



## HOPWOODHALL COLLEGE

### MINUTES OF THE SEARCH & GOVERNANCE COMMITTEE MEETING

HELD ON MONDAY 13<sup>TH</sup> MARCH 2023

**Meeting Commenced: 1.30pm**

**Meeting Ended: 2.15pm**

**Attendance: 100%**

**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**

There were no apologies to receive.

#### **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 – 21<sup>st</sup> September 2022**

Agreed that the minutes of the meeting held on 21<sup>st</sup> September 2022 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:

- One action was ongoing in relation to Equality & Diversity training for Governors
- A module available on the ETF Governance Development programme and the Clerk was awaiting information from the ETF on how this could be accessed by Governors

##### **4.1 F.E. Governance Guide**

The Committee was informed that:

- A compliance check had been undertaken against the F.E. Governance guide to ensure that all of the essential requirements were being met by the Board
- Details had been included on how the Board met each of the requirements
- There were two areas where the Board was partially compliant; external review of governance and meeting local skills needs and these would be addressed in the next academic year

It was noted that the AOC were consulting on the revised Code of Good Governance which would be circulated to members of this Committee for comment.

**ACTION:**

Clerk to circulate the consultation document and revised Code of Governance

**5. Staff Governor Election**

The Clerk reported that one nomination had been received for the Staff Governor (Academic) vacancy and Matt Burdaky had been appointed.

The Committee discussed what additional steps could be taken to encourage more nominations in future.

The Clerk advised that an information and briefing session for staff was planned to be held for any future vacancies.

**6. Board & Committee Membership Update**

The following update was provided by the Clerk:

- Sue Ayers has agreed to replace Greg Walsh on the Remuneration Committee and as Second Vice-Chair
- Lee Sugden had resigned from the Audit Committee
- Gill Banks had been appointed as Principal at Wirral Metropolitan College and there was a possibility that she may not be able to continue in her role at Hopwood Hall
- The following 2 candidates are interested in Board roles to replace Greg Walsh and Helen Barton:
  - Janice Allen – current headteacher of Falinge High School Rochdale.
  - Jordan Beard – Manufacturing Director at PTG -Holroyd, Milnrow.

A discussion ensued and the following points were noted:

- Whether now would be an appropriate time to reduce the size of the Board
- It would be useful for the Board to have someone with H.E. experience to replace Helen Barton
- It was important that additional members were quickly recruited to the Audit Committee in order to aid with succession planning
- The Board should consider appointing additional Co-opted members so as to strengthen the membership of the Committees
- Alternative approaches to Governor recruitment needed to be used in order to attract a diverse mix of candidates

The Chair stated that a member of staff at Manchester University with extensive

H.E. experience was due to retire shortly, and had expressed an interest in joining the Hopwood Hall College Board.

The Principal advised that it would be useful to meet with Jordan Beard and Janice Allen as the College wanted to further develop its links with local employers and Secondary Schools.

The Clerk suggested that Peridot could be approached to assist with the Audit Committee vacancies.

**RESOLVED:**

Following a review of the Board and Committee membership, it was agreed that:

- A campaign was organised to recruit additional members for the Audit Committee
- The Co-opted member Paul Bevan was approached re Audit Committee membership
- The Co-opted member Jason Lancaster was approached re Board membership
- The C.V. of the potential candidate from Manchester University was shared with the Committee
- Jordan Beard and Janice Allen were invited to the College to discuss the Board / Co-opted member opportunity

**ACTION:**

Clerk / Principal


**Register of Members' Interests Summary**

Governors reviewed the Register which was annually updated. It was noted that details were also disclosed in the financial statements of any transactions with organisations or individuals where there was a close connection to the Corporation or its Governors (related party transactions).

The Committee confirmed that they were content that there were no issues of concern.

**7. Date and Time of Next Meeting**

Wednesday 14<sup>th</sup> June 2023 at 3.30pm

Chair's Signature:  
  
Date: 13.06.2023