



**SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE**  
**FURTHER EDUCATION CORPORATION**

**SEARCH COMMITTEE**

Approved minutes of a meeting  
Held on Tuesday 15 May 2018  
At WISE Campus, New Road, Stoke Gifford, Bristol

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

<b>In attendance:</b>	Sharon Glover	Clerk
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1. **Apologies for Absence**

There were no apologies received. Joe Lamonby did not attend the meeting.

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 20 Mar 18 were approved and signed as a correct record.

5. **Matters Arising From Those Minutes**

The Search Committee noted Corporation approval of:

- a) The Chair and Vice-Chair of the Corporation role description.
- b) John Huggett as a Director on the Board of SGS Commercial Services Limited, following his resignation as SGS Corporation Member.
- c) The appointment of Sally Flett, as Audit Committee Co-Opted Member, with effect from 1 May 2018 for an initial 1-year term of office.
- d) Actions were monitored on the action log and updates provided.

Members were informed that following contact with Dame Janet Trotter her response had been e-mailed to members. Unfortunately at the current time she does not have the capacity to take on another role. Members suggested the possibility of contacting Dame Janet Trotter in the future when her commitments may have changed.

The CEO & Executive Principal confirmed that contact had been made with John Savage who had sent a communication via Business West. Contact had not been made with the Chair of Resources Solutions due to his conflict of interest as Chair of Bristol Fliers.

## 6. **Succession planning**

Members received a report inviting consideration for succession planning, in particular for the Chair of the Corporation. Appended to the report was the latest Corporation and Committee membership, revised collated skills audit and diversity breakdown of the Corporation. The urgency to replace the current Chair of the Corporation was recognised and that, as a short term replacement, Moyra Pascoe had indicated that she would put herself forward as Chair. The Chair of the Search Committee also raised the need to consider the Committees on which John Huggett served together with his other representation. In addition, the skills needed to take on the role of Chair of the Strategic Property Group required consideration.

The Clerk reported that Sophie Chester-Glyn had offered to replace John as the Child Protection Advocate and Member of South Gloucestershire's Children, Young People and Families Partnerships and replace Laura Boutle as the Safeguarding, Wellbeing, Equality and Diversity Advocate and Special Educational Needs and Disability Advocate.

Members discussed various approaches to search for a replacement for the Chair of the Corporation. The Clerk reported the different actions taken by other Colleges in order to recruit to this role. The Clerk also raised the option of using the Association of Colleges' new recruitment service and the costs of this service were shared. The Clerk offered to establish if other Clerks had used this service and seek their feedback on its value. Laura Boutle offered to make contact with a recruitment consultant in her network to obtain an estimation of costs. Members considered the engagement of recruitment consultants to be a last resort.

Members had a lengthy discussion and agreed actions that can be taken and targeted approaches that can be made to try and fill the future vacancies.

Laura Boutle reported that although she had tendered her resignation as a Corporation Member she offered to provide her support to the Search Committee as a Co-Opted Member, if needed. The Chair of the Search Committee raised that she would be stepping down at the end of her term of office so this would be appropriate succession planning for her as Laura could become Chair designate. The Clerk raised the need for the Search Committee membership of its Terms of Reference to be revised, should this be the case.

The Clerk reported that Jack Gritt had recently tendered her resignation as a Corporation Member due the unexpected time commitment of her new job and that a replacement for Jack on the Remuneration Committee would be required. Consideration of the impact of Laura and Jack's departure on the female/male gender balance was raised by the Clerk. Although the need to take this into consideration was acknowledged it was felt that this should not stand in the way of appointing the right people to enhance the Corporation's skills/experience mix.

The Chair asked that the Clerk updates the collated skills audit to take into account the departures of John Huggett, Laura Boutle and Jack Gritt so that their impact on the Corporation skills/experience mix can be considered. Laura Boutle felt that in the main her skills were now replicated by David Benson and there were no immediate gaps/specialisms to replace for Jack Gritt. The need for Further Education experience and knowledge of the College was raised, as these were areas that would be lost following the departure of John Huggett. Members discussed the future strategic direction of the College but considered it too early to make any decisions affecting the Corporation's longer term skills/experience requirements. Members discussed whether there are any links with employers needed and it was considered that the appointment of Dave Merrett served to cover this. Members discussed strategic curriculum development and agreed that, in the main, there is a reliance on College staff to support this need. It was also noted that marketing, business, PR experience can be provided by the College and legal representation obtained via the College, when needed. Members discussed whether an individual with digital transformation experience would add to the current skills/experience mix of the Corporation. Moyra Pascoe suggested an approach is made to the Chief Executive of Synovate and the CEO & Executive Principal agreed to contact the Head of Bristol and Bath Science Park to see if any interest in Corporation membership or any suggested contacts. The need to consider use of technology for Corporation/Committee meetings was raised. The Clerk reported that the Corporation Standing Orders had been updated to allow video conferencing, however, this was intended for exceptional circumstances as Eversheds had considered face-to-face meetings the better option. The risk of reliance and securing confidentiality of technology was discussed and how this technology would impact on the conduct of meetings and the difficulty in linking to multiple sites.

Members discussed possible replacements to join the Search and Remuneration Committees and the Chair of the Corporation offered to speak with those individuals. In addition, until further Corporation members have been appointed, it was suggested that one vacancy remains on the Search Committee, as the addition of a further Co-Opted Member would contribute to discussion, and one vacancy remains on the Strategic Property Group.

**It was resolved:**

- a) **To recommend Corporation approval for Sophie Chester-Glyn to replace John Huggett as the Child Protection Advocate and Member of South Gloucestershire's Children, Young People and Families**

**Partnerships and replace Laura Boutle as the Safeguarding, Wellbeing, Equality and Diversity Advocate and Special Educational Needs and Disability Advocate.**

- b) To recommend Corporation approval for revisions to the membership of the Search Committee and that Laura Boutle is appointed as a Search Committee Co-Opted Member following her departure from the Corporation.**

**Action: Clerk.**

7. **Any Other Business**

There was no other business raised.

8. **Date of Next Meeting**

Members suggested that a meeting is held before the next scheduled meeting in September. It was agreed to hold on a meeting on Tuesday 3 July 2018, 3pm at Filton Campus.

The meeting commenced at 10.00am  
Laura Boutle left the meeting at 11.00am (during item 6)  
The meeting closed at 11.20am  
The meeting was quorate.