

**Draft**



**Minutes of the Governors' Search & Governance Committee meeting held on 13 October 2021 in Boardroom**

**Present:**

David Brown  
David Meakin  
Guy Thomas  
Karen Buchanan  
Richard Thorley  
Gillian Bardin

**In Attendance:**

Simone Lomas  
Simon Jordan  
Joanne Weeks

**Apologies for absence:**

Jim Sutcliffe  
Paul Ragnall

**Declaration of Interest**

1 There were no declarations of interest noted.

**Minutes of the Committee meeting held on 12 May 2021**

2 The minutes of the meeting held on 12 May 2021 were accepted as a true record, proposed by Gillian Bardin and seconded by David Meakin.

**Matters arising from the minutes**

3 Paragraph 8; Simone Lomas advised Governors that the College process in terms of the bad debt collection had been exhausted and was now in the hands of the courts to pursue.

Paragraph 10; Simone Lomas explained that Annette Weekes had asked to postpone her interview for a position on the Governing Board until the new year for personal reasons.

Paragraph 13; Karen Buchanan confirmed that she had spoken to Fiona Lugiano and Louise Robinson in relation to the position of Vice Chair of the Curriculum and Standards Committee – Fiona Lugiano had expressed her wish to be considered for the position.

Paragraph 15; Simone Lomas confirmed that a report to review the Colleges Instruments and Articles of Governance and its alignment to the Code of Good Governance was presented at the Full Board meeting in October 2021.

Paragraph 16; Simone Lomas confirmed that the appointment process for staff Governors had been concluded with Gareth Jones and Luke Gott being the successful candidates.

## Attendance

- 4 Simone Lomas presented a paper outlining those Governors who had fallen below 66% attendance and the reasons for low attendance were considered. There was one Governor registering below 66%. This Governor has found it increasingly difficult to attend some of the meetings, due to work and family commitments as a result of the pandemic. Governors expressed their concern over the very low level of attendance from the Governor. It was noted that the Governor had been highly supportive outside of the Governor role advising the Assistant Principal 16-19 and University Education and being involved in the Senior Management appointment process. Attendance is discussed with each Governor in their appraisal, where it was acknowledged that their attendance required improvement.

Karen Buchanan offered to speak to the Governor to offer any support or arrangement to assist with their attendance.

**Action: Karen Buchanan**

- 5 A discussion in relation to different ways of working to support Governors to attend the Governor meetings took place, suggestions and experiences were detailed, with technology being a key issue. A system of individual SMT members hosting Governors who were joining the meeting remotely was agreed to be trialled.
- 6 Governors noted the position.

## Planning for the future

- 7 Simone Lomas presented the report advising that there are currently two external vacancies on the Board, following the resignation from Louise Robinson. Additionally, there is one Governor, Richard Robinson, whose term of office expires in December 2021. Richard has not indicated whether he would like to be considered for re-election at this stage. After discussion Governors requested that Simone Lomas contact Richard to establish his intentions. Following Richard's review Governors unanimously approved the re-appointment to the Governing Board for a further 4 years of office, if he wished to be re-considered. Richard had spoken about widening the scope of his remit on the Governing Board at his review. Governors asked for Richard to be approached about joining the Curriculum and Standards Committee along with his current role on the Audit Committee.

**Action: Simone Lomas**

- 8 Simone Lomas updated Governors on the recruitment position in relation to the Student Governors, explaining that the position of the Student Governor includes learner engagement at the highest level in the College. Simone advised that Jessica Holt has resigned from her role as Student Governor mid-term leaving Oscar Whittaker to undertake the role alone.
- 9 As the Term of Office for Student Governors is one year it was decided to continue to practice with one Student Governor until the end of the year, as the recruitment process was underway. Governors requested that 16 – 18 year old students from across the College should be in scope if they wished to apply for the position.
- 10 David Brown asked for Paul Ragnall to be reported as a member of the Accommodation Working Group on Table A.

**Action: Simone Lomas**

- 11 Governors noted the report.

## Governor Reviews

12 Simone Lomas introduced the report advising Governors of the reviews that had taken place along with those that were in scope. Governors requested for the remaining Governor to be contacted again to arrange a convenient time.

**Action: Simone Lomas**

13 David Brown and David Meakin conducted the reviews on a remote basis over a two-month period, there had been a series of useful and informative discussions that had led to the following outcomes:

- Mentoring for new Governors
- Rotating Committee Chairs with their Vice Chairs
- Consistent re-introduction of pre-Committee briefings for Chairs (and possibly another governor)
- Consider succession planning
- Reflect on possible routes to improving inclusiveness of the Board
- Consider how Governors could play a wider role on the Board
- Clear view that Governors value the current committee-based model and would definitely not support a move towards a monthly Board approach
- The existing Code of Conduct was regarded as perfectly fit for purpose.

The operational actions will be planned and arranged. The outcome relating to inclusiveness was discussed with ideas from across the Board noted and welcomed, they included considering active bondholder members, the new captain of the Burnley Football club (BFC) ladies team and working with the new BFC inclusivity manager.

**Action: SMT**

Approved by Chair, David Brown

Signed: David Brown

Date: 20 October 2021

NOTE: Final approval of the minutes will be at the following sub committee meeting.