

## THE BOURNEMOUTH AND POOLE COLLEGE

## PART A MINUTES OF THE SEARCH &amp; GOVERNANCE COMMITTEE MEETING HELD ON 31 OCTOBER 2023

<b>Members Present:</b>		
Sue Wellman	Board Member and Chair of the Committee	
David Ford	Board Member	
Ian Jones	Board Member	
Phil Sayles	Board Member and College Principal & CEO	
<b>In Attendance:</b>		
Marianne Barnard	Director of Governance & Clerk to the Corporation	

## PART A

001-2324	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>No apologies for absence were received.</p>	
002-2324	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest noted.</p>	
003-2324	<p><b>MINUTES OF LAST MEETING &amp; MATTERS ARISING</b></p> <p>The Part A minutes of the Search &amp; Governance Committee meeting held on 16 May 2023, were confirmed as an accurate record.</p> <p><b>RESOLVED:</b> The committee approved the minutes of the meeting held on 16 May 2023.</p>	
004-2324	<p><b>COLLEGE GOVERNANCE</b></p> <p>i) Governance SAR 2022/23 and Board Improvement Plan 2023/24</p> <p>The Governance SAR 2022/23 had been reviewed by Board Members at the Board meeting on 19 October 2023. It had been agreed that the S&amp;GC would review further and this was completed. The data on Board Members was reviewed in detail, including noting that diversity amongst Members was currently good.</p> <p>The future composition of the Board was discussed. As the College's profile improved, it was agreed that the Corporation could be more demanding of new Board Members. It was agreed that when recruiting in the future, there would be a need to recruit individuals with more time availability.</p> <p>A number of actions were agreed, which the Director of Governance would progress:</p> <ul style="list-style-type: none"> <li>• A review of the Job Description for Board Members</li> <li>• The development of a Strategy for the Board</li> </ul>	

	<p>ii) New AoC Code of Good Governance</p> <p>It was noted that the Board of the Corporation had agreed to adopt the new Code of Good Governance with immediate effect (at the meeting held on 19 October 2023).</p> <p>The new code was not a compliance checklist, but provided a focus on the fundamental pillars of effective governance. It set out six principles:</p> <ul style="list-style-type: none"> <li>• Determination of aims and strategic oversight</li> <li>• Responsibility and accountability</li> <li>• Leadership and integrity</li> <li>• Collaboration and stakeholder engagement</li> <li>• Regulatory compliance</li> <li>• Board and organisational effectiveness</li> </ul> <p>The aim was to bring together behaviours, practices and process of governance, for the Board to assess how successfully they were carried out using verification through external means (where available), and to provide assurance that governance was effective.</p> <p>iii) External Board Review – scheduled for summer term 2024</p> <p>The Director of Governance provided an update on the External Board Review which would take place in summer term 2024. This has been scheduled and booked in with the AoC. The review would include a desk-based review of documentation, interviews with a range of Board Members, the Principal and Director of Governance and attendance at a range of Committee and Board meetings.</p> <p><b>RESOLVED:</b> The committee received and noted the governance updates.</p>	
005-2324	<p><b>REVIEW BOARD &amp; COMMITTEE MEMBERSHIP</b></p> <p>The committee noted and discussed the following:</p> <p>i) Student Board Members</p> <p>There were currently two vacancies for Student Board Members, one FE Student and one HE Student. It was noted that recruitment of Student Board Members for 2023/24 had been difficult, the posts were advertised in the summer term 2023, but there had been no interest. The roles had been advertised again at the start of the autumn term and the Director of Governance would be meeting with a number of interested students shortly.</p> <p>Committee Members discussed whether the SU President should become one of the Student Board Members in the future? It was agreed to keep this option under consideration.</p> <p>Committee members considered whether further alumni on the C college Board would be beneficial.</p> <p>ii) Independent Board Members</p> <p>There was currently one vacancy for an Independent Board Member, following the resignation of Dr Michael Fanner on 27 October 2023. It was</p>	

	<p>agreed to pause on recruitment at this point and to pick up in the new year 2024, when the new College Strategy 2024-2030 was launched.</p> <p>It was confirmed that Sharon Jones had joined the Board on 4 September 2023.</p> <p>It was noted that two Board Members first Term of Office would finish in 2024: Sadie Wetherell and Saba Rubaei. Two other Board Members Terms of Office would finish in 2024: Sue Wellman, on 28 February 2024 and David Ford on 31 August 2024.</p> <p>iii) Lead Board Members</p> <p>Lead Board members were noted: The immediate action was around the appointment of a Safeguarding lead – it was agreed that the Director of Governance would approach Board Members to identify any interest.</p> <p><b>RESOLVED:</b> The Committee noted the updates and actions would be followed up as recorded.</p>	
006-2324	<p><b>BOARD MEMBER ATTENDANCE</b></p> <p>Attendance records were reviewed for the 2022/23 academic year and the autumn term 2023 to date. It was confirmed that attendance for Board Members who worked full time could be challenging. It was agreed that the Director of Governance would provide annually for the summer appraisal sessions, total overall attendance data across all Board, Committee and Project Group meetings.</p> <p><b>RESOLVED:</b> The Committee noted the latest attendance data and it was agreed that this would be kept under review.</p>	Director of Governance
007-2324	<p><b>SKILLS AUDIT</b></p> <p>The Director of Governance presented the latest Skills Audit, this provided a snapshot (September 2023) for those Board Members and Co-opted Committee Members that had completed the audit.</p> <p>Areas of strength were noted as:</p> <ul style="list-style-type: none"> <li>• Working in a commercial environment at a board/senior management level</li> <li>• Ability to challenge and hold the Executive to account</li> <li>• Understanding of collective decision making</li> <li>• Equality, Diversity &amp; Inclusion</li> </ul> <p>Areas of weakness were noted as:</p> <ul style="list-style-type: none"> <li>• Audit Strategy &amp; Management</li> <li>• Health &amp; Safety</li> <li>• Governance - in Further Education</li> <li>• Public Funding</li> </ul> <p>It was agreed that when Board Member recruitment commenced in the new year 2024, that the focus would be on finding a new Board Member with experience in Further Education, Governance and Audit Strategy/Risk.</p>	

	Succession planning was also discussed by the committee. <b>RESOLVED:</b> The Skills Audit was reviewed and noted by the Committee.	
008-2324	<b>ANY OTHER BUSINESS</b> No items of any other business were noted.	
009-2324	<b>EVALUATION</b> It was noted that the committee had completed the required activities.	
010-2324	<b>DATE OF NEXT MEETING</b> It was noted that the next Search & Governance Committee meeting would be held on 27 February 2024.	
011-2324	<b>CONFIDENTIALITY</b> No items were confirmed as confidential.	