

Colchester Institute Corporation

Minutes of a Meeting of the Remuneration and Search Committee
held on 6th December 2016
at the Sheepen Road Campus

Present:

Christopher Bridge, in the Chair
Alison Andreas
David Gask

Kevin Prince
Richard Wainwright

In Attendance:

Hazel Paton Clerk to the Governors

Apologies for absence were received from Sue Thompson-Arnold.

Part I

1. Declaration of any Conflicts of Interest

None.

2. Minutes

The Minutes of the meeting held on 4th December 2015 (CIC/RS/16/1/1) were received and confirmed. The Chairman signed the minute book.

3. Matters Arising from the Minutes

None, other than on the agenda.

4. Membership Matters

CIC/RS/16/1/2, Membership Matters, was received and noted.

4.1. It was reported that Lisa Clampin would be standing down from the Board on 31st December 2016 due to other commitments. The Chair, Principal and Clerk had recently met with a potential candidate and would like to recommend him for appointment to the Board. The Chairman outlined the background and experience of the candidate. It was unanimously AGREED to recommend the appointment of Mark Davies, Managing Director of Capita Mortgage Services, to the Board for a four year term with effect from 1 January 2017. Given his financial background, it was further AGREED to recommend that Mr Davies is appointment to the Resources Committee.

4.2. The skills audit of current members highlighted two areas where skills were light: construction and health. The Chair reported that other nominations have been put forward for Board membership, which he is pursuing. Recommendations will be brought forward for consideration by this Committee in due course.

4.3. Committee membership was considered. It was agreed:

- that Kevin Prince should take over as chair the Audit and Compliance Committee when Lisa Clampin stands down from the Board.
- to move David Gronland to the Audit and Compliance Committee with immediate effect.
- to ask Sue Thompson-Arnold to move to the Audit and Compliance Committee with effect from January 2017 with a view to taking over as chair of the Committee in due course.

- to ask David Gronland if he would be willing to join the Curriculum and Quality Committee.
- to reduce the quorum for the Resources and Curriculum and Quality Committees to 3, in line with the quorum for the Audit and Compliance and Remuneration and Search Committees.

5. **Governor Self-Assessment 2015-16**

CIC/RS/16/1/3, results of the Governor Self-Assessment questionnaire 2015-16, including benchmarking data for 11 colleges, was received and discussed. Governors appeared to be more critical of Board performance than members in other colleges. An area where more work needs to be done is in relation to the profile of Governors, particularly with regard to race and disability. There were a lot of comments about the openness and partnership between the Board and the senior management, which was welcomed.

6. **Board Attendance Report 2015-16**

CIC/RS/16/1/4, Board attendance report 2015-16, was received and noted.

7. **Board Objectives**

CIC/RS/16/1/5, Board objectives was received and discussed. The Committee considered performance against objectives 2016, and priorities for 2017.

The focus on quality at the start of 2016 was appropriate, but there will need to a greater focus on financial viability in 2017.

The Area Review process has started, and it looks like there will be pressure on expanding collaborative ventures between colleges, including shared services. The College's biggest weakness is the financial situation and the recently received Notice of Concern. If the revised budget is delivered, the College will return to Satisfactory financial health at the end of 2016-17.

Staff wellbeing and rewards was discussed. The Resources Committee receives reports on staff sickness absence and it is clear from the most recent report that there has been an increase in absence due to stress, Depression and Mental Health over the last three years. The year on year increase may be due to the fact that there is less reluctance to admit the absence was due to stress, but this is something that needs to be monitored. The College is expecting more and more of staff (increased teaching hours and fewer support staff) but has been unable to pay a cost of living increase since 2012. If it is unable to give a pay rise next year, the Board may wish to look at trying to do something different to reward staff. Any change to contractual arrangements will need to be discussed with the union.

The Committee agreed the following targets for 2017 for recommendation to the Board:

- (i) Regain Satisfactory financial health status.
- (ii) Sustain recruitment/retention into 2017-18.
- (iii) Ensure the Area Review process supports the Board's preferred outcome of remaining an independent College.
- (iv) Maintain College Self-Assessment Grade 2.
- (v) Continue to monitoring staff wellbeing and staff engagement.

8. **Date of Next Meeting**

Tuesday, 4th July 2017 at 4.30pm.

9. **Any other urgent business**

There were no items.