



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

**SEARCH COMMITTEE**

Approved minutes of a meeting  
Held on Wednesday 1 November 2023  
Conducted via Microsoft Teams

**Present:**

Laura Boutle	(Chair)
Matt Atkinson	(Chair of the Corporation)
Sophie Chester-Glyn	(Corporation Member)
Lynne Craig	(Corporation Member)
Kevin Hamblin	(CEO & Executive Principal)

**In attendance:** Sharon Glover Clerk

The Chair welcomed Matt Atkinson, as the new Chair of the Corporation, to his first Search Committee meeting.

1. **Apologies for Absence**

There were no apologies received.

2. **Declarations of Interest**

Matt Atkinson raised that the candidate being interviewed was known to him as his firm had appointed him to his last role. It was agreed that Matt could participate in the interview process but would not participate in the decision-making process and recommendation to Corporation.

3. **Items of Urgent Business**

There were no items of urgent business received.

4. **Minutes of Previous Meeting**

The minutes of the meeting held 13 June 2023 were approved, ready for signing by the Chair as a correct record.

5. **Matters Arising From Those Minutes**

a) Corporation approval of the following was noted:

- The re-appointment of Phil Eames for a further 2-year term of office.

- The appointment of Yusuf Ibrahim for an initial 1-year term of office, with effect from 1 August 2023.

b) Action log - It was noted that all actions had been completed.

The Chair proposed that the Committee prepared for the interview of the prospective Corporation Member. As there was time available, following preparation, the Chair proposed that agenda item 7 is brought forward.

## 6. **Succession planning (Agenda item 7)**

The Chair provided the 18-month lookahead and noted that one Governor had indicated that they would be putting themselves forward for re-appointment and one would not. Members noted that there are currently two vacancies on the Corporation and one vacancy to be filled on the Remuneration Committee.

The services of Peridot had been secured to assist in the search to fill one of the vacancies and the Clerk was thanked for the preparation of the application. Members were informed that, following discussions at today's meeting, Peridot required a brief for the search criteria. Although search activity had been undertaken to broaden the reach through various communication channels, this had been to no avail. The Chair of the Corporation confirmed that in his ambassadorial role he would continue to network to try and spot potential candidates. Following discussions at the Governors' strategic event, and in line with Corporation priorities, the skills for new governors would be helpful in Estates, in regard to the development of Filton campus, as it was hoped that the disposal of Berkeley campus would be an enabler of this. In addition, strategic finance in relation to future succession planning for two experienced Corporation Members; Human Resources at a strategic level as there will be a focus by the College on workforce planning. At the May Strategy Away Day there will be an element of how to position the College for the future so PR/Communication skills of the wider Bristol community may prove helpful. The Chair of the Corporation reported that the owner of a Bristol based PR company would be visiting the College and this could be an opportunity of securing engagement upfront.

Members referenced the skills audit form in order to consider the type of candidate required to balance out the current skills and experience. The need for SEND expertise was raised, and there would be a future safeguarding gap with the departure of one of the Link Governors in this area. The possibility of a mental health specialist with a lead into SEND strategic support could be a consideration.

At this point the candidate to be interviewed joined the meeting so the Chair advised that the Committee would revisit this agenda item following interview.

Following the interview of the prospective candidate, the Committee continued discussions regarding this agenda item. At this point Matt Atkinson had already left the meeting.

Members discussed the brief needed for Peridot for search activity. It was agreed that should the prospective candidate interviewed be successful they would bring experience in strategic finance and estates. Following discussion, it was agreed that PR/Communication was less of a skill's need at this stage. Although helpful to have an individual with an HR understanding this was considered to be operational with College lawyers available to provide support. In light of the future departure of one of the safeguarding Link Governors the need for someone to cover this role was raised. Ideally an individual that understands SEND/Safeguarding within the education system in order to provide challenge. The CEO & Executive Principal offered to prepare an outline specification for the Peridot meeting.

Members then discussed how learners could be engaged with the work of the Search Committee and the practicalities of Student Governor involvement in interviewing potential candidates. It was suggested that the Student Governors are invited to draft a question that could be asked at interview or possibly attend part of the Search Committee meeting. The Clerk advised that any changes in attendance would need to be reflected in the Committee's Terms of Reference and suggested seeking the views of the Student Governors on these suggestions when presenting the minutes at the Corporation meeting. Members also discussed whether students have sufficient understanding of the role and responsibilities of the Corporation and that the focus instead should be on improving awareness of the role of Corporation Members.

**Action: CEO & Executive Principal.**

7. **Prospective Corporation Member (Agenda item 6)**

Confidential Item.

8. **Any Other Business**

There was no other business raised.

9. **Date of Next Meeting**

Monday 15<sup>th</sup> January 2024, at 2.00pm, via Microsoft Teams.

The meeting commenced at 2.00pm.

Matt Atkinson left the meeting at 3.25pm (during item 7).

The meeting closed at 4.11pm.

The meeting was quorate.