

THE BOURNEMOUTH AND POOLE COLLEGE

PART A MINUTES OF THE SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON
14 MAY 2020

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| Members Present: | |
| David Ford | Board Member and Chair of the Committee |
| Caroline Foster | Board Member |
| Diane Grannell | Board Member and Principal |
| Sue Wellman | Board Member |
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| Members In Attendance: | |
| Marianne Barnard | Director of Governance |

PART A

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| 022-1920 | <p>APOLOGIES FOR ABSENCE</p> <p>No apologies for absence were received.</p> | |
| 023-1920 | <p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p> | |
| 024-1920 | <p>MINUTES OF LAST MEETING</p> <p>The Part A minutes of the Search & Governance Committee meeting held on 6 February 2020, were confirmed as an accurate record.</p> <p>RESOLVED: The committee approved the minutes of the meeting held on 6 February 2020.</p> | |
| 025-1920 | <p>MATTERS ARISING AND SEARCH & GOVERNANCE COMMITTEE TRACKER</p> <p>The latest tracker was reviewed and noted by Committee Members.</p> <p>The Director of Governance confirmed that arrangements for the Directors of Subsidiary Companies and WESS had been reviewed, it was agreed that whilst conflicts of interest must always be declared, it was felt that the arrangements should be proportionate to the associated risks and it was agreed that the current arrangements were appropriate.</p> <p>RESOLVED: The committee reviewed and noted the latest tracker.</p> | |
| 026-1920 | <p>REVIEW BOARD MEMBERSHIP, RECRUITMENT STRATEGY AND SKILLS AUDIT</p> <p>i) To review the current Board & Committee Membership Overview and consider plans for 2020/21</p> <p>Student Board Members: It was noted that recruitment of two new Student Board Members (one HE and one FE Representative) for 2020/21 had commenced. Interviews were scheduled during June 2020 and the interview panel would include members from the Search & Governance Committee along with a representative from the BPCSU team.</p> <p>Board Members: There were currently two Board Member vacancies and it had been agreed previously that the search for new Members would focus on Finance, Legal and Audit experience/skills. Committee Members agreed to speak to contacts identified over the next few weeks, with the aim of</p> | |

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| | <p>getting new Board Members in place for the start of the new academic year. It was also agreed that that Director of Governance would contact the VP Finance & Commercial Development and the Chair of the Audit Committee, to request that any finance contacts be followed up.</p> <p>It was reported that there were five current Board Members whose term of office would end in 2021 (including three finishing their 2nd term). It was agreed that the Chair would discuss all terms of office with individuals at the Chair/Board Member one to one meetings, which would take place in June 2020.</p> <p>It was agreed that a new Board Member with the appropriate skills, who was also a member of the college alumni would be a good addition to the Board in the future. It was agreed that the Director of Governance would let Directors of Learning know about vacancies as they arose, so that they could consider any appropriate college alumni contacts.</p> <p>Audit Committee: It was noted that one of the co-opted Audit Committee Members had recently finished (after attending a final meeting in March 2020) and another would finish in July 2020. Therefore two replacements needed to be found, it had been agreed previously that a maximum of one co-opted Committee Member in future would be favourable. It was agreed that the Chair of the Board would follow up with a contact that was interested in becoming a co-opted Committee Member, with the possibility of joining the Board at a date in the future.</p> <p>Subsidiary Companies: It had previously been noted that it was unlikely that one of the Board Members covering a Director role would be able to attend future meetings due to work commitments, however the committee discussed options for running the meetings virtually in the future, which would mean attendance at meetings would be easier. It was agreed that the Chair would discuss this at the Chair/Board Member one to one meetings.</p> <p>ii) To review the latest Skills Matrix for the BPC Board</p> <p>The Director of Governance confirmed that all Independent Board Members had completed the updated Skills Matrix template and the committee reviewed the complied data. Good levels of expertise in areas including Finance, Management, Commercial and HR were evident. It was agreed that the Principal and Staff Board Member should also complete the matrix. The Committee noted the current balance of individuals on the Board; gender, age and ethnicity were discussed and it was agreed that recruitment of new Board Members should continue to focus on attracting individuals from under-represented groups.</p> <p>iii) ETF Training available to Board Members</p> <p>The Director of Governance noted the available training via the ETF, this was currently in the pilot phase and currently free to access. It was agreed that the ETF sessions looked beneficial and the Director of Governance would continue to promote these. The committee considered the formal induction training for Board Members, it was agreed that finding the appropriate balance between a formal induction which could put pressure on new Board Members to complete training which was time consuming, but ensuring they had access to the range of information needed to effectively undertake their role, was an important one to keep under review.</p> <p>RESOLVED: The committee noted the updates and actions.</p> | <p>Director of Governance</p> <p>Director of Governance</p> <p>Chair of the Board</p> <p>Chair of the Board</p> <p>Director of Governance</p> |
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| 027-1920 | <p>SUCCESSION PLAN</p> <p>i) Board Members This item would be reviewed at the next meeting and after the Chair/Board Member review meetings taking place in June 2020.</p> <p>ii) Senior Post Holders This item would covered by the Remuneration Committee.</p> <p>RESOLVED: The committee noted the arrangements.</p> | |
| 028-1920 | <p>SEARCH & GOVERNANCE COMMITTEE – TERMS OF REFERENCE</p> <p>The Committee considered and recommended for approval by the Board, the committee Terms of Reference for 2020/21.</p> <p>RESOLVED: The committee recommended for approval by the Board, the committee Terms of Reference for 2020/21</p> | |
| 029-1920 | <p>ANY OTHER BUSINESS</p> <p>No items of any other business were noted.</p> | |
| 030-1920 | <p>DATE OF NEXT MEETING</p> <p>The next Search & Governance Committee meeting would be held in the autumn term 2020.</p> | |
| 031-1920 | <p>CONFIDENTIALITY</p> <p>No items were noted as confidential.</p> | |