



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

SEARCH COMMITTEE

Approved minutes of a meeting
Held on Thursday 14 January 2021
Conducted via Microsoft Teams

Present:

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| Laura Boutle | (Chair) |
| Louise Bright | (Corporation Member) |
| 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 Louise Bright to her first meeting. The sad loss of Moyra Pascoe was also acknowledged to which the Chair wished to dedicate this meeting to her.

1. **Apologies for Absence**

There were no apologies received.

The Clerk advised that Sophie Chester-Glyn would be joining the meeting later. Kevin Hamblin apologised that he would need to leave the meeting at 3.30pm and Sophie Green apologised that she would need to leave the meeting at 3.45pm. The Clerk advised that she would be monitoring quoracy requirements as and when members left the meeting.

2. **Declarations of Interest**

David Hagg declared that although he had made contact with the candidates being interviewed they were only known to him in passing through his previous role. However as he had made the initial contact with them he would refrain from any recommendations made by the Committee to Corporation.

As Louise was not a member at the time of the last meeting and as part of the confidential minutes related to her appointment, her interest was declared and she would not participate in the approval of the minutes from the last meeting.

3. **Items of Urgent Business**

None received.

4. **Minutes of Previous Meeting**

Louise Bright refrained from the following.

The minutes of the meeting held 9 September 2020 were approved, ready for signing as a correct record.

5. **Matters Arising From Those Minutes**

- a) Corporation approval of the following was noted:
 - (i) The appointment of Louise Bright for an initial 1-year term of office with effect from 1 November 2020.
 - (ii) The appointment of Rick Sturge for an initial 1-year term of office with effect from 1 November 2020.

- b) Actions on the action log were monitored and updates provided. Of the two candidates approached by David Hagg, one was being interviewed today and the other was unable to commit to Corporation membership but had offered her support to the College via other means.

The Chair proposed that members prepared for the interviews. Following preparation, as there was time prior to the first candidate joining the meeting the Chair brought forward agenda items 7 and 9.

6. **Re-appointment of Corporation Members (Agenda Item 7)**

Members were invited to consider the re-appointment of Mike Croker, whose first 4-year term of office expires 28 February 2021. The Clerk was invited to share with members the positive feedback from other members of the Corporation in relation to Mike's contribution, commitment and the skills/experience he brings to the Corporation and as Chair of the Audit Committee.

The Clerk also confirmed that Mike continued to be eligible to act as a Corporation member in accordance with the requirements of the Instrument and Articles of Government and that there were no changes to his skills/experience form.

Members concurred that Mike Croker was an excellent, solid individual who was committed to his role and the work of the Corporation and, in particular, the board benefited from his excellent financial and auditing experience.

It was resolved:

To recommend Corporation approval of the re-appointment of Mike Croker for a further 4-year term of office, with effect from the end of his current term of office.

7. **New Governor Induction training (agenda item 9)**

The Clerk shared with members the positive feedback received, following the new Governor Induction training, together with some suggestions for future consideration.

8. **Prospective Corporation Members (Agenda item 6)**

Confidential Item.

9. **Committee membership (Agenda item 8)**

Members received a report and noted the resignation of Stephen Marston on the Board of SGS Commercial Services Limited and that the Corporation are looking to fill the SPG Co-Opted Member vacancy, following John Huggett's resignation.

Members discussed the requirements for a Co-Opted member to join SPG. The need for external membership and the value this role would bring was questioned as there are already various external professional inputs to this Committee. The Clerk explained that the role of the Co-Opted member had only recently been introduced as a means to specifically retain the experience and knowledge that John Huggett could bring to that Committee. Members discussed the skills needed of this position and whether project management rather than property skills were of more value. It was also suggested that one of the candidates interviewed could be a possibility for SPG membership.

The Chair raised that the Clerk had provided her with a CV from an individual on the Committee's holding list. However, this CV was over 5 years' old and it was agreed that contact should not be pursued. The Chair mentioned that one of the Corporation members had offered his support if connections are needed with the property sector in the West of England.

The Committee concluded that, at this stage, there is no external candidate suitable to fill the SPG Co-Opted member vacancy. In light of the new candidates interviewed at the meeting the Committee is suggesting the possibility of one of these candidates joining SPG. The Clerk raised the need to revisit SPG membership and update its Terms of Reference, should Corporation agree to this suggestion. Alternatively, the Committee agreed that it requires clarification from Corporation of the skills/experience needed to fill this vacancy.

In relation to the two vacancies on the Board of SGS Commercial Services it was hoped that one of the candidates interviewed at the meeting would be willing to fill one of these vacancies. In relation to the skills/experience requirements for the other vacancy the Committee felt it prudent to ask for a steer from the Chair of SGS Commercial Services, whilst being mindful of the gender balance of the Board. It was suggested that someone with marketing skills may be of benefit to the Board and if this skill was deemed necessary

one of the members of the Search Committee offered to make contact with an individual known to him that could offer these skills.

The report was noted.

10. **Any Other Business**

There was no other business raised.

11. **Date of Next Meeting**

Tuesday 2 March 2021, 10am, via Teams.

The meeting commenced at 2.00pm

Sophie Chester-Glyn joined the meeting at 2.34pm (during the start of item 8)

Kevin Hamblin left the meeting at 3.30pm (during item 8)

Sophie Green left the meeting at 3.43pm (during item 8)

Sophie Chester-Glyn left the meeting at 4.18pm (after item 8)

The meeting closed at 4.46pm

The meeting was quorate.