

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

SEARCH COMMITTEE

MINUTES OF A MEETING HELD ON THURSDAY 21 MARCH 2024

Membership (5):	*	Pamela Woolgrove	External Member	Chair
	*	Anthony Bravo	Principal	
	*	Steve Fussey	External Member	
	*	Mike Howe	External Member	
		Adam Lupton	External Member	
Quorum:		3 Members required	4 present	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	v	Julie Dougill	External Board Review Consultant	
Present at Meeting:	*			
Via video link	v			

PART 1 – NON-CONFIDENTIAL MATTERS

(5.07pm)		ACTION
336.	<p>APOLOGIES/WELCOME</p> <p>None received.</p> <p>Julie Dougill was welcomed to the meeting. It was noted that Julie was undertaking the External Board Review and was joining the meeting as an observer.</p>	
337.	<p>ELECTION OF CHAIR OF THE SEARCH COMMITTEE</p> <p>The Clerk advised that the Term of Office for the Chair of the Search Committee had expired on 15 March 2024. He called for nominations. One nomination was received.</p> <p style="text-align: center;">It was RESOLVED that Pamela Woolgrove be elected Chair of the Search Committee for a two-year term of office commencing 21 March 2024. (Proposed by Mike Howe, Seconded by Steve Fussey)</p>	
338.	<p>DECLARATION OF INTERESTS</p> <p>There were no Declarations of Interest advised.</p>	

339.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the meeting held on 14 June 2023 were confirmed as a correct record and were signed by the Chair of the Search Ctte.</p>	
340.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>There were no Matters Arising discussed that were not due to be considered elsewhere on the agenda.</p>	
341. (5.10pm)	<p>MEMBERSHIP OF THE CORPORATION</p> <p>A written report was received and considered.</p> <p>1. Current Vacancies</p> <p>It was noted that there were three External Member vacancies: vice Joy Bibby, Anne Millar and Barry Smith.</p> <p>2. Re-appointment of Current Members</p> <p>It was noted that Terry Clarke's (Staff Member) term of office was due to expire on 31 March 2024. The Clerk had sought nominations from the staff of the College. One nomination had been received, for Terry Clarke to be re-appointed for a further term. The Clerk advised that Terry's re-appointment would be considered formally at the Corporation meeting on 27 March 2024.</p> <p>3. Potential New Members</p> <p>The Principal advised that he would raise again with the University of Portsmouth (UoP) the potential for them to nominate a representative of theirs to serve on the Corporation. However, he advised further that UoP was in the process of making a number of reductions he would also speak with the newly appointed Vice Chancellor at the University of Winchester to see if they would consider making a nomination. He would also raise the matter with the Head teachers of local secondary schools to see if there were any potential candidates to represent the College's feeder schools.</p> <p>It was noted that following a number of enquiries there had been no potential new members identified from the Hampshire Chamber of Commerce or the Surrey Chamber (that covered the Basingstoke area). However, the Principal highlighted that there could be potential new members from the recently formed Hampshire 2050 group and that he would make further enquiries.</p> <p>In addition, the Principal advised that he had also been in contact with Jamie McKay (LSIP), and that following some structural changes it was possible he could now be considered for possible membership. He (the Principal) would also have a further chat with Gemma Baker (AoSEC). It was stressed the need to seek a potential new member who was from a large business based in the Basingstoke area.</p> <p>4. ESFA Workforce and Governor Data Collection 2023</p> <p>The Clerk highlighted the responses of the BCoT Members to the Workforce Data survey and compared it with the national data. It was noted that the BCoT Corporation members compared favourably with the national data. However, the ethnic grouping of the BCoT membership was better than the national position.</p>	<p>Clerk</p> <p>Principal</p> <p>Principal</p>

<p>341. (cont)</p>	<p>5. Terms of Office</p> <p>It was noted that Kevin Croombs term of office was due to expire in October 2024 and Pamela Woolgrove's in Dec 2024.</p> <p>With regards to the number of terms of office served by the current (16) Members, it was noted that 6 Members were on their first term, 5 on their second, and the remainder (5) on their third or more. The Ctte was satisfied that this gave a good spread of experience, knowledge, and skills across the whole Board.</p>	
<p>342. (5.37pm)</p>	<p>CORPORATION'S SELF-ASSESSMENT RETURNS (SAR) 2023</p> <p>A written report was received and considered. The Clerk took the Ctte through the report. He highlighted the general comments made against each section of the SAR.</p> <p>In particular, the Clerk advised that it had been suggested by some Members that the strategic direction of the College should be reviewed. It was noted that a new five-year Strategic Plan was due to be developed in 2025 and would be considered at a future Development Day for formal consideration by the Corporation in 2025.</p> <p>It was also noted that a comment had been made regarding the need to review risk management more regularly [<i>Clerk's Note: considered in detail at every meeting of the Audit Ctte</i>]. The Clerk was requested to ask the DPFR to update the Corporation on the top 5 risks at either the next Corporation meeting or the July 2024 meeting.</p> <p>There had also been some comments regarding the need to strengthen the induction process, and that the 'buddy system' also needed to be refreshed.</p> <p>The Search Ctte also noted that the Corporation's SAR would best be considered at the Development Day alongside the outcome of the External Board Review as there would be a number of similar matters raised during both exercises.</p>	<p>Clerk</p>
<p>343. (5.42pm)</p>	<p>REVISED CODE OF GOOD GOVERNANCE (2023)</p> <p>A written report was received and considered. The Clerk advised that the Code of Good Governance (COGG) had been revised by the Association of Colleges in 2023 and was presented to the Search Ctte and Corporation for adoption. He advised further that the original COGG was first adopted by the Corporation in 2016. Since then, the AoC has undertaken several reviews, culminating in the 2023 version. It was noted that the revised COGG was centred around six Governance Principles:</p> <ul style="list-style-type: none"> • Determination of organisational aims and strategic oversight. • Responsibility and accountability. • Leadership and integrity. • Collaboration and stakeholder engagement. • Regulatory compliance. • Board and organisational effectiveness. <p>In reviewing the COGG the Search Ctte re-iterated its view regarding the 'recommended practice' that "Governors should not normally serve for more than two terms (or a maximum of eight years)" in that the current membership of the Corporation covered a wide range of skills, experience, and knowledge, that was accrued and developed during their individual terms of office. It was noted that such experience and knowledge was gained over a period of time and terms of office.</p> <p>It was noted that the Search Ctte also undertook a detailed review of each Member's re-appointment at the expiry of their individual terms of office, and made</p>	

<p>343. (cont)</p>	<p>recommendations to the Corporation as appropriate. It was noted that there was a regular turnover of Members, and that this brought new skills and experience to the Board on a regular basis.</p> <p>It was proposed that the Corporation review the revised Code of Good Governance at the next Development day.</p>	
<p>344. (5.55pm)</p>	<p>COMMITTEE MEMBERSHIP 2024/25</p> <p>The Chair of the Corporation advised that Martin Slatford had requested if he could move to serve on the Curriculum & Quality Ctte. He (the Chair) suggested that other Members might wish to serve on other committees and that he would raise this matter at the next Corporation meeting.</p>	<p>Chair of Corp</p>
<p>345.</p>	<p>DATE OF FUTURE MEETINGS <i>[Meetings commence at 3.00pm unless stated]</i></p> <p>Wednesday 12 June 2024 Wednesday 27 November 2024 Wednesday 12 March 2025 Wednesday 11 June 2025</p>	
<p>(6.00pm)</p>	<p>Meeting closed</p>	

<p>Confirmed as a Correct record:</p>		<p>12 June 2024</p>
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