



HOPWOOD HALL COLLEGE

MINUTES OF THE SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON MONDAY 13TH JUNE 2023

Meeting Commenced: 3.30pm

Meeting Ended: 4.15pm

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 – 13th March 2023

Agreed that: the minutes of the meeting held on 13th March 2023 are approved as a correct record and authorised for publication

4. Matters Arising from the Minutes (Actions Log Enclosed)

The Action Progress log was reviewed and it was noted that all actions had been implemented.

5. Board & Committee Membership Update

The Committee received and noted the update provided by the Clerk.

5.1 Audit & H.E. Governor Recruitment Campaign Update

The Clerk reported that the recruitment campaign had been launched in May and expressions of interest were continuing to be received. Shortlisting would take place on 4th July and interviews were planned to be held on 12th July.

5.2 Governor Application / C.V. For Consideration

The meeting was informed that:

- The Board used to have a Governor who was an employer from an engineering background
- This had been very useful as the Governor had established positive links with the Technology Centre and the curriculum team
- Following the Governor's resignation, the College had approached local employers to ascertain if anyone would be interested in applying for the vacancy and an application had been received from Jordan Beard
- Jordan had met with the Principal and Clerk to discuss the role and the expectations of the Board

Governors considered the application and agreed that it would be useful to have a Board member from an engineering / manufacturing background as their input would be useful in relation to the College's involvement with the AMPI and Atom Valley developments.

The Chair suggested that consideration was given to recruiting a Board member with digital / IT experience as this was a fast-developing area and it was agreed that this would be an area of focus for the Committee for the next recruitment campaign.

RESOLVED:

The Committee agreed that a recommendation was made to appoint Jordan Beard as a member of the Board.

ACTION:

Clerk / Board Agenda

6. External Review of Governance – Proposals & Quotations

The Clerk reported that:

- The Board had previously agreed that the review was undertaken in the 2023/24 academic year
- Proposals had been requested and received from three different providers and it was important to note that:
 - The review should not be a peer or auditor's review
 - It should be personalised to the College, detail well evidenced findings and provide recommendations for improvement where necessary
 - The person conducting the review had the appropriate background, skills and experience to fully understand the individual characteristics of the College and the governance structure in which it operated
 - The reviewer belonged to a governance membership organisation or professional body

RESOLVED:

Following a detailed discussion and consideration of the proposals, the Committee agreed that a recommendation was made to the Board to appoint Governance4FE to undertake the external review in the Spring or Summer term of 2024

ACTION:

Clerk / Board Agenda

7. Governor Self-Assessment / Performance Review Results

The Clerk reported that the Governor self -assessment had been completed and the results had highlighted that:

- There were no conflicts of interest for Board members in their role
- The majority of members felt the College made the best use of their skills
- Some interest from members in being appointed Corporation / Committee Chair in the future, and this was positive for succession planning
- Some issues with attendance for one or two Board members due to meeting clashes

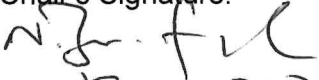
The following suggestions had also been made by members:

- Start time of meetings – suggestion that they are slightly later at 5.30pm
- Location of meetings – hold some of the meetings at Rochdale campus
- Getting involved in College activities or spend some time in College during the day.

Members considered the results and agreed that opportunities were made available to Governors to spend time in College through visits and participation in College activities.

8. Date and Time of Next Meeting

Wednesday 20th September 2023 at 3.30pm

Chair's Signature:  Date: 12.10.2023
