

Colchester Institute Corporation

Minutes of a Meeting of the Remuneration and Search Committee
held on 16th September 2015
at the Sheepen Road Campus

Present:

Christopher Bridge, in the Chair
Alison Andreas

Kevin Prince
Richard Wainwright

In Attendance:

Hazel Paton
Jill Wognum

Clerk to the Governors
Vice Principal: Curriculum and Quality

Apologies for absence were received from David Gask and Sue Thompson-Arnold.

Part I

1. Declaration of any Conflicts of Interest

None.

2. Minutes

The Minutes of the meeting held on 9 July 2015 (CIC/RS/15/2/1) 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

4.1. Governors were reminded that there will be vacancy on the Board when John Baugh retires at Christmas. The Chair reported that he had asked the Clerk to research large employers (more than 250 employees) in North Essex and after consultation with the Principal and Vice Principal: Finance and Operations to ensure there are no potential conflicts of interest, she will be writing to the Chief Executives of the shortlisted employers to requests nominations to join the Board.

4.2. It was noted that there was a vacancy on the Audit and Compliance Committee following the resignation of Kiran Rafferty from the Board. The Committee will consider this once the outcome of the staff Governor election is known.

4.3. It was noted that the Clerk had received two nominations for the staff Governor (Business Support Staff) vacancy and an election will be held during week commencing 28 September. The Board will be asked to confirm the appointment of the new Staff Governor at the planning meeting on 13th October.

5. Board Attendance Report 2014-15

CIC/RS/15/2/2, Report on Board Attendance 2014-15, was received and considered. It was noted that just one Governor had attendance of less than the Board target of 70% last year, a considerable improvement of previous years.

6. **Date of Next Meeting**

Tuesday, 2nd December 2015 at 4.30pm.

7. **Any other urgent business**

7.1. **Recruitment**

It was reported that as at 15th September 4154 16-18 learners had been enrolled against an EFA funding target of 4124 and an internal target of 4300, with a small number still to enrol. A late Advice Day was being held that afternoon and the College was still taking a lot of call. The best case is that another 100 to 150 learners will be enrolled. There was a lot of competition this year from sixth form colleges and private providers. It was too early to report 19+ recruitment.

HE enrolment starts week commencing 21 September. The target is 370 new starts and the latest figures indicate there are 320 firm acceptances with another 13-14 offers outstanding and 15 pipeline enquires. The College may be able to make up the shortfall (about 12) on part time enrolments.

The Chair reported that he had attended a couple of advice evenings and there were still instances of learners joining the College having done AS level but not liking it.

7.2. **Science Lab**

It was noted that a temporary building had been brought in (located outside the Reception) to accommodate the extra science groups pending the completion of the South Wing.

7.3. **Area Reviews**

Governors noted the proposals for every FE and sixth form college to be reviewed over the next 18 months. The end point will be fewer but larger, more efficient organisations. There is widespread concern in the sector because independent providers and schools with sixth forms are excluded from the reviews despite being integral to post 16 education planning. The first three area reviews have been announced: Birmingham/ Solihull, Greater Manchester and Sheffield City.