



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

SEARCH COMMITTEE

Approved minutes of a meeting
Held on Thursday 8 February 2018
At Stroud Campus, Stratford Road, Stroud, Glos, GL5 4AH

Present:	Prue Tylour	(Chair)
	Laura Boutle	Corporation Member
	Kevin Hamblin	CEO & Executive Principal
	John Huggett	Corporation Member
	Moyra Pascoe	Corporation Member

In attendance:	Sharon Glover	Clerk
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The Chair opened the meeting by suggesting that the Committee prepare for the interviewing of the two candidates prior to addressing other matters on the agenda.

1. **Apologies for Absence**

Apologies were received from Joe Lamonby.

2. **Declarations of Interest**

Moyra Pascoe declared that she knows one of the prospective candidates being interviewed by the Search Committee. Members concurred that Moyra's contribution in questioning this candidate would be helpful but that for openness and transparency the minutes should make clear Moyra's contribution and that she should not take part in any decisions about recommendations being made to the Corporation about this candidate.

3. **Items of Urgent Business**

None received.

4. **Minutes of Previous Meeting**

The minutes of the meeting held 21 Nov 17 were approved and signed as a correct record.

5. **Matters Arising From Those Minutes**

The Search Committee noted Corporation approval of:

- a) The re-appointment of John Huggett for a further 4-year term of office from 5 Jan 18.
- b) The appointments of David Benson, Jack Gritt and Dave Merrett for an initial 1-year term of office with effect from 1 Jan 18.
- c) An increase in the size of the Corporation from 15 to 17 members.
- d) Revisions to the Search Committee Terms of Reference.
- e) Members monitored actions on the action log and noted that there are no actions outstanding.

6. **Re-appointment of Governors**

At the request of the Chair, the Clerk provided feedback on Mike Croker's attendance at meetings and the training and development undertaken. When asked, the Committee concurred that Mike provided good value and had good participation at meetings.

It was resolved:

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

7. **Audit Committee Co-Opted Member**

- a) Members considered two applications for the Audit Committee Co-Opted Member vacancy. Following consideration of the first application members felt that the other application received was stronger and concern was raised in relation to her location. However, there were other skills and experience that this candidate could possibly bring to other parts of the wider SGS Group and should therefore be invited to meet with the Committee.

Following consideration of the second application, members concurred that this candidate should be invited to meet with the Committee.

- b) Confidential Item.

8. **Prospective Corporation Member**

Confidential Item.

9. **Succession planning**

The Clerk reported that there is currently one vacancy on the Corporation and that a prospective Corporation Member had just been interviewed for this vacancy. The Clerk reported, and the Committee noted, the expiry dates of those Governors' terms of office over the next 12 months. Appended to the report was the current breakdown of the diversity mix of the Corporation, compared to the learner population and the communities it serves.

Attention was drawn to the need for consideration of succession planning for the Chair of the Corporation. It was agreed that John Huggett was an exceptional Chair of the Corporation and that there are not many individuals of John's calibre. Having considered the Vice-Chair for Chair, members were informed that he had many other commitments. Consideration of recruiting an external chair was raised, but not favoured. Following discussion, members asked whether Moyra Pascoe would give consideration to taking on this role. Concern was expressed by Moyra in relation to the time commitment needed and it was suggested that the Chair of the Corporation's role description is considered by Moyra and also formally reviewed at the next meeting. The Clerk also advised that there is an option to appoint two Vice-Chairs, if needed. The Clerk also offered to contact the Clerk's network with a view of reviewing other Chair's role descriptions.

The Clerk reported that, following Mike Cogger's departure, there are vacancies on the Audit and Remuneration Committees. Following discussion, it was suggested that Dave Merrett is approached about sitting on the Audit Committee and Jack Gritt about sitting on the Remuneration Committee. It was noted that a replacement for John Huggett as Child Protection Link Governor and as a member of South Gloucestershire's Children, Young People and Families Partnerships remained outstanding. Members suggested that these areas would be an ideal fit with the new prospective Corporation Member, subject to Corporation approval of her appointment. Members also noted that the Corporation had appointed David Benson to the Strategic Property Group in order to make the most of David's skills and experience.

Laura Boutle reported that she is due to start a new job on 7 March which will be demanding of her time. Therefore, as David Benson is joining the Strategic Property Group she would like to step down from this Committee after the next meeting on 1 March 2018 but would be happy to be in attendance at future meetings, as and when able. Although, for the time being, she would be happy to continue as a member on the Search Committee, it would be easier, due to time constraints, if future meetings are held at WISE campus. Laura would also be looking to relinquish her Link Governor responsibilities to the new Corporation Member.

The report was noted and it was resolved:

- a) **To recommend to Corporation that Laura Boutle steps down as a member of the Strategic Property Group, following the next SPG meeting, and for future meetings will be in attendance as and when able.**
- b) **To propose Corporation approval of Dave Merrett to the Audit Committee, subject to Dave's agreement.**
- c) **To propose Corporation approval of Jack Gritt to the Remuneration Committee, subject to Jack's agreement.**

Action: Clerk.

10. **Skill Audit Form**

The Clerk reported that she had reviewed examples of Skills Audit Forms from the Clerk's network and these were compared to the SGS Skills Audit Form. Following review of the current Skills Audit Form, revisions were presented for the Committee's consideration. Following scrutiny by the Committee, further changes were agreed. The Committee concurred that, following Corporation approval of the Skills Audit Form, it should be re-completed and forms collated. The Clerk was thanked for the work undertaken.

The report was noted and it was resolved:

To recommend revisions to the Skills Audit Form to Corporation for approval.

11. **Any Other Business**

There was no other business.

12. **Date of Next Meeting**

To be advised.

The meeting commenced at 2.30pm
The meeting closed at 5.05pm
The meeting was quorate.