



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

**SEARCH COMMITTEE**

Approved minutes of a meeting  
Held on Wednesday 9 September 2020  
Conducted via Microsoft Teams

**Present:**

Laura Boutle	(Chair)
Sophie Chester-Glyn	(Corporation Member)
Sophie Green	(Corporation Member)
David Hagg	(Chair of the Corporation)
Kevin Hamblin	(CEO & Executive Principal)

**In attendance:** Sharon Glover Clerk

The Chair opened the meeting by welcoming David Hagg to his first meeting of the Search Committee. The Chair also asked that the Committee's thoughts and best wishes are passed onto Moyra Pascoe and her family.

1. **Apologies for Absence**

Apologies were received from Moyra Pascoe.

2. **Declarations of Interest**

Kevin Hamblin declared that one of the candidates being interviewed at the meeting was known to him and that he would refrain from any recommendations made by the Committee to Corporation.

3. **Items of Urgent Business**

None received.

4. **Minutes of Previous Meeting**

The minutes of the meeting held 3 March 2020 were approved and signed as a correct record.

5. **Matters Arising From Those Minutes**

- a) Corporation approval of the following was noted:
- (i) The reappointment of Carly Dyson for a further 3 years to complete her first full 4 year term of office.
  - (ii) Corporation membership to remain at 18.

(iii) Martin Jones to continue as a Director of SGSCSL,  
following his departure from SGS Corporation.

b) Actions on the action log were monitored and updates provided.

6. **Prospective Corporation Members**

Confidential Item.

7. **Succession planning**

The Clerk presented an 18 month look ahead of governors' terms of office due for review. It was reported that there are currently three vacancies on the Corporation and if the candidates interviewed at the meeting are appointed by the Corporation this would leave one vacancy remaining. An approach has been made by the Chair of the Corporation to an individual with property experience and it was agreed that this approach should be followed up. Should this individual not be interested the Chair of the Search Committee offered to advertise the vacancy within her company. Members were informed that when David Benson resigned from the Corporation it had left a gap with property skills and members were informed that John Huggett (Co-Opted Member on SPG) is likely to be moving to Kent and therefore the SPG will be losing his skills/experience. It was suggested that experience with building project management and intricate commercial contracts to help with negotiation would be of benefit to the Corporation and SGSCSL. Two other potential candidates were also discussed and it was agreed that the Chair of the Corporation should make contact with them. The Clerk was asked to update the collated skills audit with the skills of the two candidates interviewed earlier in the meeting and circulate to the Search Committee.

The Clerk reported that Martin Jones had decided not to sit on the Remuneration Committee as a Co-Opted Member. Members discussed whether HR skills/experience were now required on the Corporation and it was agreed that this was not an essential skillset and if needed, the Corporation could seek external legal advice.

The Chair summarised that there was one current vacancy and a possible future vacancy, in the light of Moyra Pascoe's health situation. Following the outcome of discussions the following was agreed:

- David Hagg to follow up his initial contact with an individual with property experience. If unsuccessful, Laura Boutle is to circulate an advert within her company, make use of LinkedIn and contact other property companies.
- David Hagg to also contact two other potential candidates discussed at the meeting.

**The report was noted.**

**Actions: Laura Boutle, David Hagg, Clerk to the Corporation.**

8. **Search Committee Self-Assessment 2019/20**

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.

9. **Any Other Business**

There was no other business raised.

10. **Date of Next Meeting**

Thursday 14 January 2021, 5pm, Stroud Campus

The meeting commenced at 1.35pm  
Sophie Chester-Glyn left the meeting at 2.50pm (during item 6)  
The meeting closed at 4.00pm  
The meeting was quorate.