

Colchester Institute Corporation

Minutes of a Meeting of the Remuneration and Search Committee  
held on 4<sup>th</sup> December 2015  
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 16<sup>th</sup> September 2015 (CIC/RS/15/3/1) 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. The Clerk has been in correspondence with an individual regarding potential Board membership. The Chair outlined the background of the individual and it was agreed that the Chair, Principal and one other Governor should meet with the applicant and make a recommendation straight to the Board.

4.2. It was reported that a panel of three Governors would be required to meet annually in May to consider nominations for staff awards under the new Staff Reward and Recognition Scheme. It was agreed that Kevin Prince should stand down as Chair of the Audit and Compliance Committee and chair this new Committee. Two other Governors still need to be appointed to the Committee.

4.3. It was agreed to recommend to the Board that Lisa Clampin is appointed as Chair of the Audit and Compliance Committee with effect from 1 January 2016.

4.4. It was noted that there would be a vacancy on the Audit and Compliance Committee when John Baugh stands down at the end of December 2015 and agreed to look for someone with an appropriate background for co-option to the committee.

## 5. **Governor Self-Assessment 2014-15**

CIC/RS/15/3/1, results of the Governor Self-Assessment questionnaire 2014-15, including benchmarking data for 12 colleges, was received and discussed. Governors noted that the sample size was small, skewing some of the results and that compared to the other colleges, Colchester Institute appeared to be doing less well in some areas, although this may be the result of Governors being more critical than members in other colleges. The Chair's view was that the Board was collectively fulfilling its functions and making a positive contribution, as evidenced by the October planning meeting which had been particularly productive. Another planning meeting will be organised for early in the New Year.

## 6. **Board Objectives**

### 6.1. **Objectives 2015**

The Committee considered the Board's performance against targets in 2015 and agreed good progress had been made in two areas but that more needed to be done to monitor staff wellbeing at Board level. The Resources Committee, which receives reports on staff absence and turnover as well as the findings of staff surveys, was asked to consider staff wellbeing when receiving HR reports. The Principal reported that the Staff Wellbeing Committee, which she chairs, will be producing an annual report for staff on the activities and outcomes of the Committee, and agreed that this should be received by the Resources Committee. The last staff survey was carried out about 18 months ago and focussed on workplace stress. The Staff Wellbeing Committee is currently looking at engaging a Braintree based organisation called Provide to carry out the next survey. Provide, which offers a free service, works with a range of organisations including Braintree District Council to provide health care services such as help with stopping smoking and weight management as well as promoting different aspects of health care and wellbeing through workplace champions.

### 6.2. **Objectives 2016**

The Committee agreed the following targets for 2016 for recommendation to the Board:

- (i) Prepare for Area Review. It has recently been announced that Essex will be in the fifth wave in November 2016. Norfolk and Suffolk have been put together.
- (ii) Responding to the outcomes of the Ofsted Inspection
- (iii) Monitoring of staff wellbeing

Other issues may arise out of self-assessment and further suggestions will be invited at the Board meeting on 15<sup>th</sup> December. It was agreed that there ought to a target related to financial health and financial planning in the short and long term.

It was agreed to start the Board meeting scheduled for 9th February earlier in the day and convert it into a planning meeting.

## 7. **Date of Next Meeting**

Tuesday, 19<sup>th</sup> July 2016 at 4.30pm.

## 8. **Any other urgent business**

There were no items.