

THE BOURNEMOUTH AND POOLE COLLEGE

**PART A MINUTES OF THE SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON
6 FEBRUARY 2020**

Members Present:	
David Ford	Board Member and Chair of the Committee
Caroline Foster	Board Member
Diane Grannell	Board Member and Principal
Sue Wellman	Board Member
Members In Attendance:	
Marianne Barnard	Director of Governance

PART A

013-1920	<p>APOLOGIES FOR ABSENCE</p> <p>No apologies for absence were received.</p>	
014-1920	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p>	
015-1920	<p>MINUTES OF LAST MEETING</p> <p>The Part A and Part B minutes of the Search Committee meeting held on 3 October 2019, were confirmed as an accurate record.</p> <p>RESOLVED: The committee approved the minutes of the meeting held on 3 October 2019.</p>	
016-1920	<p>MATTERS ARISING AND SEARCH & GOVERNANCE COMMITTEE TRACKER</p> <p>The latest tracker was reviewed and noted by Committee Members.</p> <p>RESOLVED: The committee reviewed and noted the latest tracker.</p>	
017-1920	<p>REVIEW BOARD MEMBERSHIP, RECRUITMENT STRATEGY AND SKILLS AUDIT</p> <p>i) To review the Board & Committee Membership Overview</p> <p>Board Members: There were currently two Board Member vacancies and it had been agreed previously that the search for new Members would focus on Finance, Legal and Audit experience/skills. Search & Governance Committee Members would follow up on some possible leads.</p> <p>It was reported that there were four current Board Members whose term of office would end in 2021 (including two finishing their 2nd term). It was agreed that one of the Board Members due to finish their second term, who had had two periods of maternity leave during their time as a Board Member, could be approached to be considered for a third term. It was agreed that the Chair would discuss all forthcoming ends of term of office, with relevant individuals at the Chair/Board Member one to one meetings which would take place in the summer term 2020.</p> <p>Audit: It was noted that the two co-opted Audit Committee Members would both be finishing during 2020, one in March 2020 and the other in July</p>	Committee Members

	<p>2020, therefore two replacements needed to be found, it was agreed that co-opted Committee Members did bring good external experience to the committee and that Search & Governance Committee Members would follow up with a number of contacts that may be interested in the co-opted role.</p> <p>Subsidiary Companies: Two Board Members had agreed to cover the Director role for both subsidiary companies, however it was unlikely that one would be able to attend future meetings due to work commitments, therefore one other Board Member was being sought. It was however noted that some thought should be given as to who the Directors of the Subsidiaries were, to ensure they weren't conflicted, it was agreed that the Director of Governance would look into and feedback on this.</p> <p>WESS: It had been agreed that the Chair of the Corporation would cover the BPC Board representative role on the WESS Board. It was however noted that some thought should be given as to who the Directors of the WESS Board were going forward, to ensure they weren't conflicted. It was agreed that the Director of Governance would look into and feedback on this.</p> <p>Student Board Members: The two current Student Board Members term of office would end in July 2020. Recruitment of two new Student Board Members (one HE and one FE Representative) would commence in March 2020 with interviews scheduled in May 2020. The interview panel would include members from the Search & Governance Committee and also a representative from the BPCSU team. The committee considered the idea to include a recent college alumni member on the Board, to provide a further link to the student experience, it was agreed that the Director of Governance would consider this option and feedback.</p> <p>ii) Board Diversity</p> <p>The committee noted the ongoing commitment to Board Diversity. It was noted that whilst future Board recruitment would focus on looking for the right skills and experience, it was agreed that it would also be beneficial to actively seek members from groups that were currently under represented on the Board.</p> <p>iii) Skills and Behaviours</p> <p>The Director of Governance confirmed that all Board Members would be required to complete the updated Skills Matrix template, most had completed this during the autumn term 2019 and the remaining ones were being chased. The initial analysis showed good levels of expertise in areas including Finance, Management, Commercial and HR. It was agreed to bring the completed summary to the Search & Governance Committee meeting in the summer term 2020.</p> <p>RESOLVED: The committee noted items as listed.</p>	<p>Committee Members</p> <p>Director of Governance</p> <p>Director of Governance</p> <p>Director of Governance</p>
018-1920	<p>SUCCESSION PLAN FOR CHAIR AND VICE-CHAIR</p> <p>The committee noted that a new Chair and Vice-Chair of the Corporation had commenced on 1 August 2019 and that support would be ongoing as they continued to settle into their roles. It was noted that the Chair had recently attended a Chairs' Development Network event and would also be attending a 2 day Chairs' Leadership Programme event at the end of March 2020.</p>	

	<p>The Chair of the Committee noted a request to review the succession plan for Senior Post Holders and it was agreed that this would be added to the agenda for the next Search & Governance Committee meeting in May 2020.</p> <p>RESOLVED: The committee noted the arrangements.</p>	
019-1920	<p>ANY OTHER BUSINESS</p> <p>It was requested that the May 2020 meeting agenda included an opportunity to discuss the Strategic Plan and the Senior Post Holder/Executive requirements to manage this.</p>	
020-1920	<p>DATE OF NEXT MEETING</p> <p>The next Search & Governance Committee meeting would be held on Thursday 14 May 2020, at North Road.</p>	
021-1920	<p>CONFIDENTIALITY</p> <p>No items were noted as confidential.</p>	