# The Bournemouth and Poole College

**MINUTES OF THE SEARCH COMMITTEE**

**HELD ON 14 DECEMBER 2017**

# 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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| 33/17 | **APOLOGIES FOR ABSENCE**  There were no apologies received.  The Chair welcomed Angela Rowley to her first Search Committee meeting. |  |
| 34/17 | **DECLARATIONS OF INTEREST**  There were no declarations of interest. |  |
| 35/17 | **MINUTES OF LAST MEETING**  The minutes of the meeting held on 9 October 2017 were confirmed as a correct record and signed by the Chair.  **RESOLVED:** To approve the minutes of the meeting held on 9 October 2017. |  |
| 36/17 | **MATTERS ARISING AND SEARCH TRACKER**  The tracker was reviewed by Committee members and it was noted that all items would be discussed during the meeting.  **RESOLVED:** To note the tracker. |  |
| 37/17 | **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 confirmed that the Board currently had two vacancies. The Chair of the Board and the Principal had met with a number of potential candidates and two were proposed for appointment, one from the public sector and one with a Human Resources background. It was agreed that both would bring valuable skills and expertise to the Board. It was agreed to recommend to the Board the appointment of the two new members: Bill Cotton and Sue Wellman, subject to DBS clearance. * The Committee noted that four current Board Members’ Term of Office would finish during 2018, the Committee reviewed the details and agreed to recommend to the Board an additional term for the following Board members, subject to them confirming their ongoing commitment to the role: Lorna Carver, David Ford, John Taylor and Caroline Foster. * It was noted that two new student Board members that commenced in September 2017, had been settling into their roles during the autumn term, it was noted that additional support would be provided to ensure that they were able to fulfil their roles as Board Member around other commitments.   **RESOLVED:** To note the items discussed above and to recommend to the Board the recruitment of two new Board Members and the re-appointment of four current Board Members.   1. **Board Diversity**   It was noted that the Chair and Clerk would be meeting with the Dorset Race Equality Council in January 2018, to discuss ideas around increasing the diversity of College Board members in the future. The Committee considered a range of actions to support greater Board diversity, these included approaching contacts in local community groups and working with councillors in wards where high numbers of College students came from. It was also agreed to use existing College employer links into industries such as hairdressing, childcare and construction, to actively promote Board vacancies in the future.   1. **Skills and Behaviours**   It was noted that an individual skills matrix for each Board Member had been discussed and reviewed previously, it was agreed that a summary would be brought to the next Search Committee in February 2018 for review.  Committee Members considered the approach for 1-1’s between the Chair and Board members during 2017-18 and it was agreed that two sets of 1-1’s would be arranged to allow the Chair to meet individually with all Board Members. The first would be in late January/early February 2018 and the second in Summer 2018. The Clerk would make arrangements to offer a number of slots on specific dates for Board members to sign up to attend.  **RESOLVED:**  To note the update on Skills and Behaviours and the agreed timings for 1-1’s between the Chair and Board Members. | Clerk  Clerk  Clerk  Clerk |
| 38/17 | **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. A number of current Board members would potentially be interested in the Chair role in the future, it was agreed that when the current Vice Chair finished, should a Board member be interested in the role of Chair at that time, to consider appointing them as Vice Chair to allow a period of mentoring.  It was confirmed that the Chair of the Board was currently appointed as Chair until 2019 and as a Board Member until 31 August 2010.  **RESOLVED:**  To agree that the Committee continue to review options for the Chair/Vice Chair succession plan on a regular basis. |  |
| 39/17 | **ANNUAL REVIEW OF CONFIDENTIAL MINUTES**  The Clerk presented recommendations on the de-classification of sensitive items previously deemed to be confidential. The Committee agreed the recommendations with the exception of one item which required further consideration.  **RESOLVED:**  To agree the recommendations for the de-classification of confidential Board and Committee minutes, subject to clarification on the one issue raised which would be discussed further at the next Search Committee meeting. | Clerk |
| 40/17 | **ANY OTHER BUSINESS**  No items of Any Other Business were raised. |  |
| 41/17 | **DATE OF NEXT MEETING:** 1 February 2018, at Lansdowne. |  |