



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

SEARCH COMMITTEE

Approved minutes of a meeting
Held on Tuesday 7 January 2025
Via Microsoft Teams

Present:

Laura Boutle	(Chair)
Matt Atkinson	(Chair of the Corporation)
Claire Charlemagne	(Corporation Member)
Lynne Craig	(Corporation Member)
Kevin Hamblin	(Principal & CEO)

In attendance: Sharon Glover Clerk

The Chair opened the meeting by welcoming Claire Charlemagne to her first Search Committee meeting.

1. **Apologies for Absence**

There were no apologies received.

2. **Declarations of Interest**

The interest of Claire Charlemagne in agenda item 6a was noted.

3. **Items of Urgent Business**

There were no items of urgent business received.

4. **Minutes of Previous Meeting**

Minutes of the meetings held on 20 June 2024 were approved as a correct record, ready for signing by the Chair.

5. **Matters Arising From Those Minutes**

- a) Corporation approval of the following was noted:
 - i) appointment of Carl Waterer for an initial 1-year term of office, with effect from 1 November 2024.
 - ii) appointment of Martyn Smith for an initial 1-year term of office, with effect from 1 January 2025.

- b) Action log – The Clerk confirmed that the action from the last meeting had been completed and there were no actions remaining on the log.

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

At this point the Chair invited Claire Charlemagne to leave the meeting.

- a) Claire Charlemagne – The Clerk advised that Claire was keen to continue as a Corporation Member and referenced the re-appointment matrix which provided an update on Claire’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 other Corporation members, which was endorsed by members of the Search Committee.

It was resolved:

To recommend Corporation approval of the re-appointment of Claire Charlemagne, 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.

At this point, Claire Charlemagne re-joined the meeting.

- b) Charmain Eaton – The Clerk advised that Charmain was keen to continue as a Corporation Member and referenced the re-appointment matrix which provided an update on Charmain’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 other Corporation members, which was endorsed by members of the Search Committee. Members felt that Charmain’s school and SEND knowledge was helpful and that thoughtful contributions were made at meetings.

It was resolved:

To recommend Corporation approval of the re-appointment of Charmain Eaton, 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.

7. **Succession planning**

Future vacancies - Members considered the succession planning report, including the 18-month look ahead of terms of office due for review.

The Chair raised the need to discuss priority replacements for Sophie Chester-Glyn, Mike Croker and Phil Eames. In addition, with the possibility of five potential governor losses over the course of the year the need to consider the staggering of terms of office for future replacements was discussed.

To assist with future succession planning discussions, the Clerk was asked to speak with Douglas Blackstock and Irene Molodtsov to ascertain their future intentions. To assist with future succession planning, the Chair of the Corporation provided notice that he is only looking to complete one 4-year term of office and would not be looking for re-appointment thereafter.

Members discussed two key issues linked to future Governor recruitment - future skills needs and potential gaps, and the diversity of the Corporation.

Future Skills Needs and Skills Audit Form - A review of the collated skills audit form indicated that the Corporation was light on members with HR/Legal/Strategic Curriculum skills and experience. Estates skills were also raised. Members also noted that there would be a lack of representation in local business on Corporation when Dave Merrett steps down. Members discussed in detail the skills audit form and its use. It was suggested that analysis is undertaken to interrogate the information on the form and a summary report provided. It may also be helpful to introduce some RAG rating (or conditional formatting) to assist the visual interpretation of data and the future skills gaps. The Clerk offered to review the skills audit forms used by other Colleges. It was agreed that other best practices should be investigated prior to approaching Corporation to undertake a review of the current skills audit form. During the meeting the Chair of the Corporation put the skills audit through AI, and provided an AI interpretation of the skills matrix, which he agreed to share with the Committee outside of the meeting.

Diversity of the Corporation - The Chair of the Corporation expressed his discomfort with the current lack of racial diversity on the board, especially taking into consideration the large diverse learner base. Members were advised that one more non-white individual on the board would be equivalent to the ethnic diversity of the learner base. The Chair advised that the committee is always mindful of diversity and that significant efforts had been made previously to ensure equal opportunities for all by accessing a range diverse network. However, this had proved challenging. Being a parent of mixed-race children, one member of the committee emphasised the importance of having diversity represented on the board, leadership team and staff. The member offered to ask her husband if he had any network suggestions. Concerns were also raised about the increased gap in gender divide, following the departure of a few female Corporation members. Members were advised that there are more female students and staff than male, which isn't currently reflected on the board. The Clerk offered to speak with the female members of the Corporation to see if they can recommend any female networks. The Chair also offered to re-approach Women in Property.

Members suggested that there may be a need to make use of professional search services via DfE or maybe the college needs to fund a professional search agency. The Clerk thought that the DfE recruitment service was currently over-subscribed but would make an approach anyway. When asked if the college had a budget for professional search activity, members were informed that funding could be made available but was down to prioritisation. The Clerk was asked to speak to Peridot to ascertain if they could deliver a search specifically focused on diversity.

The Chair summarised that search efforts should focus on legal, HR, strategic curriculum and diversity. The Chair asked the Clerk to circulate the list of contacts established and connections made in a drive to improve diversity. The Clerk was also asked to share the previous search advert with other members of the committee so that they can reach out to their networks; maximise use of LinkedIn and for the Clerk to ensure that the advert is on the college website. The Clerk was also asked to contact the Executive Director of People & Organisational Culture to establish if the college has LinkedIn Premium account and, if not, it can be trialled free for 30 days. The Chair of the Corporation also offered to speak with David Withey to establish if he had any connections as he had been a mentor for DfE on the Black Leadership programme. The Chair asked that actions are taken over the next couple of weeks and that members provide updates, via email.

Vice-Chair of the Search Committee - Due to the departure of Sophie Chester-Glyn this left a vacancy for Vice-Chair of the Search Committee. Lynne Craig offered to fill this vacancy. Claire Charlemagne also offered to take on this role once she had more experience as a Committee member.

SGSAT Trustee - The Clerk also raised that Phil Eames is a Trustee on the Board of SGSAT and this needs further consideration. The Clerk agreed to liaise with the Clerk at SGSAT to establish requirements.

Audit Committee Co-Opted Member - The Clerk reported that Mike Croker has expressed an interest in continuing on the Audit Committee as a Co-Opted member for a 4-year term of office. There will also be a vacancy on the Audit Committee from 1 March 2025 when Mike steps down as a Corporation member.

It was resolved to:

- a) **Appoint Lynne Craig as Vice-Chair of the Search Committee.**
- b) **Recommend Corporation approval of the appointment of Mike Croker as Co-Opted member of the Audit Committee for a 4-year term of office from 1 March 2025.**
- c) **Invite Corporation to appoint a replacement for Mike Croker on the Audit Committee from 1 March 2025.**

Action: Clerk.

8. **New Governor Induction**

The Clerk provided feedback from two governors who recently attended the New Governor Induction. The Clerk explained that changes had been made to the induction process with the introduction of pre-recorded staff presentations rather than in person presentations, and that this was being piloted.

Following detailed discussion, the importance of new governors attending the induction in person and having the opportunity to meet key staff was recognised. There was also the availability of media support from the college, if needed. The outcome of discussions was for a review to be undertaken of the induction process by the Chair of the Corporation and Clerk, inviting feedback from those who have recently received this training.

Action: Chair of the Corporation and Clerk.

9. **Any Other Business**

There was no other business raised.

10. **Date of Next Meeting**

To Be Confirmed.

The meeting commenced at 2.00pm.

The meeting closed at 3.28pm.

The meeting was quorate.