# The Bournemouth and Poole College

**MINUTES OF THE SEARCH COMMITTEE**

**HELD ON 17 MAY 2018**

# Members Present:

|  |  |  |  |
| --- | --- | --- | --- |
| James Hampton | Board Member, Chair | **In Attendance:** |  |
| Caroline Foster | Board Member – Apologies | Marianne Barnard | Clerk to the Corporation |
| Diane Grannell | Board Member, Principal |  |  |
| Angela Rowley | Board Member |  |  |

**PART A**

|  |  |  |
| --- | --- | --- |
| 10/18 | **APOLOGIES FOR ABSENCE**  Apologies were received from Caroline Foster. |  |
| 11/18 | **DECLARATIONS OF INTEREST**  There were no declarations of interest. |  |
| 12/18 | **MINUTES OF LAST MEETING**  The minutes of the meeting held on 1 February 2018 were confirmed as an accurate record.  **RESOLVED:** To approve the minutes of the meeting held on 1 February 2018. |  |
| 13/18 | **MATTERS ARISING AND SEARCH TRACKER**  The tracker was reviewed by Committee Members.  **RESOLVED:** To note the latest tracker. |  |
| 14/18 | **REVIEW BOARD MEMBERSHIP AND RECRUITMENT STRATEGY**   1. **To review the Board and Committee Membership Overview**   Members reviewed the Board & Committee Membership Overview document and noted the following:  The recruitment of two new members (Bill Cotton and Sue Wellman) had now been completed following DBS clearance.  Four Board Members’ term of office would end during 2018, all were continuing to a 2nd term (approved by the Board of the Corporation on 15 March 2018).  It was confirmed that Roger Blaber’s final term of office as a Board Member would end on 10 February 2019 and his final Full Board meeting would be in December 2018. Roger Blaber covered a number of roles: Vice Chair of Board, Chair of Audit, Director of BPCS Ltd and Board Representative on the WESS Board, all of which would need to be re-allocated ahead of his departure. It was agreed that the Chair would discuss the various roles with Board Members during the planned summer 1-1 meetings and identify any interest amongst existing Board Members. It was suggested that job specification type documents would be useful for the various Board Member roles and it was agreed that the Clerk would progress this.  **RESOLVED:** To note the items discussed. | Chair  Clerk |
| 15/18 | **SKILLS MATRIX**  The committee reviewed the latest Skills Matrix, some final updates were still required and the committee discussed the difficulties around subjectivity and keeping the matrix up to date as skills developed or declined. It was agreed that some descriptions would be useful and the Clerk agreed to progress this with support from Committee Member Angela Rowley.  **RESOLVED:**  That the Clerk and Angela Rowley would meet to produce some descriptors for the Skills Matrix. | Clerk & AR |
| 16/18 | **APPOINTMENT OF STUDENT BOARD MEMEBERS FOR 2018-19**  An update was provided on the recruitment of Student Board Members for 2018-19. Interviews had taken place on 15 May and two candidates had been selected. The Committee noted disappointment that despite one HE application being received, unfortunately the candidate decided not to attend the interview. It was agreed that HE representation on the Board was important and the Clerk would liaise with the two new Board Members and staff in BPCSU, to ensure HE input and feedback was maintained.  The Clerk would be organising an induction for the two new Board Members and part of this would include observing the final Board meeting of the academic year on 5 July 2018, before formally taking up their positions from September 2018.  **RESOLVED:**  To note the appointment of two new Student Board Members for 2018-19. | Clerk |
| 17/18 | **COMMITTEE SELF-ASESSMENT**  The Committee reviewed the self-assessment and agreed the contents. It was suggested that an additional item should be added around Board Diversity and the efforts being made to progress this.  **RESOVLED:** To approve the Committee’s Self-Assessment, subject to the addition of an item on Board Diversity which would be flagged as amber. | Clerk |
| 18/18 | **COMMITTEE TERMS OF REFERENCE**  The Committee reviewed and recommended for approval the Search Committee Terms of Reference for 2018-19.  **RESOLVED:** To recommend for approval at the Board of the Corporation the Search Committee Terms of Reference for 2018-19. |  |
| 19/18 | **ANY OTHER BUSINESS**  No items of Any Other Business were raised. |  |
| 19/18 | **DATE OF NEXT MEETING:** Autumn term 2018, date TBC. It was noted that the proposed schedule of meetings for 2018-19 would be presented to the Board on 17 May and a change of pattern for Search Committee in the Autumn term was proposed, with an early Autumn term meeting and no meeting in December. |  |
| 20/18 | **CONFIDENTIALITY**  No confidential items were noted. |  |