



**BURY COLLEGE  
FURTHER EDUCATION CORPORATION  
MINUTES OF THE SPECIAL MEETING HELD VIA ZOOM ON  
THURSDAY 10<sup>th</sup> March 2022**

Corporation Meeting Commenced:  
Corporation Meeting Closed:

5.00 p.m.  
5.07 p.m.

**PRESENT:**

Peter Nicol - Chair	Independent Member
Liaqat Ali	Independent Member
Callum Beckwith	Student Member
Charlie Deane	Principal
Mark Granby	Independent Member
Robin Puri	Student Member
Naomi Sharples	Independent Member
Paul Smith	Independent Member
Chris Trees	Independent Member

**IN ATTENDANCE:**

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

<b>21/22.51</b>	<b><u>APOLOGIES (AGENDA ITEM 1)</u></b>
	Apologies for absence had been received from Jeanie Frodsham, Anne Holt, Faheem Nawaz, Angela Davies and Philip Johnson and Peter Bury.
<b>21/22.52</b>	<b><u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u></b>
	Trustees and Members of the BCET Board declared their interest in any discussions that might arise relating to the Bury College Education Trust or College-sponsored Academies.
<b>21/22.53</b>	<b><u>APPOINTMENT OF VICE PRINCIPAL FINANCE AND CORPORATE RESOURCES (AGENDA ITEM 3)</u></b>
	<p>The Chair reminded Members that at the Corporation meeting held on 25<sup>th</sup> January 2022, the Principal had confirmed that following the resignation of the Deputy Principal Finance and Corporate Services he had taken the resignation as an opportunity to review the Leadership structure going forward and had met with Members of the Remuneration Committee on 21st January 2022. Following discussions, the proposed Leadership Team structure was approved, with the 3 posts being designated as Senior Post Holders and that arrangements be made to appoint the VP post, with assistance from Protocol.</p> <p>The post was subsequently advertised with a Closing date of Monday, 28<sup>th</sup> February 2022 at 12 noon. The candidate information pack contained the following information:</p> <ul style="list-style-type: none"><li>• Strategic Plan 2021-2025</li><li>• Job Description</li><li>• Person Specification</li><li>• Leadership Team Structure</li><li>• Terms and Conditions</li><li>• Useful Web Links</li><li>• Useful Downloads</li><li>• How to Apply</li></ul> <p>The Governor Shortlisting Panel met on Wednesday, 2nd March 2022 to consider the applications received and agreed to shortlist 4 candidates for interview on 10<sup>th</sup> March 2022. One candidate subsequently withdrew.</p> <p>3 candidates participated in the recruitment programme on 10<sup>th</sup> March 2022, which included presentations to and interviews by the Governor Selection Panel and a College Management Team Panel, together with written exercises.</p>

	The Chair outlined the Panel's deliberations and confirmed that although all three candidates had their strengths, the Governor Selection Panel unanimously recommended to appoint Tracy Kitchingman as the Vice Principal Finance and Corporate Resources.
	It was <b>Resolved</b> that: a) <b>The contents of the report should be noted; and</b> b) <b>Tracy Kitchingman should be appointed to the post of Vice Principal Finance and Corporate Resources and the Chair is authorised to finalise the contractual arrangements.</b>
<b>21/22.54</b>	<b>FUTURE CORPORATION MEETINGS (AGENDA ITEM 4)</b>
	<ul style="list-style-type: none"> <li>• 5.00pm Tuesday, 22nd March 2022</li> <li>• 5.00pm Tuesday, 26<sup>th</sup> April 2022</li> <li>• 5.00pm Tuesday, 28<sup>th</sup> June 2022</li> </ul>

*There being no further discussion the meeting closed at 5.07 p.m.*

Signed and approved as an accurate record of the meeting:.....Date.....

Summary of Actions – Corporation Meeting on 10 <sup>th</sup> March 2022			
Item	Action	Person Responsible	Timescale
<b>21/22/53 VP Appointment</b>	Tracy Kitchingman should be appointed to the post of Vice Principal Finance and Corporate Resources and the Chair is authorised to finalise the contractual arrangements.	Chair	Start date agreed as 22 <sup>nd</sup> March 2022