-assessment and how the output would be considered as part of the annual Governance Self-Assessment process. When asked, confirmation was received that the Committee's terms of reference are available in the governors' section of the College website.

Members considered the Committee's performance measured against the Search Committee's Terms of Reference and recorded its findings for consideration as part of the Governance Self-Assessment process.

The Chair questioned the Search Committee membership criteria (no. 3) and sought the views of members as to whether an additional co-opted member should be appointed now that she had taken on the role as external Chair. Following discussion members recognised that the option was there to appoint an additional co-opted member as part of succession planning for the current Chair. It was suggested that the Corporation is invited to consider whether the appointment of a further co-opted member of the Search Committee is required as part of the annual review of Committees. The Committee's view was that the Corporation should evoke this option if needed in the future.

It was resolved:

To invite Corporation to consider whether the appointment of a further co-opted member of the Search Committee is required as part of the annual review of Committees.

9. **Any Other Business**

The Clerk reported interest received from a prospective candidate and having circulated his CV members' views were invited. Following discussion members were impressed by the candidate's skills and experience in the FE sector, especially curriculum planning, and their broader understanding of the school and HE sectors. The Clerk was asked to invite the candidate for interview and to retain the original Search Committee meeting date of 3 September 2019.

Members noted that currently there are no vacancies on the Corporation but if needs be the Corporation has the option to increase its size within the requirements of the Instrument and Articles of Government. Members discussed the size of the Corporation and raised the need to ensure that its size does not become too unwieldy due to the impact this would have on Chairing and the contribution of members at meetings. Although the Chair does try and

engage the quieter members of the Corporation it was suggested that contribution at meetings is discussed as part of the Chair/Governor 1-1s.

Members discussed the various ways of attracting new Governors and it was suggested that governors could use their current networks to promote future vacancies. The use of LinkedIn and the Inspiring Governance website were considered to be successful means of attracting new governors.

Action: Clerk.

10. **Date of Next Meeting**

Tuesday 3 September 2019, 11.30am, WISE Campus.

The meeting commenced at 12.38pm

The meeting closed at 1.29pm

The meeting was quorate.