

**Draft**



**Minutes of the Governors' Search & Governance Committee meeting  
held on 9 October 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  
Guy Thomas – Chair of Finance Committee

**In Attendance:**

Simone Lomas - Clerk  
Kate Wallace - Deputy Principal  
Stuart Arnfield - Director of Finance and Resources

**Apologies for absence**

Steve Wilkinson - Vice Chair of Curriculum and Standards

**Declaration of Interest**

1 There were no declarations of interest noted.

**Minutes of the Committee meeting held on 8 May 2024**

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

**Matters arising from the minutes**

- 3 Paragraph 4 – the Principal confirmed that she had spoken with Annette Weekes in relation to her attendance and will report back in Appendix A.
- 4 Paragraph 8 – the Principal confirmed that she had spoken with the Chief Executive Officer of Burnley Borough Council, Lukman Patel, the outcome will be reported as part of Appendix B.
- 5 Paragraph 9 – the Clerk advised that the new Staff Governor, Richard Sanderson had been appointed and formally ratified at the Governing Board in June 2024.
- 6 Paragraph 10 – Vikki Goddard observed the Curriculum and Standards Committee in May 2024 in advance of her being ratified formally by the Board in June 2024.
- 7 Paragraph 11 – It was agreed that the Clerk contacts Paul Henderson to establish whether he would be interested in the Independent Governor position on the Search and Governance Committee.

**Action: Clerk**

- 8 Paragraph 12 – the Clerk confirmed that a report had been presented to the Board in June 2024 in relation to the outcome of the External Review of Governance. A further report had been presented at the Board meeting in October 2024 updating Governors of current progress.

### **Attendance**

- 9 Governors discussed the particular meetings that are included when measuring attendance rates. It was agreed that the Governing Board, all Committees including Search and Governance, Remuneration Committees and the Accommodation Working Group, the Governors Residential and Strategic Planning Event would all be included in the total measure of Governor Attendance.

**Action: Clerk**

- 10 Governors noted the position.

### **Planning for the Future**

- 11 Simone Lomas presented the report advising that there are currently two external vacancies on the Board, based on our Board membership of up to 20 members.
- 12 Governors discussed the position in relation to current and future vacancies on the Board. Richard Robinson has recently resigned from the Board due to work and personal commitments, leaving a vacancy on the Audit Committee. Stuart Arnfield advised that he would speak to a potential Governor who he believed would have the credentials to join the Board and Audit Committee, subject to the Governor Recruitment protocol.

**Action: Finance Director**

- 16 The Vice Chair of the Audit Committee would become vacant as a result of Richards resignation. Governors requested that the Clerk approaches David Tomlinson for him to consider the role.

**Action: Clerk**

- 17 Simone Lomas advised that the Chair and Vice Chair had interviewed Lukman Patel, Chief Executive of Burnley Borough Council as a potential Governor. They were both happy to recommend Lukman to join the College Board. A report will be presented at the Full Board meeting in December 2024 for Governors to ratify. Lukman will join either the Audit or HR Committee.

**Action: Clerk**

- 18 There is a vacancy on the Curriculum and Standards Committee. Jim Sutcliffe has previously advised of a potential Governor who the Board might wish to consider. Sharon Roscoe is the Chief Executive Officer of the Education Partnership Trust. Governors asked for the Chair and Vice Chair of the Board to meet with Sharon at all of their convenience.

**Action: Clerk**

- 19 Discussion took place on the remaining Independent Governor vacancy on the Search and Governance Committee. Governors requested that the Clerk approaches Paul Henderson.

**Action: Clerk**

- 20 Governors noted the governor update

Approved by Chair: Gillian Bardin

Signed: Gillian Bardin

Date: 21 November 2024

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