

Colchester Institute Corporation

Minutes of a Meeting of the Remuneration and Search Committee
held on 12th December 2018
at the Sheepen Road Campus

Present:

Christopher Bridge, in the Chair
Alison Andreas
David Gask

Kevin Prince
Sue Thompson-Arnold
Richard Wainwright

In Attendance:

Hazel Paton Clerk to the Governors

There were no apologies for absence

Part I

1. **Declaration of any Conflicts of Interest**

None.

2. **Minutes**

The Minutes of the meeting held on 12th July 2018 (CIC/RS/18/2/1) 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/18/2/2, Membership Matters report, was received and discussed.

4.1. The Chair reported on a meeting with a potential new Governor. Members noted the background and experience of Mr Keith Moule and agreed to recommend his appointment to the Board as an Independent Member for a four year term of office with effect from 1 January 2019. Mr Moule has relevant current experience in further and higher education and a particular interest in quality issues. It was agreed to recommend that Mr Moule is appointed to the Curriculum and Quality Committee.

4.2. It was noted that Ian Thurgood had resigned his membership of the Board on 20th November 2018, and that Christopher Bridge would be standing down when his current term of office ends on 31st December 2018. Members considered the current skills profile of the Board and agreed to seek a new member with a legal background. The Clerk was asked to advertise the vacancy.

4.3. It was noted that Mark Davies had transferred from the Resources Committee to the Audit and Compliance Committee with effect from 4th December 2018 and had been asked to take over as Chair of the Committee with effect from 1 January 2019.

5. **Governor Self-Assessment 2017-18**

CIC/RS/18/2/3, Governors' Self-Assessment 2018, was received and considered. Members considered the analysis, noting in particular the areas where one or more Governors disagreed/strongly disagreed with a statement.

Members discussed the self-assessment in the context of the findings of the recent Ofsted Inspection and suggested that Governors need to be more self-critical. Arising from the discussion the Principal reported that the Board would be provided with different types of data going forward.

A new progress tracking system will be introduced as a result of the Inspection, and Governors will receive regular updated on how students are making progress.

6. **Board Attendance Report 2017-18**

CIC/RS/18/2/4, Board Attendance Report 2017-18, was received and noted.

7. **Board Objectives**

CIC/RS/18/2/5, Board Objectives, was received.

Governors considered the progress against the objectives for 2018:

- (i) Retain Satisfactory financial health status - achieved
- (ii) Return to College Self-Assessment Grade 2 – not achieved
- (iii) Achieve the first year of the Strategic Plan – made good progress on three of the five objectives.

The Chair will reflect on progress against the above objective in his address to College Management on 13th December.

Governors started to discuss objectives for 2019. Suggestions included making rapid progress on teaching and learning; increasing recruitment for 2019-20; and improving internal communication. The challenge of delivering to increased student numbers (up to 300 additional 16-18 learners) with £2m less funding under the lagged learner funding methodology was discussed. The Principal reported that the College will continue to manage student recruitment carefully, and will not take learners at any cost. This is a marketing challenge for the College. It is not clear how many learners Colchester Institute lost this year to the local sixth form college and competitor further education colleges. If the College is successful in recruiting 300 additional learners next year it will be an exceptional increase, and will enable the College to make a case for growth funding.

The Chair Elect will give further thought to the objectives for 2019 and make a recommendation to the February Board meeting.

8. **The College Senior Staff Remuneration Code Consultation**

CIC/RS/18/2/6, Colleges Senior Staff Remuneration Code Consultation, was received and considered. It was noted that the Corporation Chair had responded to the consultation on behalf of the Board. The most significant changes for the College, if the Board adopts the Code, is the requirement that the Corporation Chair should not be the Chair of the Remuneration Committee, and the requirement to publish the multiple of the remuneration of the Chief Executive/Principal and the median earnings of the college's whole workforce annually.

The consultation closed on 23rd November 2018. The AoC Governors' Council were due to consider the responses at a meeting in December 2018.

9. **Date of Next Meeting**

Thursday, 16th July at 3.30pm (if required).

10. **Any other urgent business**

- 10.1. It was noted that it is good practice for members of the Board to have regular one-to-one meetings with the Corporation Chair to discuss matters such as Board performance and their contribution, effectiveness and training needs. The Chair Elect is keen to introduce these reviews during 2019.