



HOPWOOD HALL COLLEGE

MINUTES OF THE SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON 21ST SEPTEMBER 2022

Meeting Commenced: 3.30pm

Meeting Ended: 4.20pm

Attendance: 75%

Quorum 3

Governors Present:

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

In Attendance:

Fatema Hussein (Clerk to the Corporation)

1. Apologies for Absence

Apologies had been received from Nazir Afzal.

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 made.

3. Approval of the Minutes – 16th June 2022

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 all actions had been completed with one action ongoing.

5. Board & Committee Membership Review

5.1 Governor Terms of Office

The Clerk reported that Rob Jones had resigned from the Governing Body and was due to join the Audit Committee.

The following Governors terms of office were due to expire in August 2023

- Greg Walsh - (Final term of office)

- Helen Barton - (Final term of office)
- Martin Salins -(Eligible for one further term of 4 years)
- Cathy Berry -(Eligible to serve until 2026)
- Steve Taylor -(Eligible to serve until 2024)

RESOLVED:

Following a discussion, the Committee agreed that Martin Salins, Cathy Berry and Steve Taylor were re-appointed to the Board (subject to their agreement)

ACTION:

Clerk / Board Agenda

5.2 Succession Planning

The Committee reviewed the current membership and discussed succession plans to replace Governors whose terms of office were due to end in August 2023, particularly for Audit Committee and a Second Vice-Chair.

RESOLVED:

It was agreed that subject to their agreement:

- Susan Ayers was recommended to the Board for appointment as Second Vice-Chair and member of the Appraisal & Remuneration Committee
- Lee Sugden was recommended to the Board for appointment as a full Board member and Chair of the Audit Committee (from August 2024)

6. Governor Attendance Report – 2021-2022

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 75% against an attendance target of 80%
- Overall attendance at Committee meetings was 72% against the 80% target
- Student Governor attendance had been disappointing and this together with Governor absence due to illness (including Covid) had impacted on the overall figure
- In a survey (September 2022) of 92 Colleges, average attendance at Board / Committee meetings was 82% (lowest 63%, highest 96%)

Governors agreed that low attendance for any external members continued to be reviewed and any concerns were highlighted to the Chair of the Board to follow up.

RESOLVED:

That the attendance data for Corporation Board and Committee Meetings held in 2021/22 be received and noted.

7. Code of Good Governance Action Plan

The Clerk reported that an action plan had been produced to address areas where

the Board was currently partially / non-compliant with the requirements of the code. It was noted that the Board complied with all of the essential requirements of the code and the actions were mostly related to addressing environmental sustainability.

RESOLVED:

The Committee reviewed and endorsed the action plan

8. F.E. Governance Guide

The Committee was informed that:

- An F.E. governance guide had been published at the end of June 2022 which replaced the College Governance guide
- The guide was for Governors of F.E Corporations and Governance professionals and summarised the key legal and regulatory requirements that applied to FE corporations

The Clerk proposed that:

- The guide was made available to all Board and Co-opted members and added to the Convene document library
- A compliance check re the essential (must) requirements was undertaken to ensure that these were being met

RESOLVED:

The Committee noted the guidance and endorsed the proposal to undertake a compliance check

9. Date and Time of Next Meeting

Wednesday 15th March 2023 at 3.30pm