

## NOMINATIONS COMMITTEE

Minutes of the meeting of the Nominations Committee held on Wednesday 12 August at 11.30am  
via MS Teams

ITEM	MINUTE
Present:	Elaine Acaster (Chair) Virginia Grant David Peace
In Attendance:	Ingrid Earp (Board Secretary)
<b>01/20</b>	<b>Chair's Opening Remarks</b>  The Chair thanked everyone for attending.
<b>02/20</b>	<b>Apologies for Absence</b>  Apologies for absence were received from Bryan McGrath.
<b>03/20</b>	<b>Approval of Minutes of Previous Meeting</b>  The minutes of the meeting held on 30 August 2018 were agreed as a true and accurate record.
<b>04/20</b>	<b>Matters Arising</b>  All actions are complete. Although there is still need of a Board member from either a local employer, a key regional sector or with an under-represented characteristic.
<b>05/20</b>	<b>Declaration of any Conflicts of Interest</b>  There were no declarations of any Conflicts of Interest.
<b>06/20</b>	<b>Paper A - Recruitment of Board Members</b>  The Board Secretary talked through the paper briefly to say that with Jane Gaddie stepping down, and Sara Shinton's term of office ending the Board is now short of members going forward and that the discussion today should inform the recruitment process in terms of the key skills required on the Board and agree the draft timetable for the process.  During May a Skills Audit was carried out and it is clear that one of the major areas that the Board is lacking in expertise in is within health and social care which is a significant area in the College curriculum. Accounting and audit is another area where the skills are required, as is rural heritage and tourism. The Committee suggested that property experience could be another area that would benefit from further expertise on the Board.

	<p>The Committee agreed that health and social care, accounting and audit and rural heritage and tourism would be the priority areas for recruitment with property experience being a bonus.</p> <p>Action on VG to send through an email with her notes on rural heritage and tourism. <b>ACTION: VG</b></p> <p>Discussion took place regarding recruitment of Board members from groups that are currently underrepresented. The Board Secretary had collated some groups that the advert could be sent out to and all Board members would be encouraged to circulate it on their LinkedIn pages where the number of contacts is significant. The Board Secretary has also been in contact with Changing the Chemistry, an organisation that has helped a number of colleges improve the outreach of their Board recruitment campaigns and it is likely that we will use them too. Unfortunately because of the current situation it is not likely that we will be able to hold an open event in the College for people interested in joining the Board so outreach is even more important.</p> <p>The Chair and Board Secretary will work on the advert and send drafts of it, as well as the application pack to Committee members and the Principal.</p> <p>Briefly, discussion also took place around a suitable external person to be invited on to the interview panel. It was agreed that a representative from the local business community would be a good idea – suggestions to the Board Secretary.</p>
07/20	<p><b>Paper B – Extension of Liz Parkes’ term of office</b></p> <p>When Liz’s tenure was extended Liz felt she could only commit to two years at that time because of work commitments but now feels she could do the additional two years after her current tenure ends in early 2020. The Committee agreed that Liz is a valued member of the Board and agreed that the extension should be processed through the appropriate channels.</p> <p>Action on Board Secretary to do this at the appropriate time. <b>ACTION: IE</b></p>
08/20	<p><b>Any Other Business</b></p> <p>The Chair reported that David Johnson has been asked to sit on the Audit Committee as an interim measure until new Board members are recruited. David has agreed to this and the Committee welcomed the move.</p>
09/20	<p><b>Date of Next Meeting</b></p> <p>To be confirmed.</p>

Signed..... Signed .....

**Chairman** **Secretary**

**BORDERS COLLEGE**  
**NOMINATIONS COMMITTEE**

Actions from the  
Meeting of the Nominations Committee held on  
Wednesday 12 August 2020 at 11.30am via MS Teams

<b>Item</b>	<b>Action</b>	<b>Responsibility and Date</b>
06/20	Send email with thoughts on rural heritage and tourism representative on the Board.	V Grant
07/20	Proceed with the paperwork for extension of Liz Parkes' appointment for a further two years.	I Earp