# THE BOURNEMOUTH AND POOLE COLLEGE

**PART A MINUTES OF THE SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON 3 OCTOEBR 2019**

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| Members Present: |  |  |
| David Ford | Board Member and Chair |  |
| 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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| 001-1920 | **APOLOGIES FOR ABSENCE**  No apologies for absence were received. |  |
| 002-1920 | **DECLARATIONS OF INTEREST**  There were no declarations of interest. |  |
| 003-1920 | **MINUTES OF LAST MEETING**  The minutes of the Search Committee meeting held on 16 May 2019 were confirmed as an accurate record.  **RESOLVED:** The committee approved the minutes of the meeting held on 16 May 2019. |  |
| 004-1920 | **MATTERS ARISING AND SEARCH & GOVERNANCE COMMITTEE TRACKER**  The latest tracker was reviewed and noted by Committee Members.  **RESOLVED:** Committee Members reviewed and noted the latest tracker. |  |
| 005-1920 | **TERMS OF REFERENCE**  The committee reviewed the updated Terms of Reference for the Search & Governance Committee for 2019/20, the committee considered the quoracy level and agreed it should remain at three members, including the Principal.  **RESOLVED:** Committee Members reviewed and approved the Terms of Reference for the committee for 2019/20. |  |
| 006-1920 | **REVIEW BOARD MEMBERSHIP, RECRUITMENT STRATEGY AND SKILLS AUDIT**   1. **To review the Board & Committee Membership Overview**   The committee noted the following:  The current Staff Board Member’s two year term of office would end on 8 October 2019, the vacancy had been advertised to all college staff and the deadline for nominations was on 26 September, two nominations had been received and an online vote would take place, closing on 7 October 2019.  The two co-opted Audit Committee Members’ term of office were due to end during the autumn term 2019. Whilst it had been noted previously that a balance of one co-opted Committee Member and three Board Members on the Audit Committee would be preferable, the committee considered and agreed to re-appoint both co-opted members whilst new Audit Committee Members and new Board Members settled into their roles during 2019-20. One of the co-opted Audit Committee Members had noted he would only continue to March 2020, it was therefore agreed that another Board Member would be sought to join the Audit Committee from March 2020.  Following approval by the Board, four new Board Members had recently been appointed (subject to DBS clearance): Arthur Whiteside, John Dale, Ian Jones, and Jonathan Coole. Arthur Whiteside and John Dale would be appointed from 1 October 2019 and would be attending their first Board meeting on 3 October 2019, Ian Jones and Jonathan Coole would be appointed from 1 November 2019 and would attend their first Board meeting on 7 November 2019.  Following the four new Board Member appointments, the Search & Governance Committee were asked to consider and agree the committee and advisory group membership arrangements for 2019-20. This was discussed and it was agreed that the Director of Governance and Chair of the Board would speak to individuals ahead of committee and advisory groups commencing in the autumn term, to ensure all areas were covered. It was also agreed that new Board Members not allocated initially to a committee or advisory group, would attend meetings on a roving basis, to build knowledge of the different meetings, ahead of formally joining a committee or advisory group in the future. It was also agreed that proposed new Subsidiary Company Directors would be recommended to the Board for approval, before resolution by Directors.  Following the resignation of one of the new Student Board Members, the committee considered the arrangements for Student Board Members in 2019-20. It was confirmed that the Director of Governance had been in touch with one of the unsuccessful applicants and that he was still interested in the role of Student Board Member, it was therefore agreed to appoint.  Committee Members were asked to review three volunteer profiles received via the Inspiring Governance website, it was agreed that their profiles did not currently fit with the skills gaps identified, but that the Director of Governance would continue to review applications and present suitable applicants to the committee for consideration.   1. **Board Diversity**   The committee noted the ongoing commitment to Board Diversity and it was believed that new Board Members starting in the autumn term 2019, would bring a good range of new backgrounds and experiences to the Board.   1. **Skills and Behaviours**   The Director of Governance confirmed that all Board Members would be required to complete the updated Skills Matrix during the autumn term 2019.  **RESOLVED:** The committee approved items as noted. |  |
| 007-1920 | **SUCCESSION PLAN FOR CHAIR AND VICE-CHAIR**  The committee noted that David Ford had commenced as Chair of the Corporation and Caroline Foster had commenced as Vice-Chair of the Corporation, both on 1 August 2019. It was agreed that support would be ongoing as they started their new roles.  **RESOLVED:** The committee noted the arrangements. |  |
| 008-1920 | **ANNUAL REVIEW OF CONFIDENTIAL MINUTES**  See part B Minutes |  |
| 009-1920 | **SEARCH & GOVERNANCE COMMITTEE – SELF ASESSMENT REVIEW (SAR) 2018/19**  Committee Members reviewed and approved the Committee Self-Assessment Review for 2018/19.  **RESOLVED:** The Committee approved the Self-Assessment Review. |  |
| 010-1920 | **ANY OTHER BUSINESS**  No items of any other business were noted. |  |
| 011-1920 | **DATE OF NEXT MEETING**  The next meeting would be held on Thursday 6 February 2020. |  |
| 012-1920 | **CONFIDENTIALITY**  Confidential minute recorded in Part B. |  |