



# **BURY COLLEGE FURTHER EDUCATION CORPORATION**

## **MINUTES OF THE SEARCH COMMITTEE MEETING**

**HELD ON TUESDAY, 9 JUNE 2026**

Meeting Commenced : 5.00 p.m.  
Meeting Closed : 5.26 p.m.

**Present:**

|               |                            |
|---------------|----------------------------|
| Liaqat Ali    | Independent Member         |
| Charlie Deane | Principal                  |
| Chris Trees   | Independent Member – Chair |
| Martin Dyer   | Independent Member         |
| Mark Granby   | Independent Member         |

**In Attendance:**

|                   |                                                     |
|-------------------|-----------------------------------------------------|
| Peter Ryan        | Independent Member                                  |
| Joanne Greenhalgh | Executive Assistant to the Principal (Acting Clerk) |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>SC25/26.07</b> | <b><u>APOLOGIES FOR ABSENCE (ITEM 1)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                   | Apologies for absence were received from Naomi Sharples                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>SC25/26.08</b> | <b><u>DECLARATIONS OF INTEREST (ITEM 2)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                   | Peter Ryan declared an interest in item 5c – Corporation Membership.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>SC25/26.09</b> | <b><u>MINUTES (ITEM 3)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                   | The Minutes of the meeting held on 30 <sup>th</sup> September 2025 were approved and signed as a true and correct record.                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>SC25/26.10</b> | <b><u>MATTERS ARISING (ITEM 4)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                   | The Clerk presented the report and members noted there was one ongoing action relating to External Review of Governance recommendation 5iii – Consider introducing a maximum term of office, along with clear criterion for the circumstances in which exceptions will be applied.                                                                                                                                                                                                                         |
|                   | A meeting of the Committee to review of the length of Governor Terms of Office including appointment of Chair and Vice Chair Strategy will be scheduled for the Autumn 2026 Term.                                                                                                                                                                                                                                                                                                                          |
|                   | Members discussed introducing a % of governors for terms extended beyond the recommended two terms and also a member vote to approve 3 <sup>rd</sup> terms and beyond. It was agreed these points would be considered further at the Search Committee meeting in the Autumn Term                                                                                                                                                                                                                           |
|                   | It was <b>Resolved</b> that the contents of the report should be noted.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>SC25/26.11</b> | <b><u>GOVERNANCE (ITEM 5)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                   | <b><i>(a) Performance Review - Attendance Data 2024/25 and part year 2025/26</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                   | The Clerk presented the data as follows:<br><b>Attendance Data 2024/25</b><br>The Corporation has an attendance target of 75% and the percentage attendance at Board meetings in 2024/25 was 87% (89% in 2023/24). Overall attendance at the Corporation and Committees was 85% (88% in 2023/24). Attendance at Committee meetings was: Resources 76% (88% in 23/24), Audit 87% (93% in 23/24), Curriculum and Quality 86% (84% in 23/24), Search 60% (80% in 23/24) and Remuneration 83% (100% in 23/24). |

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|  | <p>From a survey of 77 (82 in 2023/24) General FE Colleges in 2024/25 the mean average attendance rate was 82% (82.19% in 2023/24) with a range of attendance rates from the lowest at 71% (67% in 2023/24) to the highest at 94% (97% in 2023/24).</p> <p><b>Part Year 2025/26</b><br/>Current part year 2025/26 Corporation and Committee attendance is 81% (part year 2024/25 90%).</p> <p>The Chair noted that the attendance figures were to be commended and a tribute to the dedication of governors serving on the Corporation's board.<br/>It was also noted that the Student Governor attendance this year had been poor to date and negatively affected overall attendance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|  | It was <b>Resolved</b> that the contents of the report should be noted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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|  | <b><i>(b) Skills Audit 2025 and Governor Membership Profile/Characteristics 2025</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|  | <p>The Clerk presented the report as follows:</p> <p><b>a) Skills Audit 2025 (Appendix A)</b><br/>Governors completed a skills audit in September 2025, the details and a summary of the results are included at Appendix A. It is clear that there is a good overall balance of skills to enable Members to fulfil their responsibilities.</p> <p>In order to strengthen governance capability within the Sector the ETF Governance Development Programme, Future Learn has been launched. Governors can sign up and register themselves on the platform, they will then have access to all the modules for free. A summary of the modules can be found at:<br/><a href="https://www.et-foundation.co.uk/professional-development/leadership-and-governance-programmes/governance-development-programme/">https://www.et-foundation.co.uk/professional-development/leadership-and-governance-programmes/governance-development-programme/</a></p> <p>The Corporation had agreed a Governor Development Policy in October 2024 and this was reviewed as part of an annually agreed cycle and approved by the Corporation at its meeting on the 14th of October 2025.</p> <p>Following discussion, it was noted that:</p> <ul style="list-style-type: none"> <li>• Another qualified accountant would be a useful addition to the board and also a member with Sustainability knowledge and skills given the prominence given this is a key area for growth in the UK's Modern Industrial Strategy – Invest 2035.</li> <li>• Members discussed advertising for Governors in professional journals, via linked in and Martin Dyer offered to reach out to his network.</li> </ul> <p><b>b) Governor Membership Profile/Characteristics (Appendix B)</b><br/>The Further Education Workforce (including Governance) Survey for the Academic year 2023/24 was published 9th May 2025. This survey collects data about governors from General Further Education Colleges (including tertiary colleges) and sixth form colleges, including designated institutions.</p> <p>The report provides comparisons between the national position and the College position in respect of Governors key characteristics in the following areas:</p> <ul style="list-style-type: none"> <li>• Constitution of the Corporation</li> <li>• Gender</li> <li>• Governors Length of Service</li> <li>• Ethnicity</li> <li>• Age</li> <li>• Declaration of Disability Status</li> </ul> <p>Members noted the College position against the national profiles.</p> |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|  | It was <b>Resolved</b> that the contents of the reports should be noted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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|  | <b><i>(c) Review of Corporation Membership</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|  | Peter Ryan withdrew from the meeting at 17:16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

The Clerk introduced the report which detailed Members terms of office that would end in 2025.

It was noted the Committee had agreed to meet in the Autumn term to further review Governors Terms of Office.

The Chair confirmed he had met with the 4 Independent Members whose term of office was due to end on the 31<sup>st</sup> of August 2026 and all had confirmed they would be happy to serve a further term of office.

Members also noted that an election process for the Staff Member – Academic had been implemented on the 1<sup>st</sup> of May 2026 with one nomination having been received for Syed Ali, the current incumbent, who had indicated he was willing to server for a further term of office.

Members considered the attendance and contribution that each Member had made to the Corporation and its Committees and agreed that the following recommendations be made to the Corporation:

|                |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Syed Ali       | Member of the Curriculum & Quality Committee | <p>Staff Member - Academic<br/>First appointed 01/09/2022 to 31/08/2026</p> <p>Syed is a Send Advisory Tutor at the College and is responsible for supporting all learners with a SEND disclosure to ensure they have a fair and supportive journey through their education at Bury College</p> <p>Syed had 90% attendance in 2024/25 and has 100% attendance to date in the current year.</p> <p>An election process was implemented on the 1<sup>st</sup> of May 2026. An email requesting nominations for the Staff Governor(Academic) vacancy was sent to all academic staff. 1 nomination was reived by the 12 noon deadline on the 8<sup>th</sup> of May for Syed Ali.</p> <p>Recommendation to reappoint for a further 4 years to 31/08/2030</p> |
| Rooman Fayyaz  | Member of the Curriculum & Quality Committee | <p>Student Governor<br/>First appointed 15/10/2025 to 31/08/2026</p> <p>Rooman has 43% attendance to date in the current year</p> <p>Rooman will leave the College at the end of the current academic year and a student Governor election process will be implemented in September 2026.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Phil Johnson   | Member of the Audit Committee                | <p>Independent Member<br/>First appointed 01/05/2009<br/>Latest appointment 01/09/2022 to 31/08/2026</p> <p>Phil had 100% attendance in 2024/25 and has 86% attendance to date in the current year.</p> <p>Phil is retired and is a former Managing Director with over 20 years as a senior manager at local firms involved in the manufacture of ventilation equipment.</p> <p>Recommendation to reappoint for a further 4 years to 31/08/2030</p>                                                                                                                                                                                                                                                                                                     |
| Jane Macdonald | Member of the Curriculum &                   | <p>Independent Member<br/>First appointed 02/09/2022 to 31/08/2026</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

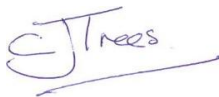
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|  |                                                                                                                                                                                                                                                                                                                                                                                                      | Quality Committee                 | <p>Jane is a Registered Nurse, with over 30 years employment in the NHS. Jane's current role is current role is Director of Learning and Development at the NCA for c.19,500 staff and leads on a range of work programmes including widening participation (e.g. T-Levels, cadets, interns), apprenticeships, vocational training, undergraduate trainee nurse associates, nursing, AHP and midwifery students.</p> <p>Jane has an educational interest in the use of technology enhanced learning (TEL) and the opportunity that digital innovation can bring to healthcare.</p> <p>Jane had 80% attendance in 2024/25 and has 75% attendance to date in the current year.</p> <p>Recommendation to reappoint for a further 4 year period to 31/08/2030</p> |  |
|  | Stephanie Nixon                                                                                                                                                                                                                                                                                                                                                                                      | Member of the Audit Committee     | <p>Independent Member<br/>First appointed 02/09/2022 to 31/08/2026</p> <p>Stephanie has worked in the education sector for more than 30 years (12 years in FE and 19 years in HE). Stephanie lives locally in Bury and is a committed advocate for the life opportunities FE can bring to local people.</p> <p>Stephanie had 78% attendance in 2024/25 and has 86% attendance to date in the current year.</p> <p>Recommendation to reappoint for a further 4 year period to 31/08/2030</p>                                                                                                                                                                                                                                                                   |  |
|  | Peter Ryan                                                                                                                                                                                                                                                                                                                                                                                           | Member of the Resources Committee | <p>Independent Member<br/>First appointed 01/09/2025 to 01/09/2026</p> <p>Peter has a wealth of experience in the Governance and HR field including Provision of Clerk to the Corporation Services at Bolton College from August 2010 to August 2017 and at Bury College from September 2017 to August 2025</p> <p>Peter has 100% attendance to date in the current year.</p> <p>Recommendation to reappoint for a further 3 year period to 31/08/2029</p>                                                                                                                                                                                                                                                                                                    |  |
|  | PR rejoined the meeting at 17:18                                                                                                                                                                                                                                                                                                                                                                     |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|  |                                                                                                                                                                                                                                                                                                                                                                                                      |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|  | <p>It was <b>Resolved</b> that:</p> <ol style="list-style-type: none"> <li>The contents of the report should be noted; and</li> <li>A recommendation be made to the Corporation on 7<sup>th</sup> of July 2026 that Syed Ali, Phil Johnson, Jane Macdonald and Stephanie Nixon be reappointed to 31<sup>st</sup> August 2030 and Peter Ryan be reappointed to 31<sup>st</sup> August 2029</li> </ol> |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
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|  | <b>(d) Search Committee Annual Statement and Policy 2025/26</b>                                                                                                                                                                                                                                                                                                                                      |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|  | Members reviewed the draft Search Committee Annual Statement and Policy 2025/26 and noted that there were no proposed changes to the Committee's Terms of Reference.                                                                                                                                                                                                                                 |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |

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|                   | <p><b>Following Discussion Members noted that:</b></p> <ul style="list-style-type: none"> <li>• Consideration would need to be given to quoracy at the Corporation meeting on the 7<sup>th</sup> of July 2026 when the appointment of Members agenda item was considered.</li> <li>• Shortlisting for the vacant Clerks post would take place on the 22<sup>nd</sup> of June 2026 with interviews to follow on the 2<sup>nd</sup> of July 2026.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                   | <p>It was <b>Resolved</b> that:</p> <ol style="list-style-type: none"> <li><b>The contents of the report should be noted; and</b></li> <li><b>The Search Committee Annual Statement and Policy 2025/26 is approved for submission to the Corporation.</b></li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>SC25/26.11</b> | <b>(e) External Review of Governance and Action Plan Update</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                   | <p>At the Corporation meeting held on 2<sup>nd</sup> July 2024 the External Review of Governance Action Plan was approved.</p> <p>On 30<sup>th</sup> September 2025 the Search Committee received an update on the outstanding item from the action Plan:</p> <p><b>Recommendation 5iii</b> - Consider introducing a maximum term of office, along with clear criterion for the circumstances in which exceptions will be applied.</p> <p>The External Review of Governance Action Plan V4 and the Search Committee meeting minutes and actions arising from the meeting on the 30<sup>th</sup> of September were subsequently reviewed by the Corporation at its meeting on the 14<sup>th</sup> of October 2025.</p> <p>The Chair confirmed he had held a series of one-to-one meetings with a number of Members since September 2025 to discuss this issue and that the Search Committee will meet in the autumn term 2026 to further review the position.</p> <p>Members noted that the next External Review of Governance will need to take place by March 2027. The previous review undertaken by Stoneking took place between October 2023 and February 2024. The process for selecting a reviewer for the next review will need to commence summer /autumn 2026 and will be added to the agenda for the Autumn 2026 Search Committee</p> |
|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                   | <p><b>It was Resolved that:</b></p> <ol style="list-style-type: none"> <li><b>The contents of the report should be noted; and</b></li> <li><b>The process for selecting a reviewer for the next External Review or Governance should commence Autumn 2026 and will be added to the agenda of the Autumn 2026 Search Committee</b></li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>SC25/26.12</b> | <b><u>DATE AND TIME OF FUTURE MEETINGS (ITEM 6)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                   | To be confirmed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>SC25/26.13</b> | <p><b><u>ANY OTHER BUSINESS</u></b></p> <p><b><u>SEARCH COMMITTEE TERMS OF REFERENCE (ITEM 7)</u></b></p> <p>A member highlighted that under the membership section of the Search Committee Terms of Reference, specifically section 3.1, states that the committee shall comprise:</p> <p><i>Where possible one person co-opted by the Corporation to represent the interests of the community and who is not a Member of the Corporation.</i></p> <p>Following discussion members agreed that this was not currently a beneficial requirement and it was agreed that the wording will be amended to replace 'Where possible' with 'Where necessary'</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                   | <p><b>It was Resolved that:</b></p> <ol style="list-style-type: none"> <li><b>The wording at section 3.1 of the Search Committee Terms of reference will be amended too:</b><br/> <b><i>Where necessary one person co-opted by the Corporation to represent the interests of the community and who is not a Member of the Corporation</i></b></li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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There being no further discussion the meeting closed at 5.27 p.m.

Signed and approved as an accurate record of the meeting

Signature



Date

23/09/2026

| Summary of Actions - Search Committee<br>9 <sup>th</sup> June 2026                       |                                                                                                                                                                                                                                                          |                    |                           |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------|
| Item                                                                                     | Action                                                                                                                                                                                                                                                   | Person Responsible | Timescale                 |
| SC25/26.11 Governance<br>5(c) Review of Corporation<br>Membership                        | A recommendation be made to the Corporation on 7 <sup>th</sup> of July 2026 that Syed Ali, Phil Johnson, Jane Macdonald and Stephanie Nixon be reappointed to 31 <sup>st</sup> August 2030 and Peter Ryan be reappointed to 31 <sup>st</sup> August 2029 | Clerk              | 7 <sup>th</sup> July 2026 |
| SC25/26.11 Governance<br>5(d) Search Committee<br>Annual Statement and<br>Policy 2025/26 | The Search Committee Annual Statement and Policy 2025/26 is approved for submission to the Corporation.                                                                                                                                                  | Clerk              | 7 <sup>th</sup> July 2026 |
| SC25/26.11 Governance<br>5(e) External Review of<br>Governance and Action<br>Plan Update | The process for selecting a reviewer for the next External Review or Governance should commence Autumn 2026 and will be added to the agenda for the next Search Committee in the Autumn 2026                                                             | Clerk              | Autumn 2026               |
| SC25/26.13 Any Other<br>Business<br>Search Committee terms<br>of Reference (item 7)      | The wording at section 3.1 of the Search Committee Terms of reference will be amended too:<br>Where <b>necessary</b> one person co-opted by the Corporation to represent the interests of the community and who is not a Member of the Corporation       | Clerk              | Autumn 2026               |