

## HOPWOOD HALL COLLEGE

Minutes of a shortlisting meeting of the Appointments Committee held on 28 January 2009 at 1300 hrs.

<b>Present</b>	Robert Clegg (Chairman)	James Gallagher	Clint Street
	Caroline Taylor	Derek O'Toole (Principal)	
<b>In Attendance</b>	Ralph Devereux (Clerk)		
<b>Apologies</b>	Terry Piggott		

### 1/08 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

The apology was accepted. No notice had been received of any member becoming ineligible to hold office, the meeting was quorate and no interests had been declared.

### 2/08 CHAIRMAN

It was agreed that Robert Clegg would act as Chairman.

### 3/08 SHORTLISTING

- a. Copies of all 20 applications and had been circulated and all confirmed that they had studied them and made decisions regarding suitability; no references were available as yet. An independent and appropriately qualified consultant (Mike Sheen) had scrutinised the applications and had formed a preference list, it was agreed to delay examination of that until after the first sift. A list of the applications and a scoring sheet had been compiled and was used as a guide for the initial sifting. Apart from dynamic leadership and ambition, the ideal candidate would show strong curriculum management, adult responsive skills, diploma development abilities, 14-19 vision and be capable of maintaining strong links with stakeholders. It was also important that succession planning was considered and the shortlisted candidates should show further promotion potential. Individual applications were then considered and discussed; members indicated their preference and this was noted. At the end of the first sift, those names that had been unanimously agreed for interview were removed from the listing and a further sifting was completed to confirm that assessment. The extracted applications were again considered individually against the consultant's findings and it was agreed that, whilst there was general alignment of the 2 sets of findings, the consultant list did not have primacy and should not be binding. Finally an agreed list emerged, although a shortlist of 6 had been the aim it was difficult to nominate a reserve it was agreed to proceed with 7 candidates.

**The interview shortlist was determined.**

### 4/08 URGENT BUSINESS

There had been no urgent business agreed.

### 5/08 DATE OF NEXT MEETING

The next meeting would be notified.