

THE BOURNEMOUTH AND POOLE COLLEGE

**PART A MINUTES OF THE SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON 19
MAY 2022**

Members Present:	
Sue Wellman	Board Member and Chair of the Committee
David Ford	Board Member
Caroline Foster	Board Member
Phil Sayles	Board Member and College Principal & CEO
In Attendance:	
Marianne Barnard	Director of Governance & Clerk to the Corporation

PART A

013-2122	<p>APOLOGIES FOR ABSENCE</p> <p>No apologies for absence were received.</p>	
014-2122	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest noted.</p>	
015-2122	<p>MINUTES OF LAST MEETING</p> <p>The Part A minutes of the Search & Governance Committee meeting held on 19 November 2021, were confirmed as an accurate record.</p> <p>RESOLVED: The committee approved the minutes of the meeting held on 19 November 2021.</p>	
016-2122	<p>MATTERS ARISING AND SEARCH & GOVERNANCE COMMITTEE TRACKER</p> <p>The latest Tracker was received and reviewed by committee members.</p> <p>RESOLVED: The committee received and reviewed the latest committee tracker.</p>	
017-2122	<p>REVIEW BOARD MEMBERSHIP, RECRUITMENT STRATEGY AND SKILLS AUDIT</p> <p>The committee noted and discussed the following:</p> <p>Student Board Members: Recruitment of two Student Board Members for academic year 2022/23 was underway and interviews would take place in June. It was noted that the current HE Student Board Member was interested in continuing for a second term of office.</p> <p>Staff Board Member: It was noted that the current Staff Board Member was in place until October 2023.</p>	

	<p>Board Members: Membership of the Board was currently full. It was noted that the current Vice Chair of the Corporation, Caroline Foster, would be stepping down from the Vice Chair role in summer 2022. It was recorded that Sue Wellman had agreed to take on the role of Vice Chair of the Corporation from September 2022, subject to Board approval. Caroline Foster would continue as a Board Member for a further year, until summer 2023.</p> <p>Committees - Members discussed the following:</p> <p>Commercial, Finance & Resources Committee: It was discussed whether the current Commercial, Finance & Resources Committee be changed to a Finance & Resources Committee, with commercial being covered less formally through other meetings. It was agreed to keep this under review.</p> <p>A potential new co-opted committee member was noted and it was agreed to request a CV, for review by the committee. This would be requested by the Director of Governance.</p> <p>Curriculum, Quality & Standards Committee: It was noted that Caroline Foster would pass the role of Chair to another Committee member at some point during the 2022/23 academic year.</p> <p>Subsidiary Companies: It was confirmed that Ian Jones, Dan Tout and David Ford were currently listed as Directors for both subsidiary companies. It was noted that Ann-Marie Heerey would be added as a Director for SEFM, this would be processed by the Director of Governance.</p> <p>Safeguarding Lead Board Member: Board Member Dr Michael Fanner had taken on this role.</p> <p>i) To note the Skills Audit Heatmap (November 2021)</p> <p>The Director of Governance presented the latest Skills Audit and it was noted that this would be completed annually in September by all Board Members. This would next be completed in the autumn term 2022.</p> <p>ii) Board Diversity</p> <p>The committee noted the continued importance of diversity amongst Board Members and it was noted that additions to the Board over the last 12 months had brought diversity of thought to the College Board and its Committees. Gender, age and ethnic diversity were all good.</p> <p>RESOLVED: The committee noted the updates and the Director of Governance would progress actions as noted.</p>	Director of Governance
018-2122	<p>BOARD MEMBER – TRAINING RECORDS</p> <p>Detail on relevant training completed by Board Members had been recorded by the Director of Governance for many years, however there was a new requirement to now also record detail on the impact of training undertaken. Board Members and the Director of Governance would ensure this reflection and recording took place.</p> <p>RESOLVED: The Committee noted the new requirement and the Director of Governance confirmed that this would be managed accordingly.</p>	

019-2122	<p>COMMITTEE SELF-ASSESSMENT REVIEW</p> <p>The Committee Self-Assessment had been drafted and was discussed by the Committee. It was agreed that the Director of Governance would consider some suggested improvements.</p> <p>RESOLVED: The Committee reviewed the performance of the committee against its Terms of Reference.</p>	
020-2122	<p>TERMS OF REFERENCE AND WORK PLAN – 2022/23</p> <p>The Committee reviewed the draft Terms of Reference and Work Plan for academic year 2022/23. The committee had now completed the first cycle under the new committee structure. It was agreed that the committee ToR were clear and the new Work Plans provided a clear structure for planning.</p> <p>RESOLVED: The Committee reviewed and approved the ToR and Work Plan for the 2022/23 academic year.</p>	
021-2122	<p>COLLEGE GOVERNANCE</p> <p>i) Board Improvement Plan</p> <p>The Committee noted the latest version of the Board Improvement Plan. It was noted that the Director of Governance would continue to add to this.</p> <p>ii) External Board Review Action Plan – Monitoring of the latest version</p> <p>The Director of Governance noted that progress on actions had been made and that a final few were being completed. The Director of Governance and the Chair of the Corporation had recently met with a member of the FEC team to provide feedback on the external review process, which had been positive for the college. The requirement for external review every three years had recently been introduced across the sector and BPC would be next due for review in the spring term 2024.</p> <p>iii) Board and Committee meeting schedule for 2022/23 – for consideration</p> <p>The Committee noted the draft schedule for Board and Committee meetings in 2022/23, this would be finalised and presented to the Board for approval at the meeting on 30 June 2022.</p> <p>iv) Remuneration of the Chair of the Corporations – for discussion and consideration</p> <p>It was noted that there had been a lot of discussion at Chairs’ networks recently around payment to Chairs of Corporations. It was agreed that this could be a driver to improve perceived quality. There would be an AoC briefing on this topic shared shortly and it was agreed that this should continue to be kept under review.</p>	

	RESOLVED: The Committee noted the updates provided.	
022-2122	WHY NEDs NEED TO BE MORE COACH LIKE AND LESS EXECUTIVE The Committee noted the article. RESOLVED: The committee received and noted the report.	
023-2122	AOC GOVERNANCE BRIEFING – APRIL 2022 The committee noted the latest AoC Governance Briefing. RESOLVED: To receive and note the most recent AoC Governance Briefing.	
024-2122	ANY OTHER BUSINESS No items of any other business were noted.	
025-2122	EVALUATION It was agreed that an annual online evaluation for committees would be welcomed and could feed into the Committee SAR. The Director of Governance would progress this.	Director of Governance
026-2122	DATE OF NEXT MEETING It was noted that the next Search & Governance Committee meeting would be held in the spring term 2023, date to be finalised.	
027-2122	CONFIDENTIALITY No items were confirmed as confidential.	