

THE BOURNEMOUTH AND POOLE COLLEGE

PART A MINUTES OF THE SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON 1 DECEMBER 2025

Members Present:		
Ian Jones	Board Member and Chair of the Committee	
David Ford	Board Member	
Sue Wellman	Board Member	
Sharon Jones	Board Member	
Phil Sayles	Board Member and College Principal & CEO	
In Attendance:		
Marianne Barnard	Director of Governance	

PART A

001-2526	<p>APOLOGIES FOR ABSENCE</p> <p>No apologies for absence were received.</p> <p>Sharon Jones was welcomed to her first meeting.</p>	
002-2526	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest noted.</p>	
003-2526	<p>MINUTES OF LAST MEETING & MATTERS ARISING</p> <p>RESOLVED: The committee approved the minutes of the meeting held on 6 June 2025.</p>	
004-2526	<p>COLLEGE GOVERNANCE</p> <p>i) Governance KPI's</p> <p>The Director of Governance presented proposed Governance KPI's. These were supported by committee members and some additional ideas were discussed, including:</p> <ul style="list-style-type: none"> • The inclusion of any responses to the online surveys completed following Board meetings • Consideration was given to introducing a survey for the Executive team to complete after each meeting, which could be incorporated into the KPI's • A KPI could be included around the completion of annual review meetings with Board Members and the completion of annual Chair Performance Review • It was suggested that the attendance target for Board meetings was set at 75% - meaning attendance at 3 of the 4 Board meetings would allow the target to be met 	

	<p>It was agreed that the Director of Governance would do some additional work to finalise the agreed KPI's.</p> <p>ii) AoC Code of Good Governance Compliance - Draft</p> <p>The Director of Governance presented the draft compliance check against the AoC Code of Good Governance, which would form the governance SAR for 2024/25 and would be used to inform a Governance Improvement Plan.</p> <p>It was agreed that the Chair of the Corporation, the Principal and the Director of Governance would continue to develop the records and this would be reviewed by the committee again in the spring term 2026.</p> <p>It was also suggested that Committee Chairs could think about their own committee and identify areas for improvement in each.</p> <p>RESOLVED: The committee received and discussed the governance items.</p>	
005-2526	<p>BOARD & COMMITTEE MEMBERSHIP</p> <p>The committee reviewed the Board & Committee Membership and noted /discussed the following:</p> <p>Staff & Student Board Members</p> <p>It was noted that two Staff Board Members and three Student Board Members were now in post.</p> <p>Independent Board Members</p> <p>Recruitment of four new Independent Board Members was completed via Peridot (during summer term 2024).</p> <p>Following the departure of Sadie Wetherell and Dan Tout earlier in 2025, there were now two further vacancies. It had been agreed previously to focus recruitment to find two individuals that could take on the roles of Chair of the Audit & Risk Committee and Chair of the Curriculum Committee. A LinkedIn campaign had run in the autumn term, but this did not generate the required level of interest. Recruitment would now be conducted via Peridot and this would commence in December 2025, with interviews scheduled in the spring term 2026.</p> <p>It was proposed that Sue Wellman would continue as a Board Member until 31 December 2026, to allow a period of handover with the new Chair of the Curriculum Committee, once appointed. The committee recommends that the Board approve an extension to Sue Wellman's term of office, to 31 December 2026.</p> <p>Committee Membership</p> <p>It was noted that the HR Committee had met for a final time, a learning visit would be taking place on 11 December 2026, involving the Chair of the HR Committee and the Chair of the Finance & Resources Committee, to facilitate the handover.</p>	

	<p>The following committee membership changes were noted:</p> <ul style="list-style-type: none"> • Professor Liz Mytton had joined the Audit & Risk Committee • Kim Welsh had joined the Curriculum Committee • Sharon Jones had joined the Search & Governance and Remuneration Committees <p>Lead Board Members:</p> <p>The following lead Board Members were noted:</p> <ul style="list-style-type: none"> • Safeguarding Lead: Professor Elizabeth Mytton • SEND Lead: Rachel Trickey • Careers Lead: Sharon Jones • Skills Lead: Sharon Jones • Equality & Diversity Lead: Ian Jones • Sustainability Lead: John Dale <p>RESOLVED: The Committee noted the Board and Committee Membership arrangements for 2025/26.</p>	
006-2526	<p>BOARD MEMBER ATTENDANCE</p> <p>The following overall data and sector benchmarking was presented to the Committee for discussion:</p> <p>Board Member attendance for the college in 2024/25 was as follows:</p> <ul style="list-style-type: none"> • BPC Board attendance: 75% • BPC Committee attendance: 94% • Overall attendance: 87% (5% above sector average – see below) <p>National Sector data - for FE Colleges 2024/25</p> <ul style="list-style-type: none"> • Mean average attendance rate of 77 colleges: 82% • Range of attendance rates: lowest - 71%; highest - 94% <p>It was noted that BPC Board Members were on the whole in full time employment, it was acknowledged that this did sometimes have an impact on attendance with conflicting demands, but overall the benefits of Board Members being engaged across a range of sectors and professions provided great benefits.</p> <p>RESOLVED: The Committee noted the college’s overall attendance levels, which were above the sector average.</p>	
007-2526	<p>SKILLS AUDIT</p> <p>The updated Skills Audit was completed in October 2025 and the results were presented to the Committee. All Board Members were invited to complete the audit.</p> <p>The results showed:</p> <ul style="list-style-type: none"> • More green (excellent knowledge) in 2025 than in 2023 (95 in 2025, 49 in 2023) • Less red (no knowledge) in 2025 than in 2023 (17 in 2025, 19 in 2023) 	

	<p>This indicated that Board Members were feeling more confident, knowledge and experience had been gained and that newer Board Members were bringing new skills and experiences.</p> <p>Areas with the most answers being excellent knowledge were:</p> <ul style="list-style-type: none"> • Monitoring performance and the achievement of planned outcomes (8) • Understanding of collective decision making (9) <p>Area with most answers being no knowledge was:</p> <ul style="list-style-type: none"> • Chairing a Board/Committee (3) <p>Areas with most answers being limited knowledge were:</p> <ul style="list-style-type: none"> • Accountancy and Finance (8) • Estates and Property (8) • Audit Strategy & Management (7) <p>It was confirmed that all Board Members were offered a range of training opportunities on a rolling basis, to encourage skills gaps to be filled.</p> <p>Recruitment of new Board Members was due to commence in spring term 2026, to recruit two new Board Members to fulfil specific roles:</p> <ul style="list-style-type: none"> • Chair of the Audit & Risk Committee • Chair of the Curriculum, Quality & Standards Committee <p>RESOLVED: The Skills Audit was noted and it was agreed that the next Skills Audit would take place in autumn 2026.</p>	
008-2526	<p>BOARD MEMEBR TRAINING</p> <p>The Director of Governance provided an update on training completed by Board Members during the autumn term 2025. Details were recorded at relevant committees, but it was noted that there had been excellent engagement.</p>	
009-2526	<p>ANY OTHER BUSINESS</p> <p>No items of any other business were noted.</p>	
010-2526	<p>EVALUATION</p> <p>It was noted that the committee had completed the required activities.</p>	
011-2526	<p>DATE OF NEXT MEETING</p> <p>It was noted that the next Search & Governance Committee meeting would be held on 24 February 2026, via Teams.</p>	
012-2526	<p>CONFIDENTIALITY</p> <p>No items were confirmed as confidential.</p>	