

Colchester Institute Corporation

Minutes of a Meeting of the Remuneration and Search Committee
held on 13th December 2017
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 3rd October 2017 (CIC/RS/17/3/1) were received and confirmed. The Chair signed the minute book.

3. Matters Arising from the minutes

None, other than on the agenda.

4. Membership / Succession Planning

CIC/RS/17/3/2, Membership Matters report, was received and discussed.

4.1. It was noted that Karen Tarling and Sue Thompson-Arnold would complete their current (first) term of office during 2018. Both Governors had indicated that they were willing to be considered for a further term of office. The Committee considered the current board profile; skills audit analysis; and records and assessment for both Governors. It was agreed to recommend to the Board the reappointment of Karen Tarling for a four year term of office with effect from 1 March 2018, and Sue Thompson-Arnold for a four year term of office with effect from 29 July 2018.

4.2. It was noted that Christopher Bridge would not be seeking reappointment when his current term of office ends on 31 December 2018. The Committee will consider how to replace Mr Bridge, and succession planning for the role of Chair, during 2018. The skills mix was considered. Given the College's aspirations to expand its provision in health and care it was agreed that there might be merit in seeking a new Governor with expertise in this area, replacing the skills that will be lost when Mr Bridge stands down.

4.3. It was reported that Bryn Morris was finding it increasingly difficult to attend meetings of the Governing Body due to other commitments. Mr Morris had initiated a discussion with the Chair about his continued membership of the Board, both in the context of attendance and the changing relationship between the College and the University. The Committee acknowledged that Mr Morris' thoughtful and positive contribution to discussions at the Curriculum and Quality Committee and at Board meetings will be missed, but his attendance has deteriorated considerably, and the decision of the University of Essex to bring the current collaboration agreement to an end in two years' time will increasingly lead to conflicts of interest. It was therefore agreed to recommend to the Board that Mr Morris is asked to resign as a Governor. If this recommendation is

supported by the Board, it was agreed that it would be helpful to replace Mr Morris with someone who has a background in higher education.

- 4.4. The Principal updated Governors on the work that was being done to identify a new partner to validate the College's HE provision when the current agreement with the University of Essex ends. The College is also investigating the option of becoming a self-awarding body, but given the timeframe for going through the process (which could take up to three years) if the College decides to pursue this option it will still need a new partner university as an interim measure.

5. **Governor Self-Assessment 2016-17**

CIC/RS/17/3/3, Governor Self-Assessment analysis 2016-17, was received and considered. It was noted that for a number of statements there had been a shift from "strongly agree" to "agree" compared to the previous year but generally it was a positive set of results.

6. **Board Attendance Report 2016-17**

CIC/RS/17/3/4, Report on Board Attendance 2016-17, was received and considered. It was noted that attendance at the two planning meetings had been poor compared to attendance at other meetings during the year and this needs to improve going forward.

7. **Board Objectives**

7.1. **Review of Objectives 2017**

The Committee reviewed progress against the objectives approved by the Board for 2017:

- (i) Regain Satisfactory financial health status – achieved
- (ii) Sustain recruitment/retention into 2017/18 – achieved
- (iii) Ensure the Area Review process supports the Board's preferred outcome of remaining an independent College – achieved
- (iv) Maintain College Self-Assessment Grade 2 – not achieved
- (v) Continue to monitor staff wellbeing and staff engagement – monitored but there is still work to do.

The Committee discussed the draft College Self-Assessment Report 2016-17 and questioned the decision to grade Teaching and Learning as Good, when outcomes for learners were graded as requires improvement. The Principal reported that a range of factors had been taken into account. The proportion of students (35%) doing resits in English and maths, where teaching is mostly very good, had a big impact. There were also poor results at the end of the year in three or four statistically significant vocational areas. The College's student mix is different to that in the comparator group, which includes sixth form colleges and a lot of general further education colleges which still deliver A levels.

7.2. **Objectives 2018**

After discussion it was agreed to recommend the following objectives to the Board for 2018:

- (i) Retain Satisfactory financial health status
- (ii) Return to College Self-Assessment Grade 2
- (iii) Achieve the first year of the Strategic Plan

8. **Date of Next Meeting**

Thursday, 12th July 2018 at 4.30pm (if required).

9. **Any other urgent business**

There were no items.