



# BURY COLLEGE FURTHER EDUCATION CORPORATION

## MINUTES OF THE SEARCH COMMITTEE MEETING

HELD ON TUESDAY, 8<sup>th</sup> MARCH 2022

Meeting Commenced : 4.00 p.m.  
Meeting Closed : 4.45 p.m.

**Present:**

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

**In Attendance:**

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

<b>SC21/22.01</b>	<b><u>APOLOGIES FOR ABSENCE (ITEM 1)</u></b>
	Apologies were received from Angela Davies.
<b>SC21/22.02</b>	<b><u>DECLARATIONS OF INTEREST (ITEM 2)</u></b>
	Peter Nicol declared an interest in item 5d) when his reappointment was going to be considered.
<b>SC21/22.03</b>	<b><u>MINUTES (ITEM 3)</u></b>
	The Minutes of the meeting held on 9 <sup>th</sup> March 2021 were approved and signed as a true and correct record.
<b>SC21/22.04</b>	<b><u>MATTERS ARISING (ITEM 4)</u></b>
	The Clerk presented the report and confirmed that all actions had been implemented.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>SC21/22.05</b>	<b><u>GOVERNANCE (ITEM 5)</u></b>
	<b><i>(a) Performance Review – Attendance Data</i></b>
	The Clerk introduced the report and confirmed that the Corporation has an attendance target of 75% and the percentage attendance at Board meetings in 2020/21 was 81.65% (compared to 78.57% in 2019/20), overall attendance at Board and Committee meetings was 82% (the same as 2019/20). Attendance at Committee meetings was: Resources 85%, Audit 87%, Curriculum and Quality 74%, Search 100% and Remuneration 100%. Current Year Corporation Attendance was 85.96%
	From a survey of 82 General FE Colleges, in 2020/21, the mean average attendance rate was 87.56%, with a range of attendance rates from the lowest at 73% to the highest at 96%.
	Individual attendance was analysed and low attendance would be kept under review. This information would also inform the reappointments process.
	<b><i>(b) Governor Skills Audit 2021</i></b>
	The Clerk introduced the report and confirmed that Governors had completed a skills audit in September 2021. A summary of the results was detailed at Appendix B. It was clear that there was a good overall balance of skills to enable Members to fulfil their responsibilities. In addition, the skills of the Board had been strengthened by the recruitment of a new Member with Financial skills. Emily Cowburn had recently resigned and given key curriculum strategic developments a replacement was being sought from the health care sector.
	Members also considered that the recruitment of a Governor from the Digital Service sector would enhance the skill base of the Corporation.

<b>(c) Governor Self-Assessment/Heath Check 2020</b>		
<p>The Clerk introduced the report and confirmed that the Self-Assessment was completed in August/September by Governors. The summary report details the outcomes, which are very positive. In addition to Members comments, notes of clarification have been added where required.</p> <p>In addition, and as highlighted within the White Paper, the Corporation had agreed to implement an external review of Governance in either the Summer or Autumn term 2023. Members suggested that this should be in the summer term 2023.</p>		
It was <b>Resolved</b> that the contents of the reports should be noted.		
<b>(d) Review Membership</b>		
<p>The Clerk introduced the report which detailed Members terms of office that would end in 2022. When considering the terms of office of Governors Members were mindful of section 9.29 of the Code of Good Governance for English Colleges as follows:</p> <p><i>“All members, excluding the principal, should be appointed for a given term, which should be renewable subject to satisfactory performance. Renewal should not be automatic and should only take place after proper consideration of the governor’s attendance, contribution to the work of the college and assessment against the skills audit. Governors should not normally serve for more than two terms (or a maximum of eight years) except where subsequently undertaking a new and more senior role, for example as chair.”</i></p> <p>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:</p>		
Angela Davies	Chair of Resources Member of C&Q, Search and Remuneration	Appointed 1 <sup>st</sup> September 2018. Overall attendance in 2020/21 was 89% and Corporation attendance in the current year is 100%. Recommend to reappoint for a further 4-year period to 31 <sup>st</sup> August 2026.
Jeannie Frodsham	C&Q	An election for a Staff Governor (Academic) will be held.
Anne Holt	Audit	Recommend to extend for a further two years to 31 <sup>st</sup> August 2024. Therefore, staff Governor elections would be sequenced every 2 years.
Phillip Johnson	Audit	Appointed 1 <sup>st</sup> May 2009. Overall attendance in 2020/21 was 90% and Corporation attendance in the current year is 100%. Recommend to reappoint for a further 4-year period to 31 <sup>st</sup> August 2026.
Faheem Nawaz	Resources	Appointed 21 <sup>st</sup> September 2021 for a probationary period to 31 <sup>st</sup> August 2022. Corporation attendance in the current year is 66%. Recommend to reappoint to the remainder of the 4-year period to 31 <sup>st</sup> August 2025.
Peter Nicol	Chair of Corporation, Member of Resources, Search and Remuneration	Appointed 15 <sup>th</sup> December 2004. Overall attendance in 2020/21 was 100% and Corporation attendance in the current year is 100%. Recommend to reappoint for a further 4-year period to 31 <sup>st</sup> August 2026.
Naomi Sharples	C&Q	Appointed 4 <sup>th</sup> May 2021 for a probationary period to 31 <sup>st</sup> August 2022. Attendance at Corporation meetings in 2020/21 was 100% and 75% in 2021/22. Recommend to reappoint to the remainder of the 4-year period to 31 <sup>st</sup> August 2025.
Paul Smith	C&Q	Appointed 15 <sup>th</sup> October 2015. Overall attendance in 2020/21 was 82% and Corporation attendance in the current year is 75%.

			Recommended to reappoint for a further 4-year period to 31 <sup>st</sup> August 2026.
	It was <b>Resolved</b> that: a) <b>The contents of the report should be noted;</b> b) <b>The above recommendations be submitted to the Corporation on 22<sup>nd</sup> March 2022.</b>		
	<b>(e) Review of Committee Terms of Reference</b>		
	The Clerk confirmed that at the Corporation meeting held on 14th December 2021, it was agreed that the AoC Code of Governance (September 2021), should be adopted. It was also agreed that a report which identified the current position and actions required, in respect of “Must” actions within the Code be submitted to the Corporation in January 2022. One of the Actions identified in January 2022 was to implement a planned process to review Key Governance Polices, including Committee Terms of Reference.  Accordingly, proposed changes are highlighted in Sections 5.1, 7.2.8 and 7.2.9.		
	It was <b>Resolved</b> that: a) <b>The contents of the report should be noted; and</b> b) <b>The changes to the Committee Terms of Reference, as highlighted within the report, should be recommended to the Corporation for approval and that the next systematic review of the Committee Terms of Reference should be undertaken in the Spring Term 2025.</b>		
	<b>(f) Search Committee Annual Statement and Policy 2021/22</b>		
	The Clerk confirmed that one of the <b>should</b> Actions identified in within the Code related to the Search Committee, as follows:  <b>Section 10.31.</b> The board, search committee, or other group delegated this function, should produce an annual statement or report which describes the work undertaken, including the board’s recruitment policy and practices, a description of its policy on equality and diversity and any measurable objectives that it has set together with progress in their implementation. If there is not a separate report then the college’s annual report should cover these areas.  Members reviewed the draft Search Committee Annual Statement and Policy 2021/22. This included a recommended change to section 2.4.viii of the Corporation Standing Orders to reflect the requirement of the Code of Good Governance for English Colleges (2021).		
	It was <b>Resolved</b> that: a) <b>The contents of the report should be noted; and</b> b) <b>The Search Committee Annual Statement and Policy 2021/22 is approved for submission to the Corporation, including a recommendation to amend section 2.4.viii of the Corporation Standing Orders, as outlined within the report, to reflect the requirements of the Code of Good Governance for English Colleges (2021).</b>		
<b>SC21/22.06</b>	<b><u>DATE AND TIME OF FUTURE MEETINGS (ITEM 6)</u></b>		
	To be confirmed.		

There being no further discussion the meeting closed at 4.45 p.m.

Signed and approved as an accurate record of the meeting

Signature .....

Date .....

Summary of Actions - Search Committee 8 <sup>th</sup> March 2022			
Item	Action	Person Responsible	Timescale
SC21/22.05 – (d) Review of Membership	The recommendations be submitted to the Corporation on 22 <sup>nd</sup> March 2022.	Clerk	Corporation 22 <sup>nd</sup> March 2022

<b>SC21/22.05 – (e) Committee Terms of Reference</b>	The changes to the Committee Terms of Reference, as highlighted within the report, should be recommended to the Corporation for approval and that the next systematic review of the Committee Terms of Reference should be undertaken in the Spring Term 2025	Clerk	Corporation 22nd March 2022
<b>SC21/22.05 – (f) Search Committee Annual Statement and Policy 2021/22</b>	The Search Committee Annual Statement and Policy 2021/22 is approved for submission to the Corporation, including a recommendation to amend section 2.4.viii of the Corporation Standing Orders, as outlined within the report, to reflect the requirements of the Code of Good Governance for English Colleges (2021).	Clerk	Corporation 22nd March 2022