# The Bournemouth and Poole College

**MINUTES OF THE SEARCH COMMITTEE**

**HELD ON 9 OCTOBER 2017**

# Members Present:

|  |  |  |  |
| --- | --- | --- | --- |
| James Hampton | Chair | **In Attendance:** |  |
| Caroline Foster |  | Marianne Barnard | Clerk to the Corporation |
| Diane Grannell | Principal |  |  |
|  |  |  |  |
|  |  |  |  |

**PART A**

|  |  |  |
| --- | --- | --- |
| 22/17 | **APOLOGIES FOR ABSENCE**  There were no apologies received. |  |
| 23/17 | **DECLARATIONS OF INTEREST**  There were no declarations of interest noted. |  |
| 24/17 | **MINUTES OF LAST MEETING**  The minutes of the meeting held on 8 June 2017 were confirmed as a correct record and signed by the Chair.  **RESOLVED:** To approve the minutes of the meeting on 8 June 2017. |  |
| 25/17 | **MATTERS ARISING AND SEARCH TRACKER**  The tracker was reviewed by the Committee and it was noted that all items would be discussed under specific agenda items.  **RESOLVED:** To note the tracker and matters arising. |  |
| 26/17 | **TERMS OF REFERENCE**  Two changes were proposed to the Committee Terms of Reference for 2017-18. The first was a change the number of members, from three to two members of the Corporation. The second was to remove reference to the months when meetings would normally take place, to allow for meeting dates to be responsive to the needs of the committee.  **RESOLVED:** To note and approve the revised Search Committee Terms of Reference for the academic year 2017-18. |  |
| 27/17 | **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 two Board Members had resigned during summer 2017 due to no longer having links with the Dorset area, the Board therefore currently had two vacancies. It was agreed that recruiting individuals to the Board with expertise in the following areas would be beneficial: Public Sector, Education and Human Resources. A number of suggestions for potential new Board members were discussed and it was agreed to approach three for further consideration. * The Committee noted that four Board Members’ Term of Office would finish during 2018, but that all were coming to the end of their first term and it was hoped would be re-appointed for a second term. * It was confirmed that a new Staff Board member had been appointed following an election which concluded on 3 October 2017. Fran Bove, would be in post from October 2017 to October 2019. It was agreed to approach Fran to identify whether he would like to take over the Board Equality & Diversity Representative role, from the outgoing Staff Board member. * It was noted that Guy Spencer’s (co-opted member of the Audit Committee) Term of Office would finish in December 2019, not in December 2017 as noted previously. * It was noted that Angela Rowley would join the Search Committee from December 2017 and would also become a Director of BPCS Ltd. * It was confirmed that a current Board member, Lorna Carver, would return from maternity leave in November 2017. * It was noted that John Taylor had agreed to remain on the Audit Committee.   **RESOLVED:** To note the items discussed above and to report to the Board on the recruitment of two new Board Members.   1. **Skills and Behaviours (Chair & Governor 1-1’s)**   The Chair noted that 1-1’s with Board Members had been undertaken over the summer months and that discussions had on the whole been very positive. Two main themes emerged from the discussions: performance management and reporting, and the Board strategic discussions and follow-up actions. These themes would be explored further during the Board Self-Assessment session on 12 October 2017.  The Chair confirmed that during the 1-1’s, the individual skills matrix for each Board Member had been discussed and reviewed, it was agreed that a summary would be brought to the Board Self-Assessment session on 12 October 2017.  **RESOLVED:**  To note the report on Skills and Behaviours. | Clerk  Clerk |
| 28/17 | **SUCCESSION PLAN FOR CHAIR AND VICE-CHAIR**  The committee noted that the Chair/Vice Chair succession plan had been discussed with current Board Members during the 1-1 sessions. A number of current Board Members would potentially be interested in the Chair role in the future. The Clerk provided information on research that had recently been undertaken via the JISC FE Clerk’s network, on the recruitment of a Chair via a consultancy company. It was reported that most colleges preferred to recruit from within current Board Members, however there were currently a small number of college’s recruiting Chairs through a consultancy company and it was agreed that the Clerk would collate some feedback on their experiences once they had completed the recruitment process.  **RESOLVED:**  That the Committee agreed to continue to review options for the Chair/Vice Chair succession plan on a regular basis. | Clerk |
| 29/17 | **CLERK – PROBATIONARY REVIEW**  The Chair confirmed that the Clerk’s final probationary review meeting had recently been undertaken. It was agreed that the following recommendation should be made to the Board:  That the Board:   1. agrees the outcome from the final probationary review: that the Clerk to the Corporation meets all the standards and requirements of the role, and 2. confirms that the Clerk to the Corporation has successfully completed her probationary period.   **RESOLVED:**  The Chair would present the recommendations to the Board at the meeting on 12 October 2017. | Chair |
| 30/17 | **ANY OTHER BUSINESS**  No items of Any Other Business were noted. |  |
| 31/17 | **DATE OF NEXT MEETING:** 14 December 2017, at North Road. |  |
| 32/17 | **CONFIDENTIALITY**  **PART B**  There were no confidential items identified. |  |