



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

SEARCH COMMITTEE

Approved minutes of a meeting
Held on Tuesday 14 June 2022
Conducted via Microsoft Teams

Present:

Laura Boutle	(Chair)
Sophie Chester-Glyn	(Corporation Member)
Lynne Craig	(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 Lynne Craig as interim Search Committee member in the absence of Sophie Green.

1. **Apologies for Absence**

Apologies were received from Louise Bright.

2. **Declarations of Interest**

Declarations of interest in item 7 in relation to consideration of David Hagg and Laura Boutle's re-appointments were noted.

3. **Items of Urgent Business**

There were no items of urgent business received.

4. **Minutes of Previous Meeting**

The minutes of the meeting held 6 April 2022 were approved, ready for signing as a correct record.

5. **Matters Arising From Those Minutes**

- a) Corporation approval of the following was noted:
- i) re-appointment of Sally Flett (Audit Committee Co-Opted Member) for a further 4-year term of office.
 - ii) addition of Sustainability on the Skills Audit form.

6. **Succession planning**

Members considered a report providing an 18-month look ahead of governor re-appointment considerations. Although no immediate vacancies to fill, the greatest challenge will be the replacement of David Hagg, Chair of the Corporation, especially as no internal interest had been expressed in this role. Members were informed that David had offered to continue for a further year, if needed, to assist with succession planning for his replacement.

Members were also informed of Ben Short's intent to step down at the end of his current term of office, 30 November 2022. However, he had offered to act as a critical friend to the College, if needed.

Chair of the Corporation - The Chair invited thoughts on possible replacements for Chair of the Corporation. It was recognised that the role of the Chair of the Corporation had more responsibility now more than ever and of the need for an individual with credibility. Members discussed the type of character required of the role and of the need to have experience of working at a strategic level with the ability to secure the best out of other governors. The FE sector is dynamic with continual changes faced therefore, with the time commitment needed of the role it tended to preclude individuals in full time employment.

Due to the importance of this role, Members discussed various individuals that could be approached. The Clerk shared with members an email from one of the Corporation members with a suggestion of an individual that could be contacted to ascertain if any interest. It was agreed that David Hagg should follow up on this lead.

Members also considered the possibility of using an external company to assist with the search, as well as consideration of social media and other networks as part of a mixed methodology approach. The Chair suggested that, alongside the Clerk, they would rethink an advert that could be used by Corporation members for promotion on their LinkedIn accounts.

Members also suggested approaching the local National Leaders of Governance and utilising links with the FE Commissioner's office and Lynne Craig offered to make further enquiries. The Clerk also mentioned the AoC search service they provide and was asked to find out further details.

Ben Short – Members discussed the skills that Ben had brought to the Corporation and whether there would be any gaps upon his departure. With the appointment of one of the newer Corporation members and the development of the Digital Services Advocate position it was suggested that there would be no identifiable skills gaps upon Ben's departure.

Also discussed was how Ben could provide support to the College following his kind offer. Following discussion, members recognised the IT and digital expertise that Ben had brought to the Corporation, especially given the technology challenges faced by the College during the pandemic and in

advance of the roll out of Teams. It was agreed that the College has greatly progressed. Although no specific role within the College that required support was immediately identified, support to the Group IT Director, as and when needed, might be helpful.

The Chair summarised that Ben's particular skill set would not require replacement and that Ben should be thanked for his service and offer of ongoing support. Moving forwards, a general Search campaign would continue to encourage expressions of interest from prospective Governors from the diverse communities served by the College. In support of this, an SGS 'recruitment' video and refreshed advert would be developed in the new academic year.

7. **Re-appointment of Corporation Member/Co-Opted Member**

At this point David Hagg was invited to leave the meeting.

- a) David Hagg – The Clerk advised that, if needed, David had intimated that he would be willing to continue for a further year to assist with succession planning for a new Chair of the Corporation. The Clerk referenced the re-appointment matrix and provided positive feedback received from other Corporation members in relation to David's superb chairing skills, commitment and contribution and that his services should be retained for as long as possible. All required training had been completed together with attendance at external events.

It was resolved:

To recommend Corporation approval of the re-appointment of David Hagg, at the end of his current term of office, for a further year, subject to review thereafter.

At this point David Hagg re-joined the meeting and Laura Boutle left the meeting. Sophie-Chester-Glyn (Vice-Chair) took over as chair of the meeting.

- b) Laura Boutle – The Clerk referenced the re-appointment matrix and provided positive feedback received, which was endorsed by members of the Search Committee. Laura was considered to be a very good chair of the Search Committee whom makes an excellent contribution at the meetings and ensures regular contact in-between meetings. It was also considered beneficial that Laura had been a former Corporation member.

It was resolved:

To recommend the re-appointment of Laura Boutle, at the end of her current term of office, for a further 4-year term of office.

At this point Laura Boutle re-joined the meeting and continued to chair the meeting.

8. **Procedure for the Appointment, Reappointment, Induction and Training of Corporation Members**

The Chair referenced changes made to the procedure and, when asked, the Clerk informed that the Chair and Vice-Chair's role descriptions had become more succinct and examples obtained from the national Clerks' network had been reviewed. Members commented that the detail was good and the explicit time commitment was helpful. As there was specific reference that the Vice-Chair would be developed as a future Chair it may deter governors from the Vice-Chair role as they may not necessarily want to become Chair but would be interested in becoming Vice-Chair. The Clerk was asked to add clarification in the Vice-Chair role description.

Members also raised that there are references in the Application form to titles and it was suggested to replace with pronouns as this will add clarification that the College provides equal opportunities for all. The Clerk also reminded members that potential candidates are invited to complete an equal opportunity form that she does not share with the Search Committee but is used to record diversity data of the Corporation. The Chair also raised that she and the Clerk would reflect on the interview process and questions.

It was resolved:

To recommend Corporation approval of the Procedure for the Appointment, Reappointment, Induction and Training of Corporation Members, subject to changes raised.

Action: Chair and Clerk.

9. **Search Committee Self-Assessment 2021/22**

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.

Members discussed whether more could be done to consult with local organisations and communities to identify potential members and the Chair agreed to follow up her initial meeting with the College engagement team. Members also suggested making use of local community magazines to advertise vacancies. Sophie Chester-Glyn agreed to republish the advert and make connections with her networks.

In relation to question 20, members felt that the Chair had a positive impact on the Committee and keeps abreast of recruitment. Having been a former Corporation member, this was considered advantageous due to her knowledge of the College and Corporation. Meetings are well organised and enjoyable. The Chair recognised that we could, perhaps do more to 'go out and be visible in community groups' to build trust as a way of encouraging interest from new governors, but that this was challenging in view of time considerations. It was suggested that, longer term, a workshop is offered at the College on what it

means to be a Governor and the benefits. It was agreed that this should be considered in more detail at the next Search meeting.

In relation to question 21, it was acknowledged that there is regular reporting to Corporation and that the Committee is making a change.

10. **Any Other Business**

Following completion of the Unconscious Bias training, positive feedback had been received. It was suggested that annual training on this topic could be beneficial as a useful reminder.

The Clerk had shared with the Chair an email from the National Black Governors Network about upcoming events relating to diversifying boards. One member of the Search Committee expressed interest in attending and the Clerk was asked to share this email with all members.

The Clerk was also asked to contact Sharon Warrington from the National Black Governors Network about possible contacts.

Action: Clerk.

11. **Date of Next Meeting**

Members were informed that the date of the next meeting, Wednesday 14 September 2022 at 2.00pm would be rescheduled due to the absence of the Chair on that date.

The meeting commenced at 2.02pm

Sophie Chester-Glyn joined the meeting at 2.11pm (during item 6)

The meeting closed at 3.26pm

The meeting was quorate.