

Colchester Institute Corporation

Minutes of a Meeting of the Remuneration and Search Committee
held on 29th January 2020
at the Sheepen Road Campus**Present:**

Richard Wainwright, in the Chair
Lisa Clampin

Mark Davies
Kevin Prince

In Attendance:

Alison Andreas
Hazel Paton

Principal and Chief Executive
Clerk to the Governors

Apologies for absence were received from Keith Moule

1. Declaration of any Conflicts of Interest

None

2. Minutes

The Minutes of the meeting held on 26th November 2019 (CIC/RS/20/1/1) were received and confirmed. The Chair signed the minute book.

3. Matters arising from the minutes**3.1. Vacancy for member with recent FE experience**

The Principal has contacted two former HMIs (one of which was based in the Eastern region) regarding potential Board membership without success. She was hoping that they might know of others if they couldn't do this themselves, but this was not the case. Current HMIs are not able to serve on the Board of FE colleges.

3.2. Board Briefings

The Head of Further Education and Skills at RSM has agreed to give a presentation on audit and risk at the July Board meeting. The pre-Board briefing at the February meeting will be an update on teaching and learning improvement.

3.3. Review of Committee Terms of Reference

The Clerk was asked to progress this so that the new framework is in place by the end of the academic year.

3.4. Cyber Security

Going forward the Head of ILT will attend each meeting of the Audit and Compliance Committee to update Governors on cyber security.

4. Membership/Succession Planning

CIC/RS/20/1/2, Membership/Succession Planning, was received and considered.

4.1. It was reported that one of the two student Governor positions is still vacant, pending the filling of the role of President of the HE Student's Union. No nominations were received for the role of HE SU President during the election period (5 December 2019 to 6 January 2020). The Dean of Higher Education is now considering using a power in the Union's constitution to co-opt a student into the role.

- 4.2. The Chair reported that he had met with someone with a background as a senior accountant and civil engineer who had expressed an interest in joining the Resources Committee as a co-opted member. Following that meeting the Clerk had provided further information on the College, the Board and the role, and was awaiting confirmation from the individual that they still wished to be considered for the role. The Committee agreed, subject to their agreement, to recommend this individual to the Board for appointment as a co-opted member of the Resources Committee.
- 4.3. The Committee considered the CV and skills audit of a potential new member with a background in public relations. The Corporation Chair and Principal had met with the individual and were recommending her appointment to the Board. It was agreed to recommend the appointment of Irene Kettle to the Board and the Audit and Compliance Committee for a four year term of office. It was further agreed to invite her to attend the February Board meeting as an observer.
- 4.4. Richard Wainwright had agreed to become an ambassador for Employer Engagements and Apprenticeships and was due to meet with the Director of Apprenticeships and Business Solutions on 19th February. The terms of reference for role are the same as that of a link governor.
5. **Draft Governance Risk Register**
CIC/RS/20/1/3, draft Governance Risk Register, was received, considered and approved. It was agreed to review the risk register at each meeting of this Committee. The risk register will be submitted to the Risk Committee for consideration alongside departmental risk registers and inform the Corporate Risk Register.
6. **Board Training and Development**
CIC/RS/20/1/4, Board Training and Development, was received and considered. Governors welcomed the proposals for a more formalised and consistent induction programme for new members. The Clerk was asked to include reference to Governor learning walks and a link to the resource library on the RMS website in the document. Governors discussed arrangements for mentoring new Governors. To ensure a consistent approach, it was agreed to ask one member of the Board to become a point of contact/buddy for all new Board members.
7. **Date of next Meeting**
Thursday, 2nd April 2020 at 3.00pm.
8. **Any other urgent Business**
There were no items.