



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

SEARCH COMMITTEE

Approved minutes of a meeting
Held on Wednesday 6 March 2024
Via Microsoft Team

Present: Laura Boutle (Chair)
Matt Atkinson (Chair of the Corporation)
Sophie Chester-Glyn (Corporation Member)
Lynne Craig (Corporation Member)

In attendance: Sharon Glover Clerk

1. **Apologies for Absence**

Apologies were received from Kevin Hamblin.

2. **Declarations of Interest**

The Clerk raised declarations of interest for Matt Atkinson in agenda item 7 (i) and Lynne Craig in agenda item 7 (ii).

3. **Items of Urgent Business**

There were no items of urgent business received.

4. **Minutes of Previous Meeting**

Minutes of the meetings held on 22 January 2024 and 24 January 2024 were approved, ready for signing by the Chair.

5. **Matters Arising From Those Minutes**

a) Corporation approval of the following was noted:

(i) Appointment of Sarah Woodhouse for an initial 1-year term of office, with effect from 1 March 2024.

(ii) Appointment of Charmain Eaton for an initial 1-year term of office, with effect from 1 March 2024.

(iii) Appointment of Claire Charlemagne for an initial 1-year term of office, with effect from 1 March 2024.

The Clerk reported that upon completion of the certificate of eligibility, Claire Charlemagne had added a disclosure in relation to 5.7 of the Office for Students conditions of eligibility in that she was employed at

an Independent School when it was decided to close the school and enter administration.

- b) The Clerk reported that all actions had been completed. The Chair asked if there was any outcome in relation to opportunities on SGSAT for the individual interviewed but not recommended to Corporation for appointment. Lynne Craig advised that the individual had been put forward and selected to join the Board of SGS Academy Trust.

6. **Succession planning**

Members received the succession planning report, and were informed that there are currently no vacancies on the Corporation. Members considered the 18-month look ahead of terms of office that are due. It was noted that consideration is to be given to the end of the first-year term of office for Yusuf Ibrahim, at the next meeting. It was also raised that clarity was needed on the skills set required to replace Louise Bright, who would be stepping down 31 October 2024. Also, on the horizon next year would be the end of Mike Croker's 2nd 4-year term of office and the end of Phil Eames's additional 2-year term of office.

Members noted that some of the individuals recently appointed would have the skills and experience to cover the Safeguarding/DEIB Link Governor role, currently filled by Louise. Members discussed the need for a HE specialist operating at a senior level and that Louise should be approached for any suggestions of suitable candidates.

Members also recognised the future need for strategic finance and audit skills and experience. It was suggested that Mike and Phil are approached to assist with developing a brief for succession planning purposes and for any suggestions of suitable candidates. It was recognised that the skills of Mike and Phil would be challenging to replace, especially as those type of skills would be in demand. It had also been beneficial that Mike and Phil had a public sector background with an appreciation of public sector funding, finance and audit. The Committee recognised that there was the option to increase Corporation membership numbers should there be a need.

The Clerk also raised that there is a vacancy on the Learning and Quality Committee now that Paul Farrell had stepped down, and that Committee membership would be an agenda item for their next meeting on 11th March 2024. It was hoped that there may be interest in joining this Committee amongst one of the newly appointed Corporation members.

Members discussed the benefits of Peridot's engagement, who were able to provide an extended reach to potential candidates and had helped the diversification of the Corporation. Following discussion, the Clerk was asked to approach the DfE to establish if there was further funding available to provide external search resource through Peridot and, if not, whether there was a budget within the College to directly fund Peridot to assist with search activity. The Chair raised that he had already flagged with the Group Chief Financial Officer the need for separate governance funding to be included in the 2024/25 budget.

The report was noted.

Action: Clerk.

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

At this point Matt Atkinson was invited to leave the meeting.

- (i) Matt Atkinson – The Clerk advised that Matt was keen to continue as a Corporation Member and referenced the re-appointment matrix which provided an update on Matt’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. The Committee recognised the support and connections that Matt brings to the Corporation and Executive Team and that he is very clear on his role as Chair and the governance/management divide. There was no hesitation in recommending Corporation approval of Matt’s re-appointment for a further 3-year term of office.

It was resolved:

To recommend Corporation approval of the re-appointment of Matt Atkinson, at the end of his current first year term of office, for a further 3-years to complete his first 4-year term of office.

At this point Matt Atkinson re-joined the meeting and Lynne Craig was invited to leave the meeting.

- (ii) Lynne Craig - The Clerk advised that Lynne was keen to continue as a Corporation Member and referenced the re-appointment matrix which provided an update on Lynne’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. The Committee recognised the expertise and experience that Lynne brings to the Corporation and as Chair of the Learning and Quality Committee. Her expertise during the recent Ofsted visit was also recognised. There was no hesitation in recommending Corporation approval of Lynne’s re-appointment for a further 4-year term of office.

It was resolved:

To recommend Corporation approval of the re-appointment of Lynne Craig, at the end of her current 4-year term of office, for a further 4-year term of office.

At this point, Lynne Craig re-joined the meeting.

The Chair thanked both Matt and Lynne for their contribution to the work of the Corporation and its Committees.

8. **Any Other Business**

The was no other business raised.

9. **Date of Next Meeting**

Thursday 20th June 2024, 2.00pm, via Microsoft Teams.

The meeting commenced at 10.39am.

The meeting closed at 11.20am.

The meeting was quorate.