

Colchester Institute Corporation

Minutes of a Virtual Meeting of the Remuneration and Search Committee
held on 9 February 2021

Present:

Richard Wainwright, in the Chair
Lisa Clampin

Keith Moule
Kevin Prince

In Attendance:

Alison Andreas Principal and Chief Executive
Hazel Paton Clerk to the Governors

1. **Apologies for Absence**

Apologies for absence were received from Mark Davies.

2. **Declaration of any Conflicts of Interest**

None

3. **Minutes**

The Minutes of the meeting held on 25th November 2020 (CIC/RS/21/2/1) and special meeting held on 12th January 2021 (CIC/RS/21/2/2) were received and approved as an accurate record.

4. **Matters Arising from the Minutes**

4.1. **Review of Meeting**

A decision had been taken at the last meeting to include 'review of meeting' as a standing item on the agenda for Board and Committee meetings. Two Committees had met since this was introduced as an agenda item and Members discussed how useful this had been. The two Committee Chairs reported that the focus of discussion under this agenda item had been on items to bring to the attention of the Board. It was **AGREED** that the review of meeting should be developed to include discussion of the effectiveness of the meeting, and feedback to the Executive on the papers presented to the meeting (number, length, adequacy, how they could be improved etc).

ACTION: The Corporation and Committee Chairs to ensure the review of meeting considers all aspects of the effectiveness of the meeting include feedback for the Executive on the papers presented to the meeting.

4.2. **Report from Committee Chairs to Corporation Board**

The Committee had previously discussed whether Committee Chairs should provide a written or oral report at Board meetings, but no firm decision had been reached. It was **AGREED** that Committee Chairs should provide a written report, to be circulated with agenda, using a standard template. Lisa Clampin offered to produce a report template, drawing on best practice in the NHS and elsewhere.

ACTION: Lisa Clampin agreed to produce a template document for reports from Committees, drawing on best practice, and circulate to Committee members for consideration.

5. **Membership**

The Committee considered the appointment of a co-opted member to the Curriculum and Quality Committee. The Corporation Chair reported that he, the Principal and Clerk had recently met with Jenny Thorpe, Assistant Principal Teaching, Learning & Quality at Northampton College, and outlined her background and experience, and how she would complement and strengthen the

current skills set on the Committee. The College had worked with Jenny previously as part of the SCIF (Strategic College Improvement Fund) partnership arrangement with Northampton College. It was reported that Jenny had attended the previous meeting of the Curriculum and Quality Committee as an observer, and had raised some very focussed questions.

The Committee **AGREED** to recommend to the Board the appointment of Jenny Thorpe as a co-opted member of the Curriculum and Quality Committee for a four year term of office.

6. **Committee / Board agendas**

CIC/RS/21/2/3, Review of Board / Committee Agendas, was received. The Committee considered the format of the draft agenda for the Board meeting, which incorporated the changes agreed at the last meeting, including the starring of agenda items. The Principal reported that it had been quite difficult to decide which items should be starred for discussion. Governors acknowledged this and accepted that every item may be starred; the purpose was to highlight those items on the agenda which Governors should focus on.

7. **Governance Risk Register**

The Committee received and considered CIC/RS/21/2/4, Governance Risk Register. It was noted that the appointment of Committee Vice Chairs still needed to be progressed. The Chair of the Finance and Resource Committee reported that there was a potential candidate to take on the role of Vice Chair on that Committee, but this was not the right time to pursue it. He had therefore agreed with the Corporation Chair to hold this in abeyance but keep it under review.

8. **Review of Meeting**

It was agreed that the report from this Committee to the next Corporation Board meeting would include:

- The Committee's recommendation to appoint Jenny Thorpe as a co-opted member of the Curriculum and Quality Committee for a four year term of office.
- An explanation of the changes to the format of agendas, the introduction of written reports from Committee Chairs (from the April Board meeting), and the underlying reasons for the changes.

9. **Date of next Meeting**

Wednesday, 24th March 2021 at 3.00pm

10. **Any other urgent Business**

There were no items.

PART II

These minutes are not confidential but the supporting papers are confidential

11. **Part IIB Minutes**

The Part IIB Minutes of the meeting held on 25th November 2020 (CIC/RS/21/2/5) and special meeting held on 9th December 2020 (CIC/RS/21/2/6) were received and approved as an accurate record.