



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

SEARCH COMMITTEE

Approved minutes of a meeting
Held on Thursday 13 January 2022 at 3.00pm
Conducted via Microsoft Teams

Present:

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

In attendance: Sharon Glover Clerk

1. **Apologies for Absence**

Apologies were received from Sophie Green.

2. **Declarations of Interest**

The Chair of the Search Committee reported that she had recently changed employment and now works for Montagu Evans. The Clerk reminded that her declaration of interests would need updating.

Declarations of Interest were also raised for the following:

- a) Sophie Chester-Glyn in agenda item 6c relating to consideration of her re-appointment.
- b) Kevin Hamblin in agenda item 7 as CEO and Trustee on SGS Academy Trust. Kevin Hamblin raised that he had now stepped down as a Trustee and the Clerk reminded him that this needed to be updated in his Declarations of Interests.
- c) Laura Boutle as a Member of SGS Academy Trust.

David Hagg also raised that he was a Member of SGSAT, acting on behalf of SGS Corporation rather than in his own right.

3. **Items of Urgent Business**

There were no items of urgent business received.

4. **Minutes of Previous Meeting**

The minutes of the meeting held 11 November 2021 were approved, ready for signing as a correct record.

5. **Matters Arising From Those Minutes**

- a) Corporation approval of the of the re-appointment of Dave Merrett for a further 4-year term of office at the end of his current term of office was noted.
- b) Actions on the action log were monitored. Following circulation of the Search advert and the invitation from Corporation of the type of future candidates sought the Clerk informed that there had been no steer received from the Corporation in this respect. Following discussion by the committee it was agreed that there were no skills/experience gaps and that any search activity should continue its focus on broadening the diversity of intellect from the communities served by the College.

The Chair asked whether the advertisement needed to be revisited. One member suggested that a zip file with key information is provided, with direction to the College website, that could also be sent to learners. Also suggested was the production of a video by learners for addition to social media with links to key information. The engagement of the communications team was also raised in order to understand the best approaches and how these can be measured. The Clerk advised that there is already a link in the governance section of the College website to a video on the Inspiring Governance website about volunteering to be a governor. The possibility of a link to this video being added to the advertisement was raised.

Also discussed was the need to directly approach community-based organisations in order to reduce reliance on traditional recruitment methods. However, it was recognised that this approach provided challenging with the current pandemic. The CEO & Executive Principal raised that College staff continually meet community groups and this is another method of engagement. The Chair reported that she and the Clerk had met with College staff and they agreed to share the advert with the groups they have links with. The CEO & Executive Principal offered to take an action to arrange the production of a presentation/advert that can be shared by College staff with their respective community links, as the focus should be on raising the profile of equal opportunities for the whole College and not just at Corporation level.

As an interim action, it was suggested that key documents are attached in an email with links to the College website for Sophie Chester-Glyn to share with her networks. Sophie also offered to promote the College when attending the various meetings of Groups

she is a member of. It was also suggested that the advert is shared with learners and their input invited.

**Action: CEO & Executive Principal.
Clerk.
Sophie Chester-Glyn.**

6. **Re-appointment of Corporation Members**

- a) Draft re-appointment matrix – Members were invited to review a draft re-appointment matrix in order to formalise re-appointment considerations of the Search Committee. Following discussion, it was agreed that the matrix provided a good balance of areas for consideration and when asked, the Clerk confirmed that at the 4-year review members were invited to review their skills/experience audit form. It was suggested that the matrix was also shared with new members to provide advance notice of the areas for consideration at the 1-year review. It was agreed to implement the matrix and revisit once in use.
- b) Re-appointment of Catherine Green – The Chair invited feedback from the Clerk to assist the Committee in making recommendations to the Corporation leading up to completion of the 1-year term of office of Catherine Green. The Clerk provided feedback on commitment, contribution, quality of contribution, completion of training and development. Although Catherine did not sit on any committees, following discussion with the Chair of the Corporation she was keen in her first year to take time to gain experience of the role and the work of the Corporation. Catherine's legal skills and experience continued to be relevant for the Corporation and following discussion it was agreed that Catherine should be recommended for re-appointment for a further 3-years in order to complete her first 4-year term of office.

It was resolved:

To recommend Corporation approval of the re-appointment of Catherine Green, at the end of her 1-year term of office, for a further 3-years to complete her first 4-year term of office.

At this point, Sophie Chester-Glyn was invited to leave the meeting.

- c) Re-appointment of Sophie Chester-Glyn - The Chair invited feedback from the Clerk to assist the Committee in making recommendations to the Corporation leading up to completion of the first 4-year term of office of Sophie Chester-Glyn. The Clerk provided feedback on commitment, contribution, quality of contribution, completion of training and development. The Clerk also reported that following Sophie's review of her skills audit form there were no changes in the scores but additional areas reported in which she was involved with.

Members discussed Sophie's re-appointment and noted that as one of the Safeguarding Child Protection, Safeguarding, Special Educational Needs & Disability, Equality & Diversity Advocate she continued to have oversight of a highly important aspect of the College. It was recognised that this role demanded additional training and development than for other Corporation Members. Her contribution on the Search Committee had been excellent together with her commitment to Equal Opportunities for Corporation membership and the links that she can provide to the communities that the Corporation were keen to engage with. Her experience and skills continued to remain relevant to the Corporation and it was agreed that her re-appointment should be recommended to the Corporation for approval.

It was resolved:

To recommend Corporation approval of the re-appointment of Sophie Chester-Glyn, at the end of her first 4-year term of office, for a further 4 years.

At this point, Sophie Chester-Glyn re-joined the meeting and was thanked for her commitment to the work of the Corporation and Search Committee.

7. **Search for a SGSAT Member**

The Committee was informed that one of the Members of SGS Academy Trust will be stepping down and the Corporation has been asked by SGSAT to search for a replacement for appointment by SGS Corporation. The Corporation has tasked the Search Committee to search on their behalf for a high profile/influential Member replacement.

The CEO & Executive Principal suggested Neill Ricketts as a potential candidate. Neill is a successful local business man who has invested time and money into the local community and his children attended Forest High School. He was also involved with the establishment of SGS Berkeley Green UTC and was one of the original Trustees on the Board of SGS Academy Trust. Out of courtesy, the CEO & Executive Principal had run this suggestion past the Chair of SGSAT Board, who was supportive and mentioned that this could be discussed further at the Group Strategy meeting scheduled 17 January 2022.

Members discussed the role and responsibilities of being a Member and of the need for the appointment of a Member who isn't directly connected to the College but has an appreciation of the College's role on SGSAT.

Following discussion, the Committee agreed to recommend Neill Ricketts to Corporation for approval. It was raised that, in future, it would be helpful for the SGS Corporation appointed Members to have a conversation about potential candidates in advance of the Search Committee meeting.

The Committee were informed that Neill Ricketts had not been approached but the CEO & Executive Principal offered to contact him to ensure he would be happy to be considered for this role.

Laura Boutle and Kevin Hamblin refrained from the following resolution.

It was resolved:

To recommend to Corporation the appointment of Neill Ricketts as a Corporation appointed Member of SGS Academy Trust, subject to Neill's agreement to fill this role.

Action: CEO & Executive Principal.

8. **Any Other Business**

There was no other business raised.

9. **Date of Next Meeting**

Wednesday 6 April 2022, 2.00pm, via Microsoft TEAMS.

The meeting commenced at 3.02pm

The meeting closed at 4.25pm

The meeting was quorate.