



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

SEARCH COMMITTEE

Approved minutes of a meeting
Held on Thursday 13 November 2025
At Stroud Campus, Stratford Road, Stroud, Gloucestershire

Present: Lynne Craig (Chair) (Joined via Teams)
Matt Atkinson (Chair of the Corporation)
David Withey (CEO & Principal)

In attendance: Sharon Glover Clerk

1. **Apologies for Absence**

Apologies were received from Laura Boutle and Claire Charlemagne. It was reported that, in the absence of Laura Boutle, Lynne Craig (Vice-Chair of the Search Committee) would be chairing this meeting

2. **Declarations of Interest**

There were no declarations of interest received.

3. **Items of Urgent Business**

The Clerk reported the resignation of Claire Charlemagne, with effect from 12 November 2025, due to personal and work commitments. Thereby creating an immediate vacancy on the Corporation. The Clerk also reported the vacancies Claire's resignation would create on Committee's served and as SEND Link Governor.

The Clerk suggested that, as Sue Butcher would be attending the 4 December 2025 Corporation meeting, the Corporation resolve to bring forward Sue's start date from 1/1/26 to 4/12/25 and then Sue can fill the vacancy created by Claire's resignation. The Committee endorsed this suggestion.

4. **Minutes of Previous Meeting**

Minutes of the meetings held on 22 September 2025 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) The appointments of Ben Whittard, Sue Butcher and Toby Savage for initial 1-year terms of office.
- (ii) The re-appointments of Martyn Smith and Carl Waterer.

b) Action log – Members noted that all actions had now been completed and there were no actions remaining on the log.

6. **Prospective Corporation Member**

Confidential Item.

7. **Any Other Business**

The Chair of the Corporation asked when the term of office of the Chair of the Search Committee (Laura Boutle) expired. The Clerk confirmed 31 July 2026 and that this would be reported as part of the succession planning report for the next Search Committee meeting.

In advance of this meeting, the Clerk was asked to speak with the Chair of the Search Committee to see if she would be willing to continue in this role.

Action: Clerk.

8. **Date of Next Meeting**

Tuesday 3 February 2026, 10.00am, via TEAMS

The meeting commenced at 10.30am.
The meeting closed at 11.45am.
The meeting was quorate.