

**BOURNEMOUTH AND POOLE COLLEGE**  
**BOARD OF THE CORPORATION**

**PART A - MINUTES OF THE BOARD MEETING HELD ON 17 OCTOBER 2024**

<b>Members:</b>		
David Ford	Board Member and Chair of the Board	
Sue Wellman	Board Member and Vice Chair of the Board	
Caron Khan	Board Member	Apologies
Dan Tout	Board Member	Apologies
Ian Jones	Board Member	Apologies
John Dale	Board Member	
Sadie Wetherell	Board Member	
Saba Rubaei	Board Member	
Mike Kennedy	Board Member	Apologies
Sharon Jones	Board Member	
Professor Elizabeth Mytton	Board Member	
Rachel Trickey	Board Member	
Phil Sayles	Board Member and College Principal & CEO	
Fran Bove	Board Member (Staff)	
<b>In Attendance:</b>		
Sarah Hutchings	Chief Operating Officer	
Ali Leaverland	Vice Principal Curriculum	
Debbie Smith	Assistant Principal People and Student Experience	
Antony Carr	Executive Director of HE & Skills	
Marianne Barnard	Director of Governance	

<b>PART A</b>		
<b>BOARD MEETING</b>		
001-2425	<b>APOLOGIES FOR ABSENCE</b>  Apologies were received from Board Members Caron Khan, Dan Tout, Mike Kennedy and Ian Jones.	
002-2425	<b>DECLARATIONS OF INTEREST</b>  There were no declarations of interest noted.	
003-2425	<b>BOARD OF THE CORPORATION – MINUTES</b>  <b>RESOLVED:</b> The minutes of the Board Meeting held on 26 June 2024 (Part A) were reviewed and approved by the Board.	

004-2425	<p><b>EXTERNAL BOARD REVIEW</b></p> <p>The Director of Governance presented the External Board Review summary. The report included many positive key findings, which included:</p> <ul style="list-style-type: none"> <li>• The Board clearly benefits from the links to the business areas governors bring</li> <li>• Governors clearly demonstrate their abilities to ask perceptive questions with informed, strategic questioning.</li> <li>• The Chair leads the Board with a strong sense of professionalism, a clear sense of purpose and creates an open atmosphere where everyone feels able to contribute, likewise the same is the case in committee meetings.</li> <li>• The interactions between governors and senior leaders are respectful, courteous and good-humoured.</li> </ul> <p>The recommendations made by the reviewer were set out and an Actoin Plan was discussed and agreed. The action plan would be monitored via the Search &amp; Govenrnance Committee.</p> <p><b>RESOLVED:</b> The Board received and discussed the External Board Review Report and Action Plan.</p>	
005-2425	<p><b>UPDATED GOVERNANCE DOCUMENTS</b></p> <p>The Director of Governance presented the updated Governance Documents for approval for 2024/25 (all changes are shown via tracked changes):</p> <ol style="list-style-type: none"> <li>1. Instrument &amp; Articles – one minor change to clarify Board Membership numbers</li> <li>2. Standing Orders – some updates to terminology and also clarification on Board Membership numbers and terms of office</li> <li>3. Committee Terms of Reference <ul style="list-style-type: none"> <li>• Audit &amp; Risk Committee – minor changes and terminology updates</li> <li>• Curriculum, Quality &amp; Standards Committee - minor changes and terminology updates</li> <li>• Finance &amp; Resources Committee – updated to incorporate estates and some further minor updates</li> <li>• Human Resources Committee – minor changes and terminology updates</li> <li>• Search &amp; Governance Committee – minor changes and terminology updates</li> <li>• Remuneration Committee – terminology updates only</li> </ul> </li> </ol> <p>It was noted that the Terms of Reference for a new Commercial Committee were still to be developed and that this would be progressed during the year.</p> <p><b>RESOLVED:</b> The Board approved the governance doucments.</p>	
006-2425	<p><b>GOVERNANCE ARRANGEMENTS 2024/25</b></p> <ol style="list-style-type: none"> <li>1. Meeting Dates</li> </ol> <p>Meeting dates for the academic year 2024/25 were noted</p> <ol style="list-style-type: none"> <li>2. Membership of Committees and Board Member link roles</li> </ol>	

	<p>Membership of Committees and Board Member link roles were noted</p> <p><b>RESOLVED:</b> The Board received and noted the governance arrangements.</p>	
007-2425	<p><b>APPROVALS – VIA GVO</b></p> <p>The Board confirmed the following approvals:</p> <ul style="list-style-type: none"> <li>i) Dr Neelam Parmer and Kim Welsh – appointment as Independent Board Members - from 1 December 2024 (15.07.24)</li> <li>ii) Vehicle Fleet Lease Renewal Tender (26.07.24)</li> <li>iii) LSIF Green Construction Centre Project Tender Award (16.09.24)</li> </ul> <p><b>RESOLVED:</b> The approvals were recorded.</p>	
008-2425	<p><b>SEAL APPLICATION</b></p> <p>It was confirmed that the seal had been applied to the following:</p> <ul style="list-style-type: none"> <li>i) Deed of Easement - Southern Electric Power Distribution Plc (20.08.24)</li> </ul>	
009-2425	<p><b>ANY OTHER BUSINESS</b></p> <p>No items of Any Other Business were noted.</p>	
010-2425	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting would be held as follows: Thursday 12 December, 16.00-19.00, including the Board/SLT Christmas social event between 15.00-16.00.</p>	
011-2425	<p><b>CONFIDENTIAL ITEMS</b></p> <p>It was confirmed that the Part B minutes from 26 June 2025, would be presented to the Board on 12 December 2024.</p>	