

## Minutes of the Governors' Search & Governance Committee meeting held on 13 May 2020



**Present:** David Brown  
David Meakin  
Paul Ragnall  
Jim Sutcliffe  
Guy Thomas  
Gillian Bardin  
Richard Thorley

**In Attendance:** Karen Buchanan  
Simone Lomas  
Simon Jordan  
Joanne Weeks

### Apologies for absence

1 There were no apologies noted.

### Declarations of Interest

2 There were no declarations of interest noted.

### Minutes of the Committee meeting held on 16 October 2019

3 The minutes of the meeting held on 16 October 2019 were accepted as a true record, proposed by Richard Thorley and seconded by Guy Thomas.

### Matters arising from the minutes

4 **Paragraph 11** – Karen Buchanan confirmed that she continued to seek interest for a Business Governor whilst she built relationships with local and national stakeholders. Governors felt that the current position with 19 Governors appointed to the board was successful and fit for purpose.

5 **Paragraph 13** – Simone Lomas confirmed that Gillian Bardin had been keen to join the Search and Governance Committee and was in attendance at this meeting.

6 **Paragraph 14** – Karen Buchanan confirmed that she had spoken to Paul Henderson in relation to his sabbatical. Paul had confirmed that he would like to return.

### Complaints registered at Board Level

7 Joanne Weeks informed the Committee that there had been no formal complaints registered against the Board or Corporation between 1 May 2019 and 30 April 2020, and that no complaints had been made to the Governing Board in the same period.

8 Governors noted the position.

## Planning for the future

- 9 Simone Lomas presented the report advising that there is currently 1 vacancy on the Board. As had been previously noted, Governors agreed that the current position with 19 Governors elected to the Board was proving successful.
- 10 Simone updated Governors on the recommendation that the Office for Students (OfS) were placing on Governing Boards in relation to their Terms of Office; that Governors should only hold their position for 2 Terms of Office.
- 11 Karen noted that after a conversation with Nicola Dandridge from the OfS Karen would put in writing the reasons behind the College's Governance arrangements.
- 12 Karen Buchanan updated the Committee on the contacts she continues to make with local organisations and how they had expressed an interest to engage with the online courses that had been written and developed by the staff of the college. The new Infection Control course has proven to be extremely successful, with local companies ensuring all of their employees undertake the course before returning to work. Karen also informed the Committee of the situation with Safran; the announcement of 250 redundancies had recently been made. Governors were keen for Louise to continue on the Governing Board and would review the position at the next Search and Governance meeting.
- 13 The Committee unanimously approved the extension of the staff Governors, Humera Khan and Keeley Seamans for a further year and agreed that it would ensure robustness and continuity over the challenging period ahead.
- 14 A discussion in relation to the appointment of a Vice Chair to the Curriculum and Standards Committee took place, it was agreed to continue with the current practice with either the Chair or Vice Chair of the Board deputising for the Chair of the Curriculum and Standards if the need arises.
- 15 Governors noted the report.

## Governors Code of Conduct

- 16 Simone Lomas presented the updated Code of Conduct. Recent suggestions from Governors to amend sections of the document had been made and highlighted for consideration. Governors unanimously approved the Governors Code of Conduct and agree that it should be reviewed annually.

Approved by Chair, David Brown

Signed: Approved via email      Date: 16 June 2020

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