

HOPWOOD HALL COLLEGE

Minutes of a shortlisting meeting of the Appointments Committee held on 6 November 2009 at 1300 hrs.

Present	Robert Clegg (Chairman)	James Gallagher	Clint Street
	Caroline Taylor	Derek O'Toole (Principal)	
In Attendance	Ralph Devereux (Clerk)		

1/09 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.

2/09 CHAIRMAN

It was agreed that Robert Clegg would act as Chairman.

3/09 SHORTLISTING

Copies of all 9 applications and had been circulated and all confirmed that they had studied them and made decisions regarding suitability; no references were available as yet. 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 financial management, imagination and 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. Finally an agreed list emerged, although a shortlist of 4 had been the aim it was difficult to nominate a reserve it was agreed to proceed with 4 candidates. Candidates to be invited for interview were confirmed as (Alphabetically):

- a. Derek Harrison;
- b. Alan Howey;
- c. Matt Lenaghan; and
- d. John Spindler.

The interview shortlist was determined.

4/09 URGENT BUSINESS

There had been no urgent business agreed.

5/09 DATE OF NEXT MEETING

The next meeting would be notified.