# The Bournemouth and Poole College

**MINUTES OF THE SEARCH COMMITTEE**

**HELD ON 1 FEBRUARY 2018**

# Members Present:

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| James Hampton | Board Member, Chair | **In Attendance:** |  |
| Caroline Foster | Board Member | Marianne Barnard  | Clerk to the Corporation |
| Diane Grannell | Board Member, Principal |  |  |
| Angela Rowley  | Board Member |  |  |

**PART A**

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| 1/18 | **APOLOGIES FOR ABSENCE**There were no apologies received. |  |
| 2/18 | **DECLARATIONS OF INTEREST**There were no declarations of interest. |  |
| 3/18 | **MINUTES OF LAST MEETING**The minutes of the meeting held on 14 December 2017 were confirmed as an accurate record and signed by the Chair.**RESOLVED:** To approve the minutes of the meeting held on 14 December 2017. |  |
| 4/18 | **MATTERS ARISING AND SEARCH TRACKER**The tracker was reviewed by Committee members. The Clerk confirmed that the outstanding query relating to the declassification of a specific section of Audit Committee minutes had been checked and it was standard practice to declassify after a year. **RESOLVED:** To agree to the declassification of minutes as discussed and to note the tracker.  |  |
| 5/18  | **REVIEW BOARD MEMBERSHIP, RECRUITMENT STRATEGY AND SKILLS AUDIT** 1. **To review the Board and Committee Membership Overview**

Members reviewed the Board & Committee Membership Overview document. * It was noted that two new Board members, Bill Cotton and Sue Wellman, would both attend their first Board meeting on 15 March 2018. The Clerk would be starting their induction and carrying out DBS clearances following a meeting with them on 5 February 2018.
* The re-appointment of current Board Members due during 2018 would continue to be discussed with individuals concerned during 1-1’s over the coming weeks.

**RESOLVED:** To note the items discussed. 1. **Board Diversity**

It was agreed that no immediate action was required but that the Search Committee and the wider Board should continue to be aware of the need for greater diversity amongst Board Members. The Committee agreed that the Clerk would liaise with Caroline Foster to arrange contacting Councillors in specific wards across Bournemouth and Poole and to approach contacts in local community groups to promote Board vacancies in the future. It was agreed that the Principal and the Chair would meet with any interested parties who may like to get involved with the College Board in the future. **RESOLVED:** To note the update and agreed actions. 1. **Skills and Behaviours**

It was noted that an individual skills matrix for each Board Member had not been updated recently. It was agreed that a skills matrix did provide a useful benchmark of current skills and areas of expertise. It was agreed that the Clerk would reformat the template and it would be brought back to Search committee before being completed by the Chair and Board Members during the 1-1’s due to be held in summer 2018. **RESOLVED:**  To note the update on Skills and Behaviours.  | Clerk Clerk  |
| 6/18 | **SUCCESSION PLAN FOR CHAIR AND VICE-CHAIR** The committee noted that the Chair/Vice Chair succession plan had been discussed a number of times at the Search Committee as well as during conversations between the Chair and Board Members over the last year. It was confirmed that a number of current Board members would potentially be interested in the Chair role in the future and therefore the college would not pursue recruiting a Chair externally. It was confirmed that the Chair of the Board was currently appointed as Chair until 30 September 2019, at which point he was likely to step down. It was agreed that the Search Committee would revisit the position in early 2019, to clarify interest and agree timings for an election if necessary.It was confirmed that Roger Blaber had been re-appointed as a Board Member until February 2019 and would act at Vice-Chair until the same date. **RESOLVED:**  To note the time scales and agree that the succession plan for Chair and Vice-Chair would be re-visited early in 2019.  |   |
| 7/18 | **Senior Post Holder – Appraisals and Half year reviews** For resolution: To consider and approve the Senior Post-Holder appraisals and half year reviews for:1. **Principal (Appraisal setting and mid-year review)**

*The Principal left the meeting for this item.* The Chair confirmed that the 2016/17 final appraisal, the 2017/18 appraisal setting and mid-year review meetings had been completed during January 2018. It was noted and agreed that the KPI’s being reported at Board were now generating some meaningful conversations relating to the data which was positive, in addition the Principal’s leadership of a positive Strategic Plan development during 2017 was noted. Targets for 2017/18 were discussed and agreed, these included:* To successfully lead the delivery of the College’s new Strategic Plan.
* To continue local collaborative work in particular the development of the Institute of Technology (IoT).
* To continue to develop strong and positive relationships with the Board as a whole and with individuals.

*The Principal re-joined the meeting.*It was agreed that consideration would need to be given to the IoT developments and the capacity of the Principal and other members of the Executive progressing this project. The Principal agreed to add some additional detail into her appraisal to cover this.  1. **Vice Principal’s (Mid-year reviews)**

The Principal reported that she had met with both Vice Principal’s to undertake their mid-year reviews. It was noted note that both Vice Principals were making good progress against their agreed objectives. It was also noted that although not a Senior Post Holder, the Executive Director of HR & OD was increasingly working alongside the VP’s and supporting their work. The two Vice Principals had a strong working relationship and collaborate effectively. Both post holders continued to demonstrate a clear and shared understanding of the direction that the college needed to take for the future and were making progress with implementing the first year of the new College Strategic Plan. The Principal noted the requirement for the VP’s being able to find time for reflective thinking and the challenges around this. It was reported that both VP’s operated appropriate and effective external relationships, however it was noted that at a number of community events there had been some inconsistency in terms of college representation, which it was agreed the Principal would address. It was confirmed that wider feedback from Board Members would be collated for the second reviews later in 2018. 1. **Clerk to the Corporation (Mid-year review)**

*The Clerk to the Corporation left the room for this item.* The Committee noted that the Clerk to the Corporation provided outstanding support to the Chair, Board and Exec members to ensure the smooth running of the Board, its committees and other associated activities. It was confirmed that positive progress was being made by the Clerk against agreed objectives, including the on-going evaluation and streamlining of administrative processes and the development of the electronic board project.*The Clerk re-joined the meeting.* **RESOLVED:**  To approve the Senior Post-Holder mid-year reviews. | Principal Principal |
| 8/18 | **ANY OTHER BUSINESS** No items of Any Other Business were raised. |  |
| 9/18 | **DATE OF NEXT MEETING:** 17 May 2018, at Lansdowne (incorporating the Remuneration Committee).  |  |
|  | **CONFIDENTIALITY** Confidential items were noted in Part B minutes.  |  |