



HOPWOODHALL COLLEGE

MINUTES OF THE SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON 5TH APRIL 2022

Meeting Commenced: 3.40pm

Meeting Ended: 4.15pm

Attendance: 80%

Quorum 3

Governors Present:

Nazir Afzal (Chair), Julia Heap (Principal & Chief Executive), Clive Reid, James Gallagher

In Attendance:

Fatema Hussein (Clerk to the Corporation)

1. Apologies for Absence

Apologies had been received from Jenny Worsdale.

2. Declarations of Interest

Members were invited to declare any direct, indirect, personal, pecuniary or prejudicial interest on any item on the agenda.

There were no declarations.

3. Approval of the Minutes – 22nd September 2021

Agreed that the minutes of the meeting held on 22nd September 2021 are approved as a correct record and authorised for publication

4. Matters Arising from the Minutes

The action progress log was reviewed, and it was noted that there was one outstanding action in relation to Equality & Diversity training for Governors.

Following a discussion, it was agreed that the inhouse training offered to staff was amended and provided to Governors.

ACTION:

Clerk to liaise with College management re training

5. AOC Updated Code of Good Governance

The Clerk advised that the Board needed to demonstrate how it was complying with the requirements of the Code of Good Governance. A self-assessment document had been developed and a review undertaken.

Members were requested to:

- Review the document and confirm if this was an accurate reflection of how the Board complied with the requirements of the code
- Identify and agree what further actions needed to be taken

RESOLVED:

Governors reviewed the self-assessment document and suggested some further amendments. The Committee also agreed that College management was requested to provide additional information and evidence on compliance with the code where appropriate.

ACTION:

Clerk to:

- Update the self-assessment document to incorporate suggestions from Governors
- Liaise with College management to populate the Section 8 Environmental Sustainability and add further commentary where relevant
- Submit updated document for review at the June Committee meeting

6. Student Governor Election Process

Members considered the proposal to appoint Student Governors via a selection and interview process as not many students were putting themselves forward for election under the current arrangements. It was felt that this may encourage better attendance and engagement from student members at meetings.

RESOLVED:

The Committee approved the proposal and agreed that a new appointment procedure was put forward for consideration.

ACTION:

Clerk to submit a revised appointment procedure for the June meeting.

7. Board & Committee Membership Update

7.1 Vacancies

It was noted that there were no vacancies on the Board.

7.2 Terms of Office

The Clerk reported that:

- The Co-opted member Lee Sugden's term of office had expired
- The following Governors' terms of office would be expiring in August 2023; Greg Walsh, Helen Barton, Martin Salins

RESOLVED:

The Committee Agreed that the re-appointment of Lee Sugden as a Co-opted member was recommended to the Board, and that a further discussion on Board and Committee membership was held in the Autumn term.

ACTION:

Clerk / May Board Agenda and September Committee agenda

8. External Review of Governance

The meeting was informed that the final guidance had not yet been published. The Committee agreed with the Clerk's suggestion that Spring Term 2023 would be the most appropriate time to undertake the review.

9. Governor Training and Development / ETF Governance Development Programme

The Clerk advised that the Governance Development Programme modules were being transferred to a new learning platform. Access to the modules would be free of charge to Colleges from Monday 30 May 2022 to Friday 31 March 2023 at which point a subscription fee would be reinstated.

ACTION:

Clerk to register Governors with ETF for access to the new platform.

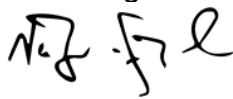
10. Register of Members' Interests

Governors reviewed the Register which was annually updated. It was confirmed that there were no issues of concern.

11. Date and Time of Next Meeting

Wednesday 15th June 2022 at 3.30pm

Chairs Signature:



Date: 15/6/22