

## Minutes of the Governors' Search & Governance Committee meeting held on 11 May 2022

### Present:

David Brown  
David Meakin  
Guy Thomas  
Karen Buchanan  
Gillian Bardin

### In Attendance:

Simone Lomas  
Simon Jordan  
Joanne Weeks

### Contributed:

Richard Thorley  
Jim Sutcliffe

### Apologies for absence

- 1 There were no apologies noted

### Declaration of Interest

- 2 There were no declarations of interest noted.

### Minutes of the Committee meeting held on 23 February 2022

- 3 The minutes of the meeting held on 23 February 2022 were accepted as a true record, proposed by David Meakin and seconded by Gillian Bardin.

### Matters arising from the minutes

- 4 Paragraph 8; Simon Jordan explained that the SMT, along with managers of the College, are regularly involved in networking events and actively search for prospective Governors.

**Action: SMT**

- 5 Paragraph 9; Simone Lomas confirmed that she had spoken to Richard Robinson who had advised that he was happy to take up the position of Vice Chair of the Audit Committee but was not able to commit to an additional role on the Curriculum and Standards Committee at this stage. Kate Quinn had confirmed that she was happy to join the HR Committee as Vice Chair.
- 6 Paragraph 14; Simone Lomas explained that the External Review of Governance would be covered in Appendix B.
- 7 Paragraph 17; Simone Lomas confirmed that the meeting had taken place to discuss the External Review of Governance and the Equality, Diversity and Inclusion agenda and would be presented in Appendix B.

## Complaints registered at Board Level

- 6 Joanne Weeks informed the Committee that there had been no formal complaints registered against the Board or Corporation between 1 May 2020 and 30 April 2021. One complaint has been made to the Governing Board in the same period, the complaint was referred back to the College's complaints procedure, which was followed, without the need to escalate it to the Governing Board.
- 8 Joanne updated Governors of the current position in terms of the vexatious litigant who had not paid the £2500 legal fee that he had been ordered to pay to the College following the court case. Joanne advised Governors of the option to apply for an order through the courts to establish whether it is worthwhile taking an enforcement step.
- 9 Governors asked that the College apply for the order through the courts.

**Action: Simone Lomas**

## Planning for the Future

- 10 Simone Lomas presented the report advising that there are currently three external vacancies on the Board.
- 11 Annette Weekes, a potential Governor who had expressed an interest to join the Board, had requested to postpone the interview but was still keen to be considered.
- 12 Governors were happy with the suggestion to appoint David Shorrocks on a consultancy basis to advise the Board and Senior Management Team on Health and Safety at a Strategic level as an interim measure.
- 13 Simon Jordan mentioned approaching key people including the Chair of the LEP or Howard Hamilton-Smith from Burnley Borough Council. Discussions around the need to recruit Governors with accountancy credentials to bolster the Audit Committee and to consider the possibility of someone from the education sector to support the Curriculum and Standards Committee.
- 14 Simone Lomas advised Governors of the current position in relation to the External Review of Governance; that the guidance is still under review and Reviewing Organisations yet to be approved. Governors requested that Simone keeps a close eye on the Self-Assessment tool that is due to be published and any new or updated guidance.

**Action: Simone Lomas**

- 15 Simone Lomas advised that plans were in place for the Governor recruitment process to align with the robust staff recruitment process that the College deploys.

## Governors Code of Conduct

- 16 Simone Lomas presented the updated Code of Conduct. The introduction had been amended to include up to date information in relation to national awards and the developments that the College has undertaken in terms of the curriculum and the physical aspects, along with the inclusion of current photographs.
- 17 Governors unanimously approved the Governors Code of Conduct.

Approved by Chair, David Brown

Signed: David Brown

Date: 20 June 2022

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