# THE BOURNEMOUTH AND POOLE COLLEGE

**PART A MINUTES OF THE SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON 3 MARCH 2023**

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| Members Present: |  |  |
| Sue Wellman | Board Member and Chair of the Committee |  |
| David Ford | Board Member |  |
| Ian Jones | Board Member |  |
| Phil Sayles | Board Member and College Principal & CEO |  |
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| **In Attendance:** |  |  |
| Marianne Barnard | Director of Governance & Clerk to the Corporation |  |
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**PART A**

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| 011-2223 | **APOLOGIES FOR ABSENCE**  No apologies for absence were received. |  |
| 012-2223 | **DECLARATIONS OF INTEREST**  There were no declarations of interest noted. |  |
| 013-2223 | **MINUTES OF LAST MEETING & MATTERS ARISING**  The Part A minutes of the Search & Governance Committee meeting held on 12 December 2022 were confirmed as an accurate record.  **RESOLVED:** The committee approved the minutes of the meeting held on 12 December 2022. |  |
| 014-2223 | **REVIEW BOARD & COMMITTEE MEMBERSHIP**  The committee noted and discussed the following:   1. Board & Committee Membership vacancies and discuss options   Board Members  Membership of the Board was currently full.  One member of the Boards first term of office would end in Summer 2023. The Chair of the Board would follow up on whether they would like to continue for a second term.  It was noted that a number of Board Members term of office would finish in 2024 and these would be kept under review.  Committee Membership  The current Committee Membership was noted. A Board Member to join the HR Committee would be identified and this opportunity would be discussed with appropriate Board Members by the Chair of the Corporation during the summer term one to one meetings.  Chair of the Corporation  It was noted that the current Chair of the Corporation was in place until Summer 2024 and that this end date would be kept under review.  It was noted that where a Chair and Vice Chair worked together and where one had corporate experience and one had FE experience, that this was the ideal arrangement.   1. Nurole services   The Committee noted the Nurole services and the data provided around the search for FE College Board Members, the numbers involved and the drive to support diversity.   1. Senior Independent Governor Role   The introduction of a Senior Independent Governor was discussed and it was agreed that currently it was not felt that this role would be beneficial. It was agreed to revisit this role in the future.   1. Board Diversity   The ongoing commitment to Board Diversity was noted.  **RESOLVED:** The Committee noted the updates and the Director of Governance would progress actions as noted. |  |
| 015-2223 | **SKILLS AUDIT & BOARD MEMBERS TRAINING – REVIEW**   1. Skills Audit   The Skills Audit approach was adjusted in autumn term 2021 following a recommendation in the External Board Review. The revised Skills Audit involved a simpler set of questions and the results were now presented via a heat map, allowing a visual presentation of the data. The skills audit was last completed by Board Members in September 2022. Thirteen responses were received.  Areas of strength were noted including: Strategic planning at Board level, ensuring compliance and accountability, monitoring performance and the achievement of planned outcome, working in a commercial environment at a board/senior management level, ability to challenge and hold the Executive to account, understanding of collective decision making, education, Human Resources and Chairing a Board/Committee.  Areas of weakness were noted including: Environment & Sustainability, Health & Safety, Estates and Property, Careers Advice & Guidance, Equality, Diversity & Inclusion and Governance in Further Education.  The committee considered:   * Whether any action should be taken to provide additional training for Board Members in key areas * Whether any action should be taken to provide additional scrutiny for Board Members in key areas * Whether future recruitment strategies should focus on recruitment of new Board Members or co-opted Committee Members in specific areas   It was agreed that the gap around Estates and Health & Safety should be addressed and the Director of Governance would discuss this further with the Principal.   1. Board Member Training   Training opportunities for Board Members continued to be promoted and regular updates were being provided at Board meetings to track engagement and impact.  **RESOLVED:** The committee noted the Skills Audit report and training opportunities. |  |
| 016-2223 | **SUCCESSION PLAN FOR CHAIR & VICE CHAIR**  This item had been discussed under item 012-2223. |  |
| 017-2223 | **BOARD & COMMITTEE MEETING SCHEDULE 2023/24**  A draft meeting schedule for 2023-24 was presented and discussed by the committee. Some final checks would be completed and a next draft would be shared with the Board at the meeting on 16 March 2023.  It was agreed that the Director of Governance would check the Dorset Chamber meeting dates to ensure sessions were not scheduled on the same dates wherever possible.  **RESOLVED:** The Committee noted the draft meeting schedule for 2023-24. |  |
| 018-2223 | **EXTERNAL GOVERNANCE REVIEW**  The Director of Governance noted the requirement to arrange an External Governance Review to take place in spring/summer 2024. It was confirmed that this was being progressed and that further details would be shared with the Board in due course.  **RESOLVED:** The Committee noted the External Governance Review. |  |
| 019-2223 | **ANY OTHER BUSINESS**  No items of any other business were noted. |  |
| 020-2223 | **EVALUATION**  It was noted that the committee had completed the required activities. |  |
| 021-2223 | **DATE OF NEXT MEETING**  It was noted that the next Search & Governance Committee meeting would be held on 16 May 2023. |  |
| 022-2223 | **CONFIDENTIALITY**  No items were confirmed as confidential. |  |