

Colchester Institute Corporation

Minutes of a Virtual Meeting of the Governance, Remuneration and Search Committee
held on 18 November 2021

Present:

Richard Wainwright, in the Chair
Mark Davies

Kevin Prince
Terry Smyth

In Attendance:

Alison Andreas
Hazel Paton

Principal and Chief Executive
Clerk to the Governors

1. **Apologies for Absence**

Apologies for absence were received from Lisa Blake.

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

None

3. **Agreement to Starred Agenda Items**

Members were invited to indicate any items which they wished to star for discussion or question. No additional items were starred. Items that had not been starred were noted and/or approved without discussion.

4. **Minutes**

The Minutes of the meeting held on 23 September 2021 (CIC/GRS/21/6/1) were received and confirmed as an accurate record.

5. **Matters arising from the minutes**

5.1. **Succession Planning for the role of Corporation Chair**

The Committee noted outstanding points from the previous meeting.

ACTION: The Principal will seek informal feedback from the College Executive and report back to the next meeting.

6. **Membership / Succession Planning**

The Committee received and considered CIC/GRS/21/6/3, Membership / Succession Planning.

The Clerk reported that:

- Aron Leader had been elected as Student Member by the College's further education students.
- Olive Campbell-Lilo had been elected unopposed as Student Member by the College's higher education students.

The level of student engagement in the election process had been disappointing. The Clerk was asked to look at how other FE colleges get good engagement in student governor elections.

The Committee discussed the vacancy for a member with recent FE experience. The Principal reported that she had approached the Principal of another College who may be willing to join the Curriculum and Quality as a co-opted member when they stand down from their current role in January, and will follow this up.

7. **Governor Self-Assessment 2020-21**

The Committee received and considered CIC/GRS/21/6/3, Governor Self-Assessment 2020-21.

It was noted that the questionnaire was long, and as it could not be saved had to be completed in one session. Members questioned whether this was why not all Governors had completed the self-assessment. After discussion it was agreed to streamline the questionnaire in future, perhaps focussing on particular aspects each year.

The Committee discussed the emerging themes, noting that Governors want to move the emphasis from finance to the curriculum, e.g. teaching and learning, student support, learner voice and outcomes including destinations.. The College has created opportunities for Governors to get closer to the curriculum areas, such as the introduction of learning walks twice a year, involvement in the self-assessment report, and governor links. These are not always well attended, possibly because they do not fit into the normal pattern of meetings. Governors not being on campus as a result of the pandemic has not helped. Arising from the discussion it was AGREED to

- do a short follow up survey to get a greater understanding on specific aspects of the survey;
- give greater emphasis to the learner voice the curriculum issues at Board meeting, led by the Chair of the Curriculum and Quality Committee.

The Committee discussed the new requirement for all colleges to have an external review of governance at least every three years. This reform set out in the Skills for Jobs white paper has been included in the ESFA Funding Agreement 2021-22. The Corporation Chair had attended a break session on external reviews at the recent AoC Annual Conference and gave a synopsis of the discussion. The general feeling of delegates at the conference was that external reviews would be extremely useful but also extremely expensive. Also, although it is supposed to be a supportive process, the outcomes of external reviews will be in the public domain. It had been suggested that external reviews would take about ten days over a relatively short time timeframe. Interim guidance on the governance reforms arising from the Skills for Jobs white paper, including draft guidance on external governance reviews, had been published by the AoC earlier that day.

The Committee AGREED:

- to discuss external governance reviews at the next meeting.
- that the pre-Board briefing at the next Board meeting would be on the interim governance reforms arising from the Skills for Job white paper.

8. **Governor Development Review meetings**

The Corporation Chair reported that he was continuing to hold one-to-one meetings with Governors and was finding them extremely useful.

9. **Annual Report to the Board 2020-21**

The Committee received, considered and APPROVED CIC/GRS/21/6/4, Remuneration and Search Committee Annual Report to the Board 2020-21.

10. **Review of Meeting**

The Committee considered and agreed:

- Items/papers to be reported to the Board: Board self-assessment; governance reforms.
- Items to be treated confidentially: - membership matter

11. **Date of next Meeting**

Wednesday, 26 January 2022 at 4.30pm via Zoom.

12. **Any other Urgent Business**

There were no items of other urgent business.

PART II - CONFIDENTIAL

The Principal and Clerk left the meeting. A Member acted as Clerk to the Committee during the absence of the Clerk.

13. **Senior Post Holder Pay and Performance 2020-21**

The Committee received and noted CIC/GRS/21/6/2, AoC College Senior Pay Survey 2020 Summary Report.

The Committee considered the Principal's, Senior Post Holders' and Clerk's pay and performance against targets 2020-21. A separate confidential minute was taken by the acting Clerk, available to Independent Members only.