

HOPWOOD HALL COLLEGE

Minutes of a meeting of the **Search Committee** held on Thursday 17 September 2009 at the Middleton Campus

Present Anne Holt Caroline Taylor Derek O'Toole
(Chair) (Principal)

In Attendance Ralph Devereux (Clerk)

Apologies Robert Clegg

1/09 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

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

2/09 ELECTION OF CHAIR

Ann Holt proposed and the Principal seconded Caroline Taylor as Committee Chair, carried unanimously.

Caroline Taylor was elected Chair for 2009.10

3/09 MINUTES OF THE LAST MEETING

The Minutes of the last meeting held on the 2 October 2008 were confirmed and signed.

4/09 MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS

- a. There were no matters arising.
- b. There were no requests for urgent business.

5/09 MEMBERSHIP AND SUCCESSION PLANNING

- a. Membership.
 - (i) Reappointments. Alun Morgan's term of office would end on 11 October 2009 he was eligible for reappointment a recommendation to the Corporation was discussed. Some difficulties with attendance during the early period of his appointment appeared to have eased and he was a member of 2 important committees. He contributed well generally and it was unanimously agreed to recommend his reappointment for 2 years. The student members had not contributed well throughout 2008/09 and, whilst it was agreed that their studies took absolute priority, importance of the student voice should not be underestimated and every effort should be made to find committed representatives at an early stage.
 - (ii) Resignations. Changed personal circumstances had prompted Mohammed Naeem and Terry Piggott to resign with immediate effect. It was agreed that a replacement for Terry Piggott should be a high level educational manager for the RMBC and the Chairman would be asked to progress this. A replacement for Mohammed Naeem was then considered and, after discussion and reference to the last skills audit, it was agreed that replacement/additional skills were required in: accountancy/audit; employer representation; and HE expertise. The ED (Skills) was developing close links with local employers and his input would be sought and it was agreed to advertise locally to seek applicants with the necessary skills and experience.
- b. Attendance. Attendance was generally good and the target of 80% was being achieved however Paul Harness had missed several meetings recently and it was agreed to write and ask if he was still able to provide the necessary commitment to the college.
- c. Committee Membership. After consideration of the suggested committee membership it was agreed to add Sultan Ali to the Search Committee and substitute Ann Holt for one student member on the Standards Committee; this was based on the importance of the committee and the difficulties associated with student representation (a. (i) above). Should both students prove committed the

second student would be invited to attend meetings. Vacancies on the Remuneration and Standards Committee would be filled after the outcome of the recruitment drive.

- d. Standing Orders. The suggested amendments to the Standing Orders to limit the time of corporation membership and to vary quoracy limitations were considered and agreed.
- e. Training. The LSIS was running a free course on Governance and Leadership succession planning on 3 November, the Clerk had a place already booked and it was agreed that the Committee Chairman and Ann Holt would also attend. The Annual Governance Conference was also planned for 18/19 March; details would be circulated to all members for discussion at the next corporation meeting.

It was agreed that:

- a. **reappointment of Alun Morgan (for 2 years) would be recommended to the Corporation;**
- b. **the RMBC would be approached to nominate a senior educationalist to replace Terry Piggott;**
- c. **advertisements would be placed to seek a replacement/additional member for Mohammed Naeem;**
- d. **committee membership as agreed would be recommended to the Corporation;**
- e. **variations to the SO were recommended to the Corporation; and**
- f. **attendance on the LSIS Governance Succession course was agreed.**

6/09 URGENT BUSINESS

There had been no urgent business requested.

7/09 DATE OF NEXT MEETING

The next meeting would be as required

Signed.....

Date.....