

BOARD DEVELOPMENT COMMITTEE

MINUTE OF MEETING HELD ON 27 JANUARY 2025 AT 1600 HRS VIA TEAMS

Present:		
Caroline Stuart (CS) - Chair	Sharon Hodgson (SH)	Sue Irving (SI)
Susan McLellan (SM)	Jamie Ross (JR)	Honor Gibson (HG)
In attendance:		
Lorraine Grierson (LG) – Governance Professional	Mike O'Donnell (MO) (4.00 – 4.30 hrs)	
Apologies:		
Richard Nash (RN)	Claire McLean (CMc)	

1. Welcome and Apologies for Absence | Verbal | Chair C Stuart

- 1.1. The Chair welcomed everyone to the meeting and apologies were noted from C McLean, R Nash. The meeting was confirmed as quorate.

1.2 Declaration of Interest and Connections | Verbal | Chair C Stuart

- 1.2.1 The Chair reminded Members to indicate any declaration of interest or connection as appropriate throughout the course of the meeting. None were raised.

FOR APPROVAL

2. Minutes of Previous Meetings and Matters Arising

2.1. Minute of Meeting held 16 Sept 2024 | Paper 2.1 | Chair C Stuart

The members in attendance agreed that the minutes accurately reflected the record of the meeting.

2.2. Action Log | Paper 2.2 | L. Grierson

- 2.2.1. LG provided an update on the progress of current actions. Regarding action 1, nominations for Vice Chairs of Committees, it was agreed to postpone the delegation of vice chairs until after a further recruitment campaign and committees were settled.
- 2.2.2. **The Committee noted the Action Log.**

3. Board Member and principal Recruitment | Paper 3.1 | L Grierson

- 3.1 Mike O'Donnell joined the meeting as HR Representative to discuss the recruitment for the Principal's post.

- 3.2 Members considered the best approach and timeline for the recruitment process. After discussion, it was agreed to move forward with these quickly as potential external candidates would be required to give a notice period which could be up to 6 months.
- 3.3 It was agreed ... that the advert going live week commencing 3rd March and interviews scheduled for week commencing 24th March. This would hopefully allow for a new Principal to be in post for the start of the academic year.
- 3.4 An open recruitment process would take place.. An internal advert and package will be prepared with no need for a recruitment agency. MO to liaise with LG to prepare recruitment package and process.
- 3.5 It was agreed that a recruitment panel of 1 independent, 2 Non execs, Chair and MO.
- 3.6 **ACTION: LG to arrange a meeting with MO to discuss process and paperwork.**
4. Board Member Recruitment
- 4.1 LG advised the committee that 3 non-exec members will leave the board at the end of March which will reduce the number of Board members to 17 which is the minimum requirement. GB's 1 year extension would also come to an end at the end of March, however she has agreed to extend for a further year. This is considered a 3rd term, therefore a full open recruitment process will need to be carried out in line with the Ministerial Guidance for Board Appointments 2014.
- 4.2 ...
- 4.4 **ACTION: LG to arrange recruitment.**

FOR INFORMATION ONLY

5. **AOCB | Verbal | C Stuart**

- 5.1 There was no further business. The meeting was adjourned at 17.10 hours.

6. **Date of the Next Meeting | Verbal | C Stuart**

- 6.1 The date of the next meeting is scheduled for 4 June 2025.