



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

SEARCH COMMITTEE

Approved minutes of a meeting
Held on Wednesday 11 June 2025
Via Microsoft Teams

Present:

Laura Boutle	(Chair)
Matt Atkinson	(Chair of the Corporation)
Claire Charlemagne	(Corporation Member)
Lynne Craig	(Corporation Member)
David Withey	(CEO & 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 received.

3. **Items of Urgent Business**

There were no items of urgent business received.

4. **Minutes of Previous Meeting**

Minutes of the meetings held on 11 April 2025 were approved as a correct record, ready for signing by the Chair.

5. **Matters Arising From Those Minutes**

a) Action log – Members noted that all actions had been completed.

6. **Prospective Corporation Member**

Confidential Item.

7. **Succession Planning**

Members received the report of which the majority of the discussion took place under agenda item 6. The Chair of the Corporation raised the need to consider his succession planning when appointing future candidates.

Committee membership - In relation to committee membership and future vacancies it was agreed that the Chair and Clerk to the Corporation discuss further outside of the meeting.

SGS Academy Trust – The Clerk explained that there is one sponsor-appointed vacancy should the Corporation wish to appoint a Corporation member as a Trustee of SGSAT. Following discussion, the committee agreed that this would currently be a big commitment for the Corporation and there is uncertainty about the Trust's future strategic direction. Therefore, the committee proposed that Corporation is not minded to fill the current vacancy.

The report was noted.

8. **Skills/Experience Form**

Revisions to the skills/experience form were presented. In light of earlier discussions in the meeting, the Clerk asked whether the form sufficiently covered skills/experience needs as this was a key document used to determine skills gaps and to focus future search activity. Members confirmed that no further changes were required.

The Chair reported that, following Corporation approval of the skills/audit form, Corporation Members would be invited to reassess their skills against the updated skills form.

It was resolved:

To recommend Corporation approval of the skills/experience form.

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

The Chair reported that, at the last meeting, further clarity was suggested in relation to the process for searching and inviting prospective Corporation Members for interview. Following discussion between the Chair and Clerk revisions to the appointment procedure were presented together with a diagram to illustrate the search recruitment process. Members considered revisions proposed to the procedure and nothing further was raised.

It was resolved:

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

10. **Search Committee Self-Assessment 2024/25**

Members were invited to review responses on a draft Search Committee self-assessment. Members raised that the strength of having a co-opted impartial

Chair of the Search Committee should be recognised. In addition, there has been a sharper focus on diversity of the Corporation, especially in relation to board representation mirroring the student body. The Chair also keeps the committee focused on the board's ongoing needs and skills requirements.

11. **Any Other Business**

There was no other business raised.

12. **Date of Next Meeting**

Monday 22 September 2025, 10.30am, via TEAMS

The meeting commenced at 2.02pm.

The meeting closed at 3.48pm.

The meeting was quorate.