

## CONFIDENTIAL ITEMS REMOVED

### Minutes of the Governors' Search & Governance Committee meeting held on 17 October 2018



**Present:** David Brown  
David Meakin  
Paul Ragnall  
Karen Buchanan  
Richard Thorley

**Contributed:** Jim Sutcliffe

**In Attendance:** Simone Lomas

#### **Apologies for absence**

Jim Sutcliffe

#### **Declaration of Interest**

1 There were no declarations of interest noted.

#### **Minutes of the Committee meeting held on 9 May 2018**

2 The minutes of the meeting held on 9 May 2018 were accepted as a true record, proposed by Jim Sutcliffe and seconded by Richard Thorley.

3 **Paragraph 9** – Paul Henderson and Guy Thomas had confirmed that they wished for their re-election to the board be considered.

4 **Paragraph 10** – Paul Ragnall will be observing the Curriculum and Standards Committee in November 2018, confirming his agreement to becoming Chair of the committee subject to the endorsement of the Governing Board at the meeting in December 2018

**Action: Simone Lomas & David Meakin**

5 **Paragraph 11** – Karen Buchanan presented a Curriculum Vitae to the Committee that had been received from the Deputy CEO of the awarding body Ascentis. Fiona Lugiano had expressed a verbal interest to join the Colleges Board. Karen asked Governors to consider the Curriculum Vitae and respond with their views. An interview panel including governors and the Principal would undertake an interview if a consensus was received.

**Action: Simone Lomas**

6 **Paragraph 12** – Gillian Bardin has been appointed to the Board and has joined the Curriculum and Standards Committee.

7 **Paragraph 13** - Simone Lomas presented draft copies of a new induction and interview process for Governor appointments along with a new Governor handbook for consideration and views. These were approved for future use.

#### **Attendance**

8 Simone Lomas presented a paper outlining those Governors who had fallen below 66% attendance and the reasons for low attendance were considered. There were four Governors registering below 66%. This had been discussed with each of the governors in their appraisal.

11 Aidan Worsley is currently undertaking a sabbatical with a view to returning to the Colleges Board.

12 Governors requested Simone Lomas establish the practice in other colleges in terms of the flexibility of the collation of attendance marks at Board and Committee meetings.

**Action: Simone Lomas**

13 Governors noted the position.

#### **Planning for the future**

14 Simone Lomas presented the report advising that there are currently three vacancies on the Board. Additionally, there are three Governors, Paul Henderson, Guy Thomas and Paul Ragnall whose terms of office expire in October 2018, December 2018 and January 2019. They have all advised that they wish to be considered for re-election. After discussion Governors unanimously approved the re-appointment of Paul Henderson, Guy Thomas and Paul Ragnall to the Governing Board for a further 4 years of office.

**Action: Simone Lomas**

15 The appointment process for the Vice Chair of the Curriculum and Standards Committee will begin once Paul Ragnall's position as Chair has been endorsed by the Board.

**Action: Simone Lomas**

16 Karen Buchanan was requested to seek interest for Business Governors from organisations that the College has links with and to request the new Themis Manager, Paul Sharples advocates the role of a Governor at the College whilst working with local businesses.

**Action: Karen Buchanan**

17 Governors noted the report.

**Governors' Code of Conduct**

18 Simone Lomas presented the amended version of the Code of Conduct, highlighting the changes that had been made to the document.

19 Governors requested that Simone make some additional changes to the guidance section of the paper.

**Action: Simone Lomas**