



HOPWOOD HALL COLLEGE

MINUTES OF THE SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON 22ND SEPTEMBER 2021

Meeting Commenced: 3.40pm

Meeting Ended: 4.15pm

Attendance: 80%

Quorum 3

Governors Present:

Nazir Afzal (Chair), Julia Heap (Principal & Chief Executive), Clive Reid,
Jennifer Worsdale

In Attendance:

Fatema Hussein (Clerk to the Corporation)

1. Apologies for Absence

Apologies for absence were received from Jim Gallagher

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 – 16th June 2021

Agreed that the minutes of the meeting held on 16th June 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 the majority of actions had been completed.

5. Board & Committee Membership Review

5.1 Governor Terms of Office

The Clerk reported that:

- Jim Gallagher and Vanda Hagan's terms of office were due to expire on 31

August 2022 and the Committee had previously agreed that a recommendation on their re-appointment was made to the Board this term

- Lee Sugden was stepping down from the Audit Committee on 31 December 2021
- Jacqui Mellor had tendered her resignation from the Board and Employment & Finance Committee

RESOLVED:

Governors reviewed and discussed the membership of the Board and Committees and agreed that:

- The terms of office for Jim Gallagher and Vanda Hagan were not renewed as both had served three terms
- Rob Jones was approached to move from Standards to the Audit Committee
- Sarfaraz Akram was approached about the Finance Committee Chair role

The Clerk suggested that as previous recruitment strategies had not been successful in attracting the right caliber of candidates, the services of an external Search agency were utilised to find suitable candidates to fill vacant posts.

ACTION:

- Clerk / Board agenda
- Chair to inform Jim Gallagher and Vanda Hagan
- Chair to contact Sarfaraz Akram re Finance Committee Chair position
- Clerk to contact external recruitment agencies re Co-opted members for the Finance Committee
- Clerk to contact Rob Jones re Audit Committee membership

Post Meeting Note: Lee Sugden has advised that he would be prepared to extend his term of office as a Co-opted member of the Audit Committee.

6. Governor Attendance Report – 2020-2021

The Committee received details of the attendance of members at meetings of the Corporation Board and Committees during 2020/21 from which it was noted that:

- Overall attendance at Board meetings was 84.2% against an attendance target of 80%
- Attendance was also higher than in 2019/20 (83.5%)
- Attendance at Committee meetings was 87% and above the 80% target
- with the exception of Standards (73%)
- The use of online platforms namely Teams had assisted in improving the attendance rate apart from Student Governor attendance which had been disappointing
- In a survey (September 2021) of 86 Colleges, average attendance at Board / Committee meetings was 87% (lowest 73%, highest 96%)

Governors agreed that low attendance for any external members was also monitored and reviewed after the December Board meeting

RESOLVED:

The attendance data for Corporation Board and Committee Meetings held in 2020/21 be received and noted.

7. Governance Self –Assessment

The Clerk advised that:

- A Governor competency framework was expected to be published by the DfE this term and would form part of the Governor self -assessment process
- Details were also expected to be published regarding an independent external evaluation of the Board
- Information would be shared with the Committee when available

8. Governor Induction & Training

The Clerk reported that arrangements had been made for Sarfraz Akram and Susan Ayers to attend the new Governor training. They would also have access to the ETF Governance development programme.

9. Staff & Student Governor Election

The meeting was informed that:

- One nomination had been received for the Teaching Staff Governor vacancy and Andrew Baggaley had been appointed
- Two nominations had been received for the Support Staff Governor vacancy and an election was being held
- Both Staff Governors would be invited to attend the October Board meeting
- Arrangements were being made to hold the Student Governor elections and it was expected that the new Student Governors would be elected in time for the December Board meeting

10. Date and Time of Next Meeting

Wednesday 23rd March 2022 at 3.00pm