



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

**SEARCH COMMITTEE**

Approved minutes of a meeting  
Held on Wednesday 21 September 2022  
Conducted via Microsoft Teams

**Present:**

Laura Boutle	(Chair)
Louise Bright	(Corporation Member)
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

1. **Apologies for Absence**

There were no apologies received.

2. **Declarations of Interest**

There were no declarations of interest raised.

3. **Items of Urgent Business**

There were no items of urgent business received.

4. **Minutes of Previous Meeting**

The minutes of the meeting held 14 June 2022 were approved, ready for signing by the Chair as a correct record.

5. **Matters Arising From Those Minutes**

Corporation approval of the following was noted:

- a) i) Re-appointment of David Hagg, at the end of his current term of office, for a further year, subject to review thereafter.
- ii) Re-appointment of Laura Boutle, at the end of her current term of office, for a further 4-year term of office.
- iii) Revisions to the Procedure for the Appointment, Reappointment, Induction and Training of Corporation Members.

- b) Actions on the action log were monitored. Sophie Chester-Glyn confirmed that she had attended a training event by the National Black Governors Network on how to recruit and retain diverse governors with a focus on race and age, which had proved helpful in understanding others approaches. A pod cast had been downloaded and it was agreed that this should be shared with all members of the Search Committee.

Lynne Craig also advised that having spoken to the FE Commissioner's Office there was no-one who immediately sprung to mind for succession planning for the Chair of the Corporation. However, Peridot had been given a contract to search for Chairs and flagged that we may be interested in using them. The Chair cross-referenced to the approaches made by the Clerk as part of Agenda Item 6 and Peridot had received positive feedback.

David Hagg reported that contact had been made with the individual suggested at the last meeting with no response to date. David agreed to follow up this initial contact.

**Action: Sophie Chester-Glyn.  
David Hagg.**

## 6. **Succession planning**

Members noted the 18-month look ahead of the expiry of Governor terms of office and that Ben Short will be stepping down from 1 December 2022. The Clerk referenced Appendix 1 of the report, providing information regarding research undertaken on recruitment companies. Members noted that Peridot had received positive feedback and the Clerk confirmed that this company is being used by the Department for Education for those Colleges that fit their criteria for search services. The Clerk confirmed that the Inspiring Governance website was no longer available and had been replaced by this service.

As time is of essence, the Chair raised the need for the development of a clear brief and clarity on what was needed due to the importance of the role. Members suggested that the Chair of the Corporation role description is used to develop the brief, as well as input from the current Chair of the Corporation. It was agreed that the draft brief is to be shared with the Committee.

Members also raised the need for at least 3 companies to be approached with fees to be negotiated to obtain the best value for money. The CEO & Executive Principal confirmed that the budget would be made available and would discuss further with the Chief Financial Officer. Due to the low amounts involved, Corporation approval would not be required. However, it was agreed that Corporation should be updated via presentation of the Search Committee minutes at the next Corporation meeting.

The Clerk offered to find out whether the College would qualify for the DfE recruitment services. The Chair asked the Clerk to prepare a summary of the

companies in Appendix 1 in a table format. The CEO & Executive Principal also suggested that the table is shared with the Head of Procurement so that due diligence can be undertaken on the companies and provide the Committee with recommendations.

The Clerk reported that there had been two expressions of interest received, via the search advert on the College website. One had decided not to pursue matters further and the other was keen to progress an application. The CEO & Executive Principal also reported that an expression of interest had been received by the husband of the former late Chair of the Corporation, Moyra Pascoe. Having worked at a significantly high level in the civil service he would add value to the Corporation and has sector knowledge, is well connected and has the time to commit to the role. Following discussion, it was agreed that the Clerk should make contact and that he should be invited to make an application in the usual manner.

The Chair raised that Ben Short had an IT/Information Security background and it was raised that Irene Molodtsov had picked up the digital agenda and there were no specific skills gaps following Ben's departure.

A suggestion was raised that it would be helpful to have a parent of a student from the local community to sit on the Corporation. A detailed discussion ensued in relation to the pros/cons of introducing a specific Parent Governor role akin to the Student and Staff Governors. The Clerk advised that a change to the Instrument and Articles would be needed if a specific Parent Governor role was created. It was recognised that these roles were more common place within Schools rather than the FE sector. The value of having parent feedback was acknowledged but as a parent there would be more churn and there may be a need for a shorter term of office than for other Corporation members. Alternative options of hearing the parent voice were discussed i.e. parent panels which had been introduced at one of the members University or the creation of a Parent Advocate role on the Corporation to talk with parents. The CEO & Executive Principal advised that parent panels already exist within the College and consist of members of staff who are parents of learners at the College. The Clerk referred to the DfE guidance of how Colleges respond to local needs and engage with their stakeholders. The engagement of parents generally as opposed to Corporation membership was considered to be a separate consideration. The outcome of discussions was to attempt to search for an individual from the parent population. If successful, it was recognised that a shorter term of office could be considered for any such appointment.

The CEO & Executive Principal referenced a video on YouTube of new SGS Employees providing their feedback on the College and suggested that something similar could be developed for the video to search for new candidates. The CEO & Executive Principal agreed to speak with the College Principal to establish ways in which the College can engage with parents.

Following discussions, it was agreed that there was no further work needed to review the collated skills audit.

The Chair referenced the table in Appendix 4 of the report, which outlined top tips to attract BME candidates, taken from a Skills Development Scotland publication. The Chair advised that the intent will be to try and anonymise applications as far as possible and to focus on what candidates can bring to the Corporation. The CEO & Executive Principal raised the importance for continued monitoring of diversity and that HR have expertise in dealing with recruitment. As the Corporation is not flooded with applications and there is a robust process in place the need to not overthink the process was raised. The Clerk was asked to liaise with HR to establish the processes for dealing with College staff applications.

Advertising in local magazines, radio and the use of BME case studies were raised as areas to explore in order to advertise opportunities generally and through local BME organisations. Members were informed of meetings scheduled with College staff to discuss the development of a new advert by the student population, the development of a video to try and attract future candidates and further liaison with the College employer engagement team. The Clerk also referenced the DfE governance guide for Corporations which suggested ways of attracting a broader field of candidates. The need for more face-to-face opportunities to interact with the local community was discussed and it was agreed to discuss further with HR and report back at the next meeting. A link up with Careers Advisors was suggested and that City of Bristol College have tried face-to-face approaches to attract new candidates. The Clerk offered to find out more about these approaches and report back.

**Action: Laura Boutle / David Hagg.  
Clerk.  
CEO & Executive Principal.**

7. **Re-appointment of Corporation Member**

Irene Molodtsov – The Clerk advised that Irene was keen to continue as a Corporation Member and referenced the re-appointment matrix which provided an update on Irene's commitment, contribution and expertise/experience. Confirmation was received that all training and development had been completed and was up to date. Also shared with the Committee was the positive feedback received from her mentor and other Corporation members, which was endorsed by members of the Search Committee. There was no hesitation in recommending Corporation approval of Irene's re-appointment for a further 3-year term of office.

**It was resolved:  
To recommend Corporation approval of the re-appointment of Irene Molodtsov, at the end of her current first year term of office, for a further 3-years to complete her first 4-year term of office.**

8. **Any Other Business**

There was no other business raised.

9. **Date of Next Meeting**

Tuesday 18 October 2022 at 10.00am, via Microsoft Teams.

The meeting commenced at 2.10pm  
David Hagg left the meeting at 3.05pm (during item 6)  
The meeting closed at 3.57pm  
The meeting was quorate.