

THE BOURNEMOUTH AND POOLE COLLEGE

PART A MINUTES OF THE SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON 19 NOVEMBER 2021

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

PART A

001-2122	<p>APOLOGIES FOR ABSENCE</p> <p>No apologies for absence were received.</p>	
002-2122	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest noted.</p>	
003-2122	<p>MINUTES OF LAST MEETING</p> <p>The Part A minutes of the Search & Governance Committee meeting held on 29 June 2021, were confirmed as an accurate record.</p> <p>RESOLVED: The committee approved the minutes of the meeting held on 29 June 2021.</p>	
004-2122	<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 tracker.</p>	
005-2122	<p>TERMS OF REFERENCE</p> <p>The Committee noted the new Terms of Reference and Work Plan for the Committee, for the academic year 2021/22, which had been approved by the Corporation.</p> <p>RESOLVED: The committee noted the new Terms of Reference and Work Plan.</p>	
006-2122	<p>COLLEGE GOVERNANCE</p> <p>i) New Governance Structure</p> <p>The Director of Governance confirmed the new governance structure had been approved by the Board at the start of the academic year and the first meetings of new Committees had been taking place. Any feedback or</p>	

	<p>adjustments to be considered would be brought back to a future meeting of this committee.</p> <p>ii) Board Improvement Plan The committee reviewed the Board Improvement Plan, it was noted that a formal update position would be added in March 2022.</p> <p>iii) AoC New Code of Good Governance The Director of Governance noted that the AoC Code of Good Governance had recently been re-published. It was confirmed that some colleges had been considering whether the new code was becoming too onerous and whether other options such as the Charity Code would be more appropriate. The Director of Governance reported that the updated AoC Code whilst strengthened, did not cause any concern in terms of compliance and it was agreed to continue with this.</p> <p>RESOLVED: The Committee agreed to retain the AoC Code of Good Governance.</p>	
007-2122	<p>REVIEW BOARD MEMBERSHIP, RECRUITMENT STRATEGY AND SKILLS AUDIT</p> <p>The committee noted and discussed the following:</p> <p>i) Board & Committee Membership</p> <p>Student Board Members - It was noted that the recruitment of two new Student Board Members for 2021/22 had now been completed. Two new student Board members have been recruited for 2021/22:</p> <ul style="list-style-type: none"> • Chloe Cook – FE Student, Chloe had an initial induction and would be attending the Unloc Governor training and the AoC Conference in Birmingham on 15/16 November 2021. • Liam Perry – HE Student, Liam was an apprenticeship student and was recruited at the end of October. <p>Both Chloe and Liam would attend their first Board meeting in December 2021.</p> <ul style="list-style-type: none"> • A second, HE Student – Claire Tanner, had also been recruited to act as a Student Representative on the Curriculum, Quality & Standards Committee, however she had recently declined the opportunity to take up this position. <p>Staff Board Member - Following an online election held at the start of the autumn term, Brittany Chaplin had been appointed as the new Staff Board Member, for a 2-year term from 9 October 2021 to 8 October 2023. Brittany had been able to observe parts of the Board Strategic Planning session in October and she would attend her first Board Meeting in December 2021.</p> <p>Board Members - As at 1 November 2021 membership of the Board was full, however a recent resignation from Board Member Melanie Wilkins meant there was now one vacancy. Following the recent departure of Staff Board Member Jonathan Wood and the imminent retirement of Diane Grannell, both qualified accountants, the Board would now look to recruit a new Board Member with accountancy skills to start as soon as</p>	

	<p>possible. Board Member Dan Tout had kindly shared a LinkedIN post with his accountancy network and an additional LinkedIN post by the college had also been shared. The Director of Governance would review potential interest at the end of the autumn term 2021, before considering additional options, if necessary.</p> <p>Committees - Allocation of Board Members to Committees was undertaken during summer 2021. Following Melanie Wilkins recent resignation from the Board there was now a vacancy on the Curriculum, Quality & Standards Committee (CQ&SC). The committee agreed to approach Board Member Sadie Wetherell to ask if she would like to move across to the CQ&SC, as this was a more natural fit for her with her employer links.</p> <p>Subsidiary Companies - It was confirmed that Ian Jones and Dan Tout were currently listed as Directors for both subsidiary companies. The Committee considered whether additional subsidiary company directors should be appointed, to provide additional coverage and this was agreed. David Ford confirmed he would be happy to become a Director for both subsidiary companies.</p> <p>Safeguarding Lead Board Member - It was noted that previously this had been covered by Board Member, Lorna Carver. Melanie Wilkins then picked this up but had recently resigned from the Board, this role was therefore now vacant again. Board Member Dr Michael Fanner had been approached to discuss taking up the role and an initial conversation with the Director of Student Services would take place on 18 November 2021.</p> <p style="text-align: center;">ii) To review the new Skills Audit Heatmap and discuss any areas for action</p> <p>The Director of Governance presented the updated Skills Audit. The volume of questions had been cut down significantly and the data was now presented as a heat map. It was easy to see that some generic areas were well covered and that areas where skills could be strengthened included Estates & Property, Health & Safety and IT. It was agreed that the current focus was on accountancy skills but that the committee would be mindful of the skills audit results.</p> <p style="text-align: center;">iii) Board Diversity</p> <p>The committee discussed the continued importance of diversity amongst Board Members and it was agreed that recent additions would bring further diversity of thought to the College Board and its Committees.</p> <p>RESOLVED: The committee noted the updates and the Director of Governance would progress actions as required.</p>	Director of Governance
008-2122	<p>SUCCESSION PLAN FOR THE CHAIR & VICE CHAIR</p> <p>The succession plan around a future Chair and Vice Chair was discussed. It was noted that currently, David Ford and Caroline Foster would both finish in summer 2023. Options to extend at least one of the roles and the importance of appointing a new Vice Chair for a period to train up was discussed.</p>	

	RESOLVED: The committee noted the above points.	
009-2122	<p>CONFIDENTIAL MINUTES</p> <p>To review minutes currently flagged as confidential and consider whether they could be de-classified.</p> <p>It was noted that this item had been delegated to the Principal and the Director of Governance and it was confirmed that this would be completed by the end of the autumn term 2021.</p>	
010-2122	<p>ANY OTHER BUSINESS</p> <p>No items of any other business were noted.</p>	
011-2122	<p>DATE OF NEXT MEETING</p> <p>It was noted that the next Search & Governance Committee meeting would be held on 19 May 2022.</p>	
012-2122	<p>CONFIDENTIALITY</p> <p>No items were confirmed as confidential.</p>	