



BURY COLLEGE FURTHER EDUCATION CORPORATION

MINUTES OF THE SEARCH COMMITTEE MEETING

HELD ON TUESDAY, 9th MARCH 2021

Meeting Commenced : 5.00 p.m.
Meeting Closed : 5.57 p.m.

Present:

Liaqat Ali	Independent Member
Charlie Deane	Principal
Angela Davies	Independent Member
Peter Nicol	Independent Member - Chair
Chris Trees	Independent Member

In Attendance:

Peter Ryan	Clerk to the Corporation
Becky Tootell	Deputy Principal Curriculum, Quality and Standards

SC20/21.01	<u>APOLOGIES FOR ABSENCE (ITEM 1)</u>
	There were no apologies for absence.
SC20/21.02	<u>DECLARATIONS OF INTEREST (ITEM 2)</u>
	Chris Trees declared an interest in item 5d) when his reappointment was going to be considered.
SC20/21.03	<u>MINUTES (ITEM 3)</u>
	The Minutes of the meeting held on 10 th March 2020 were approved and signed as a true and correct record.
SC20/21.04	<u>MATTERS ARISING (ITEM 4)</u>
	The Clerk presented the report and confirmed that all actions had been implemented.
	It was Resolved that the contents of the report should be noted.
SC20/21.05	<u>GOVERNANCE (ITEM 5)</u>
	<i>(a) Performance Review – Attendance Data</i>
	The Clerk introduced the report and confirmed that the Corporation had an attendance target of 75% and the percentage attendance at Board meetings in 2019/20 was 78.57%. Overall attendance at Board and Committee meetings was 82.61%. Attendance at Committee meetings was: Resources 86%, Audit 93.33%, Curriculum and Quality 80%, Search 100% and Remuneration 100%.
	From a survey of 95 Colleges attendance rates in 2019/20 ranged from 63% to 96% with the average being 83.9%.
	Individual attendance was analysed and low attendance would be kept under review. This information would also inform the reappointments process.
	<i>(b) Governor Skills Audit 2020</i>
	The Clerk introduced the report and confirmed that Governors had completed a skills audit in September 2020. It is clear that there was a good overall balance of skills to enable Members to fulfil their responsibilities. In addition, the skills of the Board have been strengthened by the recruitment of new Members with Financial and Legal skills.
	It was commented that the next report could be enhanced by an average summary column.

(c) Governor Self-Assessment/Heath Check 2020

The Clerk introduced the report and confirmed that the Self-Assessment/Heath Check had been completed by Governors in August/September 2020. The summary report detailed the outcome, which was very positive. In addition to Members comments, notes of clarification had been added where required.

The Clerk outlined potential changes to governance that may result from the recent White Paper – Skills for Jobs. This could include the nomination of a senior independent member and an external review of governance every 3 years. Members considered that current governance arrangement, including the annual self-assessment/heath check of governance were effective but were anxious to ensure that that they did not become complacent. New initiatives that would enhance governance arrangements would always be welcomed.

Although governors were aware of the key issues facing the Collage an ongoing issue was to evaluate the impact of such challenges on staff and students. It was recognised that Staff and Student Governors played a key role in this. In addition, a number of governors were linked to specific areas of the College and were able to observe management processes such as performance review meetings. This assisted in holding the management team to account and provided assurance that what was reported to happen was actually in place.

It was noted that the next round of self-assessment reviews was due to be held soon and the Clerk would ask governors if they could attend one of the sessions. Governors would also be reminded that there was an open invitation to visit the College between meetings. As an example, 3 governors had agreed to visit the College, in the current week, to observe the testing arrangement that had been put in place.

Members discussed the potential of all members meeting individually on an annual basis with the Chair. It was recognised that this would place a high time demand on the Chair for potentially little evaluative impact. Current arrangements including the annual self-assessment/heath check of governance and the evaluation of each meeting were deemed to be effective. Members also had the opportunity to discuss any governance concerns with the Clerk.

It was **Resolved** that:

- a) **The contents of the reports should be noted; and**
- b) **The next round of self-assessment reviews was due to be held soon and the Clerk would ask governors if they could attend one of the sessions. Governors would also be reminded that there was an open invitation to visit the College and attend functions between meetings.**

(d) Review Membership

The Clerk introduced the report which detailed Members terms of office that would end in 2021. Members considered the attendance and contribution that each Member had made to the Corporation and agreed that the following recommendations be made to the Corporation:

Governor	Committee	Recommendation
Jamie Brown (Student Governor)	C&Q	Jamie will cease to be a student at the College in August 2021. Recommendation that a new student governor be sought in the summer term.
Peter Bury	Audit	Appointed 1 st September 2008 and overall attendance was 88.89%. in 2019/20 and 80% in the current year. Recommendation to reappoint for a further 4-year period to 31st August 2025.
Emily Cowburn	C&Q	Appointed 1 st September 2020 for a probationary year and overall attendance is 100%. Recommendation to confirm appointment to 31st August 2024.
Jade Glazer (Student Governor)	C&Q	Jade will cease to be a student at the College in August 2021. Recommendation that a new student governor be sought in the summer term.
Helen Hubert	C&Q	Appointed 12 th December 2017 and overall attendance was 40%. in 2019/20 and 60% in the current year. Helen had resigned from the Governing Body and a replacement with curriculum expertise should be sought.

	Jafar Iqbal	Resources	Appointed 31 st March 2020 for a probationary period. Overall attendance was 0% in 2019/20 (part year) and 17% in the current year. This falls below the 75% attendance target and Jafar accepts that currently he does not have to time to invest in the role. Recommendation a replacement be sought with financial skills.
	Chris Trees (Vice Chair)	C&Q Rem Search	Appointed 6 th June 2006 and overall attendance was 100%. in 2019/20 and 100% in the current year. This plays a key role in Chairing the C&Q and Remuneration Committees and takes the lead on monitoring improvements in Apprenticeship provision. Recommendation to reappoint for a further 4-year period to 31st August 2025.
	Lynne Vernon – Co-opted (C&Q)	C&Q	Appointed 7 th December 2014 and overall attendance was 80%. in 2019/20 and 100% in the current year. Lynne plays a key role as the Safeguarding lead and has recently moved from the Resources to the C&Q Committee. Recommendation to reappoint for a 3-year period to 31st August 2024.
	Daniel Weidenbaum – Co-opted (Audit)	Audit	Appointed 29 th September 1999 and overall attendance was 100%. in 2019/20 and 100% in the current year. Danny provides an external independent view on the work of the Audit Committee. Recommendation to reappoint for a 3-year period to 31st August 2024
	It was Resolved that: a) The contents of the report should be noted; b) The above recommendations be submitted to the Corporation on 23rd March 2021.		
SC20/21.06	<u>DATE AND TIME OF FUTURE MEETINGS (ITEM 6)</u>		
	To be confirmed.		

There being no further discussion the meeting closed at 5.57 p.m.

Signed and approved as an accurate record of the meeting

Signature

Date

Summary of Actions - Search Committee 9 th March 2021			
Item	Action	Person Responsible	Timescale
SC20/21.05 – (c) Governor Self-Assessment/Heath Check 2020	The next round of self-assessment reviews was due to be held soon and the Clerk would ask governors if they could attend one of the sessions. Governors would also be reminded that there was an open invitation to visit the College and attend functions between meetings.	Clerk	23 rd March 2021
SC20/21.05 – (d) Review of Membership	The recommendations be submitted to the Corporation on 23 rd March 2021.	Clerk	Corporation 23 rd March 2021