

**THE BOURNEMOUTH AND POOLE COLLEGE**

**PART A MINUTES OF THE SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON  
15 DECEMBER 2020**

<b>Members Present:</b>	
David Ford	Board Member and Chair of the Committee
Caroline Foster	Board Member
Sue Wellman	Board Member
Diane Grannell	Board Member and College Principal
<b>In Attendance:</b>	
Marianne Barnard	Director of Governance & Clerk to the Corporation

**PART A**

001-2021	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>No apologies for absence were received.</p>	
002-2021	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest noted.</p>	
003-2021	<p><b>MINUTES OF LAST MEETING</b></p> <p>The Part A minutes of the Search &amp; Governance Committee meeting held on 14 May 2020 were confirmed as an accurate record.</p> <p><b>RESOLVED:</b> The committee approved the minutes of the meeting held on 14 May 2020.</p>	
004-2021	<p><b>MATTERS ARISING AND SEARCH &amp; GOVERNANCE COMMITTEE TRACKER</b></p> <p>There were no matters arising for note and the latest tracker was reviewed and noted by Committee Members.</p> <p><b>RESOLVED:</b> The committee reviewed and noted the latest tracker.</p>	
005-2021	<p><b>SEARCH &amp; GOVERNANCE COMMITTEE – TERMS OF REFERENCE</b></p> <p>The committee noted the Terms of Reference for 2020/21</p> <p><b>RESOLVED:</b> The committee noted the latest Terms of Reference.</p>	
006-2021	<p><b>REVIEW BOARD MEMBERSHIP, RECRUITMENT STRATEGY AND SKILLS AUDIT</b></p> <p>i) To review the Board &amp; Committee Membership vacancies</p> <p>It was noted that two new Independent Board Members had joined the Board on 1 August 2020 and that both had now completed their inductions. It was also confirmed that two new Student Board Members joined the Board on 1 September 2020.</p> <p>It was confirmed that there were currently no Board Member vacancies, however there were five current Board Members whose Term of Office would end in 2021 (including three finishing their second term). The Committee discussed the individuals concerned and it was agreed that the current Chair and Vice Chair of the Corporation should be given the</p>	

	<p>opportunity to continue for a third term to link with a second term as Chair and Vice Chair. The committee felt that with the number of projects planned, that this stability during 2021 and into 2022 would be beneficial to the college. It was also noted that it had previously been agreed that one Board Member should be eligible for a third term following two periods of maternity leave during her time as a College Board Member.</p> <p>It was noted that two co-opted Audit Committee Members had finished during the spring and summer 2020. One new co-opted member had joined the Audit Committee on 1 September 2020 and attended her first Audit Committee meeting in November 2020. It was noted that a previous Board Member was now living in Dorset again and may be interested in a co-opted position on Audit, it was agreed that the Director of Governance would make contact.</p> <p>There were currently two Board Members listed as Directors of the two college subsidiary companies, however it was noted that one was looking to step down. Possible replacements were noted and it was agreed that the Director of Governance would follow up.</p> <p>ii) Board Diversity</p> <p>The Committee noted the Board's commitment to diversity across the Board and its committees and it was agreed that the Director of Governance would contact the Dorset Race Equality Council again when Board vacancies were next advertised.</p> <p>iii) Skills &amp; Behaviours</p> <p>It was confirmed that the Skills Matrix was last completed by all Board Members in Autumn 2019. It was confirmed that the Director of Governance was currently moving the Skills Audit online and that this would in future be available via the GVO.</p> <p>The committee considered the possibility of recruiting Board Members in the future that were not local to the area but who would be able to attend online meetings, it was agreed that this may support the recruitment of individuals with more specific skills or experience when identified. It was noted that the current skills gaps included individuals that provided links with local schools.</p> <p>Committee members asked about the Education Training Foundation (ETF) pilot modules and it was agreed that the Director of Governance would check if these were still available and if so would circulate again to Board Members.</p> <p><b>RESOLVED:</b> The committee noted the updates and actions.</p>	<p>Director of Governance</p> <p>Director of Governance</p> <p>Director of Governance</p> <p>Director of Governance</p>
007-2021	<p><b>SUCCESSION PLAN FOR THE CHAIR &amp; VICE CHAIR</b></p> <p>The Committee noted that the Chair and Vice Chair would come to the end of their second term as Board Members during 2021 and to the end of their first terms as Chair and Vice Chair of the Corporation. It was agreed that a second term as Chair and Vice Chair and which linked into their final term as Board Members would be in the best interests of the college, to allow continuity during 2021 and into 2022.</p> <p><b>RESOLVED:</b> The committee noted the arrangements, which would be subject to approval by the Board.</p>	
008-2021	<p><b>ANNUAL REVIEW OF CONFIDENTIAL MINUTES</b></p> <p>This item was delegated to the Principal and Director of Governance to complete and is recorded in Part B.</p>	

009-2021	<p><b>SEARCH &amp; GOVERNANCE COMMITTEE – SELF ASSESSMENT REVIEW (SAR)</b></p> <p>Committee Members reviewed and approved the Self-Assessment Review for the Committee for 2019/20.</p> <p><b>RESOLVED:</b> The committee approved the Search &amp; Governance Committee Self-Assessment Review for 2019/20</p>	
010-2021	<p><b>INDEPENDENT REVIEW OF COLLEGE FINANCIAL OVERSIGHT BY DAME MARY NEY DBE</b></p> <p>The committee noted the Independent Review of College Financial Oversight in particular section 8 of the document, which summarised governance requirements.</p> <p><b>RESOLVED:</b> The committee noted Section 8 on governance from the Independent Review of College Financial Oversight.</p>	
011-2021	<p><b>DIRECTOR OF GOVERNANCE</b></p> <p>The Chair of the Corporation presented a proposal to extend the Director of Governance’s working hours from the current contract of 0.5 FTE (18.5 hours per week) to 0.75 FTE (27.75 hours), initially for 12 months from 1 January 2021 to 31 December 2021, to allow additional time to support a number of specific projects. This was approved and it was agreed that the arrangements should be reviewed again in the autumn term 2021.</p> <p><b>RESOLVED:</b> The committee approved the proposal from the Chair of the Corporation, to extend the contracted hours worked by the Director of Governance during calendar year 2021.</p>	
012-2021	<p><b>ANY OTHER BUSINESS</b></p> <p>It was still not clear when the FE White Paper would be published, however it was believed that it may be published in January 2021. It was agreed that the White Paper should be included as an agenda item at a future Board meeting in the spring term 2021.</p> <p>An additional item of AOB was recorded in Part B minutes.</p>	
013-2021	<p><b>DATE OF NEXT MEETING</b></p> <p>It was noted that the next Search &amp; Governance Committee meeting would be held on 23 March 2021.</p>	
014-2021	<p><b>CONFIDENTIALITY</b></p> <p>Confidential items were recorded in Part B.</p>	