# THE BOURNEMOUTH AND POOLE COLLEGE

**PART A MINUTES OF THE SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON 23 MARCH 2021**

|  |  |
| --- | --- |
| Members Present: |  |
| David Ford | Board Member and Chair of the Committee |
| Caroline Foster | Board Member |
| Sue Wellman | Board Member |
| Diane Grannell | Board Member and College Principal & CEO |
|  |  |
| **In Attendance:** |  |
| Marianne Barnard | Director of Governance & Clerk to the Corporation |

**PART A**

|  |  |  |
| --- | --- | --- |
| 015-2021 | **APOLOGIES FOR ABSENCE**  No apologies for absence were received. |  |
| 016-2021 | **DECLARATIONS OF INTEREST**  There were no declarations of interest noted. |  |
| 017-2021 | **MINUTES OF LAST MEETING**  The Part A and Part B minutes of the Search & Governance Committee meeting held on 15 December 2020, were confirmed as an accurate record.  **RESOLVED:** The committee approved the minutes of the meeting held on 15 December 2020. |  |
| 018-2021 | **MATTERS ARISING AND SEARCH & GOVERNANCE COMMITTEE TRACKER**  The Director of Governance confirmed that the ETF training modules which had previously been available free of charge to Board Members now had an annual charge of £200. It was agreed that the Director of Governance would share with Board Members a summary document of available modules and the approximate time required to complete, for further consideration by Board Members.  **RESOLVED:** The committee reviewed and noted the latest tracker. | Director of Governance |
| 019-2021 | **REVIEW BOARD MEMBERSHIP, RECRUITMENT STRATEGY AND SKILLS AUDIT**   1. To review the Board & Committee Membership vacancies   It was confirmed that there were currently two Board Member vacancies.  Considering individuals from local employers and local business network groups was discussed, it was noted that younger individuals could gain and develop valuable skills and experience from being a Board Member. It was agreed that the College Management Team would be asked to suggest contacts from the local community and businesses that the college work with. It was agreed that diversity and representation was important and the idea of having individuals from local employers that recruited students from the college, would be beneficial.  The Chair of the committee noted that a number of colleges he had been in touch with recently had used a recruitment/search consultant to attract new Board Members. It was agreed that the Director of Governance would undertake some research on the services available and costs involved, for consideration by the Committee.  The committee noted the geographical location of the college, which could limit the levels of interest by potential Board Members. The committee also noted the Carver model used that meant Board Members had to commit a significant time to Board meetings. The external Board Review which was currently being undertaken would make recommendations around the future model for meetings and it was noted that if this changed it may be an opportunity to attract individuals from outside of the area as the commitment to attend face to face meetings could be reduced. However, committee members were very keen that future Board Members had an understanding of and commitment to the local area.  The skills and experience requirements for future Board Members focused on experience of further education. In addition, experience of the medical profession was also noted, as this was identified as a significant future growth area.  The ongoing vacancy on the Audit Committee and the Subsidiary Companies was noted and it was agreed to review these again once additional Board Members had been recruited.  It was noted that Board Member Caron Khan would join the Strategy Advisory Group.  The Safeguarding lead for the Board was noted, previously this position was covered by Lorna Carver who had recently finished her final term of office as a Board Member. An initial discussion had been held with another Board Member and a further meeting would take place after Easter to discuss the opportunity.   1. Board Diversity   The Committee noted the commitment to diversity and representation across the Board and the importance of attracting new Board Members from diverse backgrounds was agreed. The Director of Governance had recently been in contact with the Dorset Race Equality Council who were advertising the current Board Member vacancies.   1. Skills & Behaviours   It was noted that the Skills Matrix was up to date, however it was confirmed that the Skills Matrix format would be reconsidered, the Director of Governance would progress this following the completion of the external Board Review, which it was anticipated would make recommendations around the format.  **RESOLVED:** The committee noted the updates and actions. | Director of Governance  Director of Governance |
| 020-2021 | **SUCCESSION PLAN FOR THE CHAIR & VICE CHAIR**  The Committee had noted previously that the Chair and Vice Chair of the Corporation would come to the end of their second term as Board Members and to the end of their first term as Chair and Vice Chair of the Corporation during 2021. It had previously been agreed that a second term as Chair and Vice Chair which linked into a final term as Board Members would be in the best interests of the college, to allow continuity during 2021 and through 2022.  It was however agreed that succession planning should be considered to agree different end dates and Caroline Foster confirmed she would be happy to pass over the Vice Chair role at an appropriate time to another Board Member, that could be mentored to step into the Chair role following the end of David Ford’s second term as Chair of the Corporation. It was agreed that 1-1’s between the Chair and all Board Members would be held during the summer term 2021 and that the Chair would discuss opportunities with all Board Members, to identify any individuals interested in future opportunities as Chair or Vice-Chair.  The Director of Governance would request approval from Board Members on the extension to the Chair and Vice Chair of the Corporation roles.  **RESOLVED:** The committee noted the above points and the Director of Governance would progress actions as required. | Director of Governance |
| 021-2021 | **ANY OTHER BUSINESS**  No items of Any Other Business were noted. |  |
| 022-2021 | **DATE OF NEXT MEETING**  It was noted that the next Search & Governance Committee meeting would be held on 29 June 2021. |  |
| 023-2021 | **CONFIDENTIALITY**  No items were confirmed as confidential. |  |