# The Bournemouth and Poole College

**MINUTES OF THE SEARCH COMMITTEE**

**HELD ON 8 JUNE 2017**

# Members Present:

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| James Hampton | Chair | **In Attendance:** |  |
| Tom Millar |  | Marianne Barnard  | Clerk to the Corporation |
| Caroline Foster |  |  |  |
| Diane Grannell | Principal |  |  |
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**PART A**

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| 12/17 | **APOLOGIES FOR ABSENCE**There were no apologies received. |  |
| 13/17 | **DECLARATIONS OF INTEREST**There were no declarations of interest. |  |
| 14/17 | **MINUTES OF LAST MEETING**The minutes of the meeting held on 2 February 2017 were confirmed as a correct record and signed by the Chair.**RESOLVED:** To approve the minutes. |  |
| 15/17 | **MATTERS ARISING AND SEARCH TRACKER**5/17 - The Clerk confirmed that Board Members would not normally serve more than six years as a member of the Board, unless specifically approved by the Board and the reasons recorded. |  |
| 16/17   | **REVIEW BOARD MEMBERSHIP, RECRUITMENT STRATEGY AND SKILLS AUDIT** 1. **To review the Board and Committee Membership**

Members reviewed the Board & Committee Membership Overview document. * It was noted that the Search Committee had lost one member recently, however it was felt that the remaining committee members provided sufficient input. Exec members were increasingly networking in the community which was supporting the provision of appropriate leads for new Board members. It was agreed that having a bank of potential future Board members was a positive approach. The Clerk would update the Search Committee Terms of Reference, to amend the membership and quorum.
* The Committee noted that five Board members’ Term of Office would finish during 2018, but that only one would be coming to the end of their second term. Others would be finishing their first term and it was hoped would be re-appointed.
* It was confirmed that the current Staff Board member Term of Office would end in October 2017 and that the Clerk had recently commenced making arrangements for the election of a new Staff Board member. It was agreed that the Principal would ensure that the new Staff Board member would be supported to ensure that attendance at meetings was not hindered by other commitments. The Clerk would update any promotional materials to make this clear.
* It was noted that one co-opted member of the Audit Committee would finish in December 2017, the Chair would discuss with another Board member the option of joining the Audit Committee.
* It was noted that two new Student Board Members were being recruited for 2017-18, and that interviews would be taking place on 26 June 2017.

**RESOLVED:** 1. **Skills and Behaviours (Chair & Governor 1-1’s)**

The Clerk confirmed that the Chair would be holding end of year 1-1 meetings with all Board members, and that these would be scheduled in July 2017. **RESOLVED:** That the Clerk would organise the end of year reviews for dates in July where possible.1. **Board Diversity**

It was agreed that the Committee should continue to closely review the Skills Audit to ensure that the future Board members were providing the skills needed to support the projects and partnerships that the College was involved in. | Clerk Clerk Chair Clerk  Chair  |
| 17/17 | **SUCCESSION PLAN FOR CHAIR AND VICE-CHAIR** It was agreed that some forward modelling would be beneficial to identify options in terms of possible future candidates for the Chair and Vice-Chair roles. It was agreed that timing issues could be managed, however the real issue would be finding someone with the appropriate skills and time to undertake the role. The Chair agreed to discuss the role of Chair and Vice Chair with current Board members to gauge levels of interest, during the end of year review meetings. The option to recruit a Chair was discussed, it was agreed that this was not the preferred approach, however it should be researched further. **RESOLVED:**  To consider future Chair and Vice-Chair arrangements. The Chair would discuss with current Board members and the Clerk would undertake research on the option to directly recruit a Chair. | Chair/Clerk  |
| 18/17 | **APPOINTMENT OF STUDENT BOARD MEMBERS FOR 2017-18** Five students had been shortlisted for the two Student Board Member posts for 2017-18, with interviews scheduled to take place on Monday 26 June 2017. The interview panel would be made up of two Search Committee members and will also be attended by the Clerk. Following the interviews, the panel would appoint two new Student Board members to commence in September 2017. A report on progress would be submitted to the Board on 6 July 2017. **RESOLVED:** To note that following the interviews scheduled for 26 June 2017, the panel would appoint two new Student Board Members for 2017-18.  |  |
|  19/17 | **ANY OTHER BUSINESS** No items of Any Other Business were noted.  |   |
|  20/17 | **DATE OF NEXT MEETING:** 14 December 2017, at North Road.  |  |
|  21/17 | **CONFIDENTIALITY****PART B**There were no confidential items identified. |  |