# THE BOURNEMOUTH AND POOLE COLLEGE

**MINUTES OF THE SEARCH COMMITTEE MEETING HELD ON 7 FEBRUARY 2019**

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

**PART A**

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| 011-1819 | **APOLOGIES FOR ABSENCE**  Apologies were received from Angela Rowley. |  |
| 012-1819 | **DECLARATIONS OF INTEREST**  There were no declarations of interest. |  |
| 013-1819 | **MINUTES OF LAST MEETING**  The minutes of the Search Committee meeting held on 4 October 2018 were confirmed as an accurate record.  **RESOLVED:** The committee approved the minutes of the meeting held on 4 October 2018. |  |
| 014-1819 | **MATTERS ARISING AND SEARCH TRACKER**  The latest tracker was reviewed by Committee Members. It was noted that a number of items noted on tracker were being considered at the Search Committee and that the tracker would be updated following the meeting.  **RESOLVED:** Committee Members noted the latest tracker. |  |
| 015-1819 | **REVIEW BOARD MEMBERSHIP, RECRUITMENT STRATEGY AND SKILLS AUDIT**   1. **To review Board and Committee Membership**   Members reviewed the Board & Committee Membership Overview document and noted the following:  Student Board Members: It was noted that recruitment of two new Student Board Members to commence in the autumn term 2019 would begin shortly. The importance of recruitment of one FE student and one HE student was noted and it was agreed that the Clerk would contact the HE Manager to ensure that all eligible HE students were made aware of the opportunity and application process.  Staff Board Member: It was noted by the committee that the 2 year term of office of the current Staff Board Member, ended in October 2019, the Clerk would therefore begin recruitment of a new Staff Board Member in the summer 2019.  Independent Board Members: It was confirmed that Gail Ninnim had resigned from the Board in January 2019, due to ongoing work commitments, in addition Roger Blaber’s term of office had recently come to end, leaving two immediate vacancies on the Board. It was noted that James Hampton’s term of office as Chair of the Board would end in August 2019 and that he also planned to stand down from the Board Member role at that time.  It was agreed that recruitment of new Board Members would focus on addressing specific skills needs and Board diversity. A microsite had been created to promote the Board vacancies and this had been shared with a number of contacts. It was agreed that interviews to meet with potential new Board Members would be organised as soon as possible and that the Search Committee would be fully involved.  It was noted that both the Audit Committee and the Finance Advisory Group both had vacancies and new members needed to be identified. It was agreed that Caroline Foster would attend the next Audit Committee, whilst new Board Members and potential Audit Committee members were recruited. It was also noted that Angela Rowley had agreed to attend the Finance Advisory Group, on an interim basis.   1. **Board Diversity**   The committee confirmed the continued commitment to increasing diversity on the Board. The microsite advertising current vacancies had been shared with key contacts including the Dorset Race Equality Council, Diverse Abilities, local volunteering organisations and other links in the community. It was also being shared with local employers as it was agreed that it would be beneficial to have representation on the Board from employers in industries which employed college leavers.   1. **Skills and Behaviours**   It was agreed that current skills gaps on the Board were in accountancy, audit and risk and experience of the Further Education sector, this detail had been included in the microsite as key areas for focused recruitment of future Board Members.  The Clerk presented a new skills review document that had been created following discussion between the Clerk and Committee Member, Angela Rowley. A number of different formats/approaches had been reviewed and considered and this new format was agreed to be a useful approach. Feedback was sought from Committee Members on the headings and it was noted that the Clerk would make some minor updates before finalising the template and issuing to Board Members for completion.   1. **Board Member Role Descriptions**   The Clerk presented to the committee draft role descriptions for the various Board and Committee Member roles that had been created, Committee Members discussed some minor updates around time commitments and it was agreed that the Clerk would make some final updates before sharing with Board and Committee Members.  **RESOLVED:** To note and agree recommendations detailed above. |  |
| 016-1819 | **SUCCESSION PLAN FOR CHAIR AND VICE-CHAIR**  It was noted that the committee had previously agreed that there was sufficient interest from current Board Members for the positions of Chair and Vice-Chair of the Board. The Clerk confirmed that all Board Members had been invited to nominate both a new Chair and a new Vice-Chair, to commence on 1 August 2019. Nominations had been received, David Ford had received six nominations for the role of Chair and Caroline Foster had received six nominations for the role of Vice-Chair. It was therefore agreed that the Committee would recommend to the Board the appointment of David Ford as Chair of the Board for a two year term from 1 August 2019, when James Hampton’s term of office as Chair would end. It was noted that David Ford would take on the role of Vice-Chair with immediate effect, for an interim period until 1 August 2019. The committee also agreed to recommend to the Board the appointment of Caroline Foster as Vice Chair for a two year term of office starting on 1 August 2019. The appointment of Chair of the Board would be formally made at the board meeting on 5 July 2019.  **RESOLVED:** The committee agreed the recommendations to the Board for the appointment of a new Chair and Vice-Chair of the Board. |  |
| 017-1819 | **ANY OTHER BUSINESS**  The committee discussed the committee name changing to ‘Search & Governance Committee’ and it was agreed that the Clerk would action the change. |  |
| 018-1819 | **DATE OF NEXT MEETING**  Thursday 16 May 2019, at North Road. |  |
| 019-1819 | **CONFIDENTIALITY**  No items were deemed as confidential. |  |