

THE BOURNEMOUTH AND POOLE COLLEGE

PART A MINUTES OF THE SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON 21 OCTOBER 2024

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

PART A

001-2425	APOLOGIES FOR ABSENCE No apologies for absence were received.	
002-2425	DECLARATIONS OF INTEREST There were no declarations of interest noted.	
003-2425	MINUTES OF LAST MEETING & MATTERS ARISING The minutes of the Search & Governance Committee meeting held on 14 May 2024 were confirmed as an accurate record. RESOLVED: The committee approved the minutes of the meeting held on 14 May 2024.	
004-2425	College Governance For resolution: To discuss the following: i) External Board Review - Report and Action Plan The External Board Review report was presented to the committee by the Director of Governance. The overall conclusion on Board effectiveness was that there was strong evidence that the Board was highly proficient and consistently impacts positively on college strategy, effectiveness, and outcomes. There were a number of operational recommendations and an Action Plan was in place, which addressed all of these. It was confirmed that the report and the action plan had been discussed at the Board strategy day and that these would be monitored over the coming year. ii) Terms of Office – Benchmarking	

	<p>A recommendation from the External Board Review was to reflect on the arrangements for terms of office, to enable Board Members to routinely to serve for a longer period overall, in line with AoC recommendations. The intended outcome was to changes the terms of office to reduce the recruitment burden.</p> <p>The Governance Professional presented the benchmarking which confirmed that following a review of ten FE College Standing Orders online – all had an initial term of office of four years, with the option to extend for a second term. Nine of the colleges stated that eight years was the maximum, one stated that a third term could be agreed - only if a specific skills shortage was identified.</p> <p>Two options were presented:</p> <ul style="list-style-type: none"> • Option 1 – 3 x 3 years (9 years maximum) • Option 2 – 2 x 4 years (8 years maximum) <p>The committee reviewed the benchmarking and agreed that option 2, 2 x 4 years would be best, and this was the sector norm. It was also agreed to set a 12-year upper limit. It was agreed that this proposal would be presented to the Board of the Corporation on 12 December 2024, for approval.</p> <p>For Board Members currently in post, there would be no change to their appointment/term of office, however adjustments could be made on re-appointment, to allow existing Board Members to serve for the standard eight years.</p> <p>iii) Governance SAR Data 2022/23 – Draft</p> <p>It was confirmed that due to the External Board Review being completed in 2023/24, a full governance SAR was not required for 2023/24. However key governance data had been captured and an example report was presented to the committee. It was agreed this was a useful snapshot and this would be finalised and presented to the Board at the meeting on 12 December 2024.</p> <p>iv) AoC Code of Good Governance Compliance – Draft</p> <p>The Director of Governance presented the draft compliance check against the new AoC Code of Good Governance. This was continuing to have examples and evidence added to and would be presented to the Board on 12 December 2024.</p> <p>RESOLVED: The committee received the updates and it was agreed to recommend the changes to the Terms of Office, to the Board for approval.</p>	
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005-2425	<p>Board & Committee Membership</p> <p>The committee reviewed the Board & Committee Membership and noted /discussed the following:</p> <p>Staff Board Member</p> <p>The current Staff Board Member, Fran Bove, was currently in post (2-year appointment October 2023 – October 2025).</p> <p>Following the External Board Review, it was recommended that the Staff Board Member term of office be extended to three years, therefore Fran Bove’s term of office would be extended for one year to run until October 2026. The Staff Board Member is elected by staff; therefore, this change would be communicated to staff via the teamhub. Future Staff Board Members would be appointed for a three-year term.</p> <p>The committee discussed the recommendation that one additional Staff Board Member should be recruited in the new year 2025. This would mean that in future, there would always be two Staff Board Members in post.</p> <p>These changes would be presented to the Board for approval.</p> <p>The following items were noted by the Search & Governance Committee:</p> <p>Student Board Members</p> <p>Two new FE Student Board Members had been recruited: Tara Faloon and Alistair Blackmore-Wells. Induction sessions with the Governance Professional and via AoC had taken place early in the autumn term. The Student Board Members had also been offered the chance to attend the AoC Conference in Birmingham in November, however both were unable to attend, due to college commitments.</p> <p>Independent Board Members</p> <p>Recruitment of new Independent Board Members was completed via Peridot (during summer term 2024), and the following appointments were noted:</p> <ul style="list-style-type: none"> • Rachel Trickey – from 1 September 2024 • Professor Elizabeth Mytton – from 1 September 2024 • Kim Welsh – from 1 December 2024 • Dr Neelam Parmer – from 1 December 2024 <p>The following re-appointments were noted:</p> <ul style="list-style-type: none"> • Sadie Wetherell and Saba Rubaei had both been appointed for a second term (Sadie Wetherell to 31/08/2027 and Saba Rubaei to 31/10/2027) • Sue Wellman has been re-appointed from 1 March 2024 to 31 July 2025, to support succession planning • David Ford has been re-appointed until 31 August 2026, to support succession planning 	
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	<p>Committee Membership</p> <ul style="list-style-type: none"> • Sue Wellman has taken on the role of Chair of the Curriculum Committee • Professor Elizabeth Mytton and Rachel Trickey – would be joining the Curriculum Committee • Ian Jones had taken on the Chair role for the Search & Governance Committee and the Remuneration Committee <p>Project Group Membership</p> <ul style="list-style-type: none"> • It was noted that the Estates Project Group had been disbanded (summer 2024) and all members have been informed. Estates matters would be covered now via the Finance & Resources Committee • It was noted that the Commercial Project Group would be changed to a formal Committee, the details and membership for this were still to be finalised <p>Lead Board Members:</p> <p>Safeguarding Lead</p> <ul style="list-style-type: none"> • Professor Elizabeth Mytton (an initial induction/briefing session with Lloyd Perry, Debbie Smith and Ali Leaverland had taken place on 1 October 2024) <p>SEND Lead</p> <ul style="list-style-type: none"> • Rachel Trickey (an initial induction/briefing session with Lloyd Perry had taken place on 30 September 2024) <p>Careers Lead</p> <ul style="list-style-type: none"> • Sadie Wetherell (an initial induction/briefing session with Lloyd Perry and Pippa Allner had taken place on 2 September 2024) <p>Skills Lead</p> <ul style="list-style-type: none"> • Sharon Jones <p>Equality & Diversity Lead</p> <ul style="list-style-type: none"> • Ian Jones <p>Sustainability Lead</p> <ul style="list-style-type: none"> • John Dale <p>RESOLVED: The Committee noted the Board and Committee Membership arrangements for 2024/25.</p>	
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006-2425	<p>BOARD MEMBER ATTENDANCE</p> <p>Individual Board Member attendance was presented and it was noted that this had been excellent during 2023/24.</p> <p>The following overall data and sector benchmarking was noted:</p> <p><u>Bournemouth and Poole College data 2023/24</u></p> <ul style="list-style-type: none"> • BPC Board Attendance: 82% • BPC Committee Attendance: 95% • BPC Board and Committee Attendance: 89% <p><u>National Sector data - for FE Colleges 2023/24</u></p> <ul style="list-style-type: none"> • Sector Board and Committee Attendance – 82% (average for 69 colleges) • Range of attendance rates across the 69 colleges: lowest - 67% and highest – 97% <p>RESOLVED: The Committee noted the BPC attendance levels, which were above the sector average.</p>	
007-2425	<p>SKILLS AUDIT</p> <p>The committee received the Skills Audit from 2023 – which was the last time the full exercise had been completed.</p> <p>It was confirmed that skills of current Board Members had been reviewed in some detail during the spring term 2024, whilst working with Peridot on the Board Member Recruitment Campaign.</p> <p>The Skills Audit would be completed again during 2025, following the appointment of the four new Board Members.</p> <p>RESOLVED: The Skills Audit was noted and it was agreed that the next Skills Audit would take place during 2025.</p>	
008-2425	<p>ANY OTHER BUSINESS</p> <p>No items of any other business were noted.</p>	
009-2425	<p>EVALUATION</p> <p>It was noted that the committee had completed the required activities.</p>	
010-2425	<p>DATE OF NEXT MEETING</p> <p>It was noted that the next Search & Governance Committee meeting would be held on 25 February 2025, via Teams.</p>	
011-2425	<p>CONFIDENTIALITY</p> <p>No items were confirmed as confidential.</p>	