

# MINUTES

<b>Directorate:</b>	Corporation	
<b>Minutes of:</b>	Search Committee	
<b>Date:</b>	16 March 2020	<b>Time:</b> 5.30pm
<b>Venue:</b>	Executive Meeting Room, Uxbridge Campus	
<b>Present:</b>	Steve Cochran	Governor
<b>By telephone conference:</b>	Darrell DeSouza Nicholas Davies	Governor ( <i>CEO/ Principal Uxbridge</i> ) Governor ( <i>Chair of Corporation</i> )
<b>In attendance:</b>	Tracy Reeve	Clerk to the Corporation

## 1. Apologies for Absence

No apologies had been received. SC opened the meeting as the Acting Chair of the Search Committee.

## 2. Notification of interests Members may wish to declare relating to any item

None.

## 3. Minutes of the previous Search Committee meetings

The minutes of the meetings of 15 June 2018 were agreed and would be signed by the Chair.

## 4. Matters arising from the minutes of 15 June 2018

There were no matters arising that were not already covered by the agenda.

## 4. Current Structure of HCUC Governing Body

The Search Committee considered the current membership of the Governing Body at HCUC. It was noted that the Corporation at HCUC currently had two formal vacancies:

- One for a qualified accountant to fill the vacancy on Audit Committee; and
- One for an external Governor to replace Sally Westwood on Resources Committee; Sally Westwood was leaving her role at Heathrow and had just resigned as a governor of HCUC.

In addition it had recently been suggested that the Quality Curriculum and Standards (QCS) Committee needed bolstering; especially in view of the impending Ofsted inspection for HCUC.

***The meeting AGREED that it would help to increase the governance scrutiny of academic matters at the College if QCS Committee had an additional Governor added to the membership.***

## 5. Membership Proposals

### • Reappointment of existing HCUC Governors

The Clerk reminded the meeting that all ex-Uxbridge College governors kept their existing appointment and cessation dates when Uxbridge College (UC) merged with Harrow College and changed its name to HCUC on 1<sup>st</sup> August 2017. The plan of the Search Committee was to keep existing cessation dates to ensure that future turnover of governors was staggered for the future but to re-appoint UC governors with cessation dates during the first few years post-merger. This

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was to enable the new organisation to have a period of governance stability for several years' post-merger. In light of this the Search Committee were asked to consider the re-appointment of two existing HCUC Governors.

*[Steve Cochran left the meeting.]*

**Steven Cochran:** The meeting noted that Steven Cochran (SC) had confirmed that he was willing to serve a further one-year term of office as a Governor of HCUC when his current term of office finished in March 2020. His role as Vice-Chair, his finance expertise and the new role as IoT Link Governor continued to meet the current requirements of the Governing Body and strengthens its skills base. The meeting was reminded that, at the request of the Corporation, SC would sit as an ex-officio member of the IoT Board moving forward to strengthen HCUC governance input into this important new venture. However, SC was mindful of his long association with Uxbridge College and had asked Search Committee to commit to clear succession planning during the current academic year.

*[Steve Cochran rejoined the meeting.]*

**Alasdair MacLeod (AMcL):** The Clerk highlighted that AMcL's current four-year term of office would end in March 2020. AMcL had confirmed that he was willing to serve a further term of office on the HCUC Corporation as an external governor. The meeting agreed that his finance knowledge and ongoing input as Chair of Resources Committee was an important asset to the Corporation at HCUC and the Search Committee believed his tenure should be extended for a further four-year term of office.

**The Search Committee AGREED that in order to maintain the correct balance of knowledge and experience on the Governing Body at HCUC they should RECOMMEND the following to the Corporation for approval:**

- ***The re-appointment of Steven Cochran as a Member of HCUC Corporation for a one-year term of office, (1 April 2020 to 31 March 2021). SC to continue in his role as Vice-Chair of the Corporation and as an ex-officio member of the West London IoT Board.***
- ***The re-appointment of Alasdair Macleod as a Member of HCUC Corporation for a four-year term of office, (1 April 2020 to 31 March 2024). AMcL to continue in his role as the Chair of Resources Committee during this period.***

- **New membership proposal**

**Amanda Priem:** Governors considered the CV and letter of application from Amanda Priem (AP) whom they had met earlier in the afternoon.

The SLT and the Search Committee had identified a gap on the Governing Body for a governor from a construction industry background; this would become more important as the West London Institute of Technology (IoT) became a key part of the HCUC College Group. AP was currently working as the Community Engagement Manager for Morgan Sindall Infrastructure (Aviation) and had good experience in developing and implementing employer focussed curriculum developments. She was currently working with Oak Wood High School (a feeder school of HCUC) as an Enterprise Adviser and was helping the school to develop its careers strategy. AP was also a member of the Employer Advisory Group for the West London IoT on behalf of Morgan Sindall and had been working with HCUC to develop employer engagement across subjects and modules. Her knowledge of HCUC and her role at Morgan Sindall would meet the current requirements of the Governing Body and would enable it to strengthen its skills base. Search

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Committee agreed that AP would be a good fit into the team dynamic of the HCUC Corporation and would add considerable value to the governance process and to QCS Committee scrutiny.

***In order to maintain the correct balance of knowledge and experience on the Governing Body at HCUC the Search Committee AGREED to RECOMMEND the following to the Corporation for approval:***

- ***The appointment of Amanda Priem (AP) as a Member of HCUC Corporation for a four-year term of office, (1 April 2020 to 31 March 2024).***
- ***AP to be appointed as a member of QCS Committee.***

## **6. Ongoing action**

The following ongoing action for 2020 was AGREED:

- The Clerk and the Search Committee would continue to search for a qualified accountant to fill the vacancy on Audit Committee and for an external governor to fill the new vacancy on Resources Committee.***
- The Search Committee will consider succession planning for a number of key governance roles during the last term of 2019/20.***

## **7. Any other business**

There was no other business. The meeting closed at 18.20hrs.

## **8. Date of next meeting**

The second half of November 2020, date to be confirmed.