



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

SEARCH COMMITTEE

Approved minutes of a meeting
Held on Tuesday 20 March 2018
At WISE Campus, New Road, Stoke Gifford, Bristol

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

In attendance:	Sharon Glover	Clerk
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1. **Apologies for Absence**

Apologies were received from Laura Boutle.

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 8 Feb 18 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 Mike Croker, at the end of his first year of office, for a further 3 years to complete his 4 year term of office.
- b) The appointment of Dave Merrett to the Audit Committee, Jack Gritt to the Remuneration Committee and that Laura Boutle steps down as a member of the Strategic Property Group.
- c) Revisions to the Skills Audit Form.
- d) The appointment of Sophie Chester-Glyn for an initial 1-year term of office with effect from 1 March 2018, subject to satisfactory DBS check.
- e) Actions were monitored on the action log and updates provided.

The Chair suggested that members undertake preparation for the interviews of prospective candidates.

6. **Prospective candidate**

Confidential Item.

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

Confidential Item.

8. **Succession planning, including review of the Chair of the Corporation's role description**

The Clerk reported that she had received a letter of resignation from John Huggett, Chair of the Corporation, with effect from 31 July 2018. In addition, due to new work commitments, Laura Boutle had also tendered her resignation from 31 July 2018. The Clerk reported the vacancies on Committees and other representation that required urgent consideration, especially in light of John Huggett's resignation. John Huggett also reported that he had tendered his resignation as a Member of AoC South West Regional Committee, which is an elected position. Having discussed his membership of SGS Academy Trust John Huggett advised that he would be happy to continue as a member in his own right but that consideration would need to be given to who will receive delegated authority to act on behalf of SGS Corporation. Members suggested that this delegated authority should be added to the Chair of the Corporation's role description. Members also discussed whether there is a need to replace John Huggett as a member of South Gloucestershire's Children, Young People and Families Partnerships. As SGS was the only College in South Gloucestershire it was agreed that there was a need to replace John's membership.

The Clerk also reported that, following contact with the Clerks' network, other Colleges' Chair of the Corporation's role descriptions had been obtained and reviewed by the Chair of the Corporation and the Clerk. The conclusion being that the current role description continued to serve its purpose with only minor revisions presented. Following consideration, the Committee decided to recommend revisions to Corporation for approval, together with the

addition of receiving delegated authority to act on behalf of SGS Corporation, as a member of SGS Academy Trust.

The Clerk also reported that the Association of Colleges has introduced a new Governance appointments recruitment service and also reported the methods used by other Colleges to replace their Chairs of the Corporation. The new appointment service was noted but it was agreed that this service should not be used at the current time. Members discussed the replacement for the Chair of the Corporation and agreed the need to clarify the time commitment required. The Clerk advised that the time commitment had been included in the Chair of the Corporation role descriptor. The need to consider the strategic direction of the College and whether there was a need to appoint two Vice-Chairs was raised. It was agreed that it would be better to try and recruit via direct contact as opposed to general advertisement and members discussed possible approaches. The outcome of discussions was for the need, if possible, to attract an individual with a high profile/reputation and that an approach is to be made, by the Chair of the Corporation, to Dame Janet Trotter to assess if any interest in this position or any recommendations. The CEO & Executive Principal also agreed to contact the Chair of Resource Solutions Group, who are the sponsors of Bristol Fliers, and to contact John Savage to see if he knew of any suitable candidates. As an interim arrangement Moyra Pascoe offered to put herself forward as Chair of the Corporation for one year whilst the search continued.

The Clerk also reported that following review, with the Chair of the Corporation, of the Link Governor representation it was proposed that the title of “Link Governor” is more appropriately replaced with the word “Advocate” and that the following Advocates are in place:

- Safeguarding and Child Protection Advocate, incorporating; Prevent, British Values, Equality & Diversity (this governor will be invited to attend College Safeguarding, Wellbeing, Equality & Diversity (SWEDG) meetings) and replace John Huggett as a Member of South Gloucestershire’s Children, Young People and Families Partnerships.
- Special Educational Needs and Disabilities (SEND) Advocate.
- Health & Safety Advocate – this tends to be Kevin Hamblin (Group CEO & Executive Principal).

It was also suggested that the current Corporation Safeguarding and Child Protection Link Governor role descriptor is updated and that consideration is given to the development of a SEND Advocate role descriptor. These suggestions were endorsed by the Committee.

The Clerk reported that following Corporation approval of the revised Skills Audit Form she had asked members to complete and an updated collated Skills Audit Form will be presented at the next meeting. Members also suggested that a review of Committee membership is undertaken at the same time.

As the Search Committee now has responsibility for identifying, and where appropriate, interviewing prospective candidates as Directors of SGS Commercial Services Limited, based on the skills/experience identified by either the board of the subsidiary company or the Corporation, the Clerk suggested that succession planning is considered. Members were informed that Martin Jones and Moyra Pascoe's terms of office as Corporation Members expire on 4 January 2020 and that Corporation should be invited to consider the number of Directors on the board and whether there are any skills/experience gaps in light of the maturity of the company.

Members discussed this in detail and suggested that, in the first instance, the Board of SGSCSL should consider the skills/experience of the current Directors and determine in the first instance whether there are any gaps. The length of time to let properties at Berkeley was raised as a concern but this was considered to be an operational role rather than at Board level. It was suggested that, should Moyra Pascoe be appointed as Chair of the Corporation, she should resign from the Board of SGS Commercial Services Limited and, subject to Corporation approval, John Huggett offered to replace her on the Board as an independent Director once he had stepped down as a member of SGS Corporation.

The Clerk was thanked for her report.

The report was noted and it was resolved:

- a) **To recommend Corporation approval of the Chair and Vice-Chair of the Corporation role description, subject to one addition raised at the meeting.**
- b) **To recommend Corporation approval of the appointment of John Huggett as a Director on the Board of SGS Commercial Services Limited, following his resignation as SGS Corporation Member.**

**Action: Chair of the Corporation.
CEO & Executive Principal.**

9. **Any Other Business**

There was no other business raised.

10. **Date of Next Meeting**

Members concurred that the next meeting should be arranged for the end of April/May.

The meeting commenced at 3.35pm
The meeting closed at 6.15pm
The meeting was quorate.