MINUTES OF THE GOVERNANCE PANEL MEETING
HELD ON MONDAY 30 JANUARY 2023
IN ROOM HC-0-11 THE HARRISON CENTRE

PRESENT:

Lillian Croston	Chair
Paul Levet	Vice-Chair
Dr Fazal Dad	Principal and Chief Executive
Mark Allanson	Governor
Ian Brown	Co-opted Member

IN ATTENDANCE:

Sarah Horeesorun	Director of Governance

The Chair welcomed everyone to the meeting.

1. APOLOGIES FOR ABSENCE

All members of the Governance Panel were present.

2. DECLARATION OF CONFLICTS OF INTEREST

The Chair advised those in attendance that should members of the Governance Panel become aware of any potential conflicts of interest, they should be disclosed at the earliest opportunity during the meeting. None were made.

3. MINUTES OF THE GOVERNANCE PANEL MEETING HELD ON MONDAY 14 NOVEMBER 2022

The minutes of the meeting held on Monday 14 November 2022 were accepted as a true and accurate record and were duly signed by the Chair.

4. MATTERS ARISING

The Principal and Chief Executive updated the Committee on an action from the October 2022 meeting. The Chair thanked the Principal and Chief Executive on the good outcome of this meeting and noted that subsequently, engagement and attendance had increased.

5. SUCCESSION PLANNING

The Director of Governance talked through the Report highlighting the Board and Committee vacancies. Referring to the Report and Appendices, the Panel noted the vacancies created since Paul Fleming had resigned at the end of December 2022.

Arif Patel had expressed an interest in joining the Student Voice Committee and this was **supported** by the Panel. This would reduce the vacancies on the Student Voice Committee to one.

The Vice-Chair, Principal and Chief Executive and Director of Governance had met with Mr Ridwaan Omar on 30 November 2022. Mr Omar had expressed an interest in becoming a Governor at the College following an approach to Forbes Solicitors by the Vice-Chair of the Corporation.

Mr Omar had been a student of the College, lived locally and through his commitment to education, had forged a successful career in the Legal profession. The feedback from the interview was that Mr Omar had been very professional and with his legal expertise, would be an asset to the Board and Policy and Resources Committee. The appointment of Mr Omar would reduce the Corporation Board vacancies to two, and the Vice-Chair added that he too would be stepping down shortly as his term of office comes to an end.

There followed some discussion of likely successors to the role of Vice-Chair of the Corporation Board and Chair of the Policy and Resources Committee. Redacted content.

The Panel acknowledged the need to fill the remaining two vacancies on the Policy and Resources Committee and that at least one, if not both, of these vacancies should be filled by candidates with strong financial skills and experience. This was necessary to provide the necessary challenge and assurance to the Board. A member committed to contact Pearce and the Principal and Chief Executive was reminded that Ram Gupta had committed to find a suitable candidate with strong financial skills.

Actions: Ian Brown and Dr Fazal Dad.

The Director of Governance would follow up an expression of interest made by a contact at the hospital**.** **Action: Director of Governance.**

The Chair of the Corporation would be standing down on 31 March 2024 and there was some discussion of potential candidates to fill the position. The Instruments and Articles permit the Board to recruit a Vice-Chair and Chair from amongst themselves and it was agreed that mention of the Chair's intentions be made at the next Board meeting and an invitation for Governors to express an interest made at that time.

Action: Director of Governance.

The Director of Governance informed members that the terms of office for the following Governors was due for renewal. All wanted to continue in their roles as Governors and to support the College. **The Panel supported the reappointment of:**
Chris Johnson
Arif Patel
Paul Morris
Steve Waggott

The Director of Governance reminded Panel members that in addition to their roles as Governors, some Governors accepted additional roles as Leads on a particular area of interest or expertise. Ram Gupta had recently accepted the role of Lead Skills Governor and also link Governor on Digital and Cyber. Paul Morris was Lead Governor on Health and Safety and the Panel **AGREED** that Paul Morris would be the right Governor to fulfil the requirement for a Sustainability Governor also as these areas and issues were linked.

After discussions, the Governance Panel **AGREED** to recommend to the Board for approval the following:

- Arif Patel to become a member of the Student Voice Committee
- Ridwaan Omar be appointed to the Corporation Board and as a member of the Policy and Resources Committee
- Arif Patel to be appointed the Chair of Policy and Resources Committee
- Catherine Hill OBE to be the Vice-Chair of the Corporation Board
- Paul Morris to be the lead Governor on Sustainability

- Reappointment for a further term of three years, Chris Johnson, Arif Patel, Paul Morris and Steve Waggott.

6. EXTERNAL GOVERNANCE REVIEW

The Director of Governance provided an update to the Panel on the process to engage a provider for the External Governance Review (EGR).
Redacted content commercially sensitive.

7. BOARD AND GOVERNOR ANNUAL SELF-ASSESSMENT 2022/23

The Director of Governance provide a verbal update on the Board and Governor Self-Assessment 2022/23 and explained that normally, at this meeting at this time of year, the Panel would be deciding upon the process and content of the annual whole Board and individual Governor Self-Assessment exercises. However, with the EGR about to commence and the review of the AoC Code of Good Governance underway, it was **AGREED** sensible that the self-assessment exercises be put on hold until the outcome of the EGR and AoC Review is known.

8. ANY OTHER BUSINESS

Ian Brown talked the Panel through the plans for the Festival of Making in Blackburn 7 & 8 July 2023, explaining that the Festival would be an opportunity to promote the College, local Business and Skills. The Principal and Chief Executive added that the College was working with the Team developing the Festival content and that the College was creating a bespoke East Lancs Skills Hub in the Harrison Centre.

9. REVIEW OF MEETING

The Chair thanked members for their attendance and contribution at the meeting, and the Director of Governance for her reports.

10. DATE AND TIME OF NEXT MEETING

The next meeting of Governance Panel would take place on Thursday 22 June at 2.30pm.

Signed: ……..

Date: ……..