

**Draft**

**Minutes of the Governors' Search & Governance Committee meeting held on 8 May 2024**

**Present:** Gillian Bardin - Chair of Search Committee and Vice Chair of Board  
David Brown - Chair of Board  
Jim Sutcliffe - Chair of Audit Committee  
Karen Buchanan - Principal  
Richard Thorley - Vice Chair of Finance Committee  
Steve Wilkinson - Vice Chair of Curriculum and Standards

**In Attendance:**

Simone Lomas - Clerk  
Kate Wallace - Deputy Principal  
Stuart Arnfield - Director of Finance  
Joanne Weeks - Deputy Clerk

This was Gillian Bardin's first meeting as Chair. Gillian welcomed Steve Wilkinson to his first meeting of this committee.

**Apologies for absence**

1 Guy Thomas.

**Declaration of Interest**

2 There were no declarations of interest noted.

**Minutes of the Committee meeting held on 11 October 2023**

3 The minutes were accepted as a true record, proposed by David Brown and seconded by Jim Sutcliffe.

**Matters arising from the minutes**

4 Paragraph 11 – the Clerk explained that the Governors attendance rates are high in comparison to reports from other colleges, although there is no data published to make formal comparisons.

5 Paragraph 16 – the Clerk advised that a new Chair and Vice Chair of the Board have been appointed following David Meakin's retirement from the Board.

**Planning for the Future**

6 The Clerk presented the report advising that there is currently one external vacancy on the Board, based on our Board membership of up to 20 members.

7 Governors discussed the position in relation to current and future vacancies on the Board. Anita Wright has recently resigned from the Board due to work commitments. A meeting is taking place with the Principal and the Chief Executive Officer of Burnley Borough Council in June where it was agreed for the Principal to discuss the governor vacancy. Gillian also mentioned the possibility of past students who have moved back into the area to be considered.

**Action: Principal**

8 Curtis Wilson is leaving the College at the end of May 2024 to work in Manchester which will leave a vacancy for a support staff governor. It was agreed to start the process to find a suitable replacement on the Board.

**Action: Clerk**

9 Gerald Grigg's resignation has resulted in a vacancy, in relation to the Higher Education (HE) lead. The Chair and Vice Chair interviewed a potential governor, Vikki Goddard, on Friday 3 May. Both David and Gillian were impressed with Vikki's experience and believed she would bring a wealth of knowledge to the role. Governors unanimously agreed for the Clerk to invite Vikki to observe the Curriculum and Standards Committee on Wednesday 15 May 2024 and to present a paper to the June Board to ratify Vikki's position on the Board.

**Action: Clerk**

10 Discussion took place on the remaining Independent Governor vacancy on the Search and Governance Committee (subject to Vikki Goddard's appointment) and it was agreed to defer the decision due to the recent re-organisation of the Board and for the Clerk to include this in her report at the October Search and Governance Committee.

**Action: Clerk**

11 The External Review of Governance recommendations were discussed at the Strategic Planning Event in May and it was agreed for the Principal to present a report and action plan to the June Board.

**Action: Principal**

### **Governors Code of Conduct**

12 After a request from this Committee in May 2023 to streamline the Code of Conduct, an exercise to action this and align the values with the College Charter was undertaken at the Strategic Planning Event. Feedback from the Event was positive with some suggestions which have now been incorporated.

13 Governors unanimously approved the Governors Code of Conduct.

Approved by Chair, Gillian Bardin

Signed: Gillian Bardin

Date: 17 June 2024

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