

## Colchester Institute Corporation

Minutes of a Meeting of the Governance, Remuneration and Search Committee  
held on 19<sup>th</sup> September 2023  
at the Colchester Campus**Present:**

Richard Wainwright, in the Chair  
Richard Block  
Peter Cook

Kevin Prince  
Caroline Williams

**In Attendance:**

Alison Andreas  
Hazel Paton

Principal and Chief Executive  
Clerk to the Governors

Richard Block and Caroline Williams were welcomed to their first meeting of the Committee.

**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. Items that had not been starred were noted and/or approved without discussion.

**4. Minutes**

The Minutes of the meeting held on 5<sup>th</sup> July 2023 (CIC/GRS/23/5/1) were received and approved as an accurate record. The Chair signed the minute book.

**5. Action Sheet and Matters arising from the minutes**

CIC/GRS/23/5/2, Governance, Remuneration and Search Committee action sheet, was received and noted.

**5.1. Update on AoC Code of Good Governance**

The Clerk provided an oral update on the status of the Code of Good Governance. It was reported that the Code had been well received by the National Chairs' Council and the AoC Board and was with the designers. The AoC were planning a 'soft launch' of the code, which would operate alongside the current code used by colleges, in September 2023. The expectation was that all colleges would be using the new code starting from 1 August 2024.

**6. Membership / Succession Planning**

The Committee received and considered CIC/GRS/23/5/3, Membership Report.

6.1. Governors noted the resignation of Terry Smyth with effect from 24/08/23, creating vacancies for an Independent Member, Lead Governor for Safeguarding, and member of the Audit and Risk Committee. It was agreed to search for a new Independent Member with relevant expertise to take on the role of Safeguarding Lead Governor. A suggested candidate with recent experience in a further education college was suggested which it was agreed to follow up. In the interim, the Corporation Chair agreed the take on the role of Safeguarding Governor.

6.2. The Corporation Chair outlined the background and experience of two individuals who had expressed an interest in becoming co-opted members. One was a recently retired chartered surveyor with significant audit experience willing to join the Audit and Risk Committee. The other

was a CIPD qualified HR professional willing to join the Finance and Resources Committee. It was agreed that the Corporation Chair, Principal and Clerk should meet with both candidates.

- 6.3. It was noted that Jasmin Patel would complete her first term of office as an Independent Member on 31<sup>st</sup> December 2023. The Committee considered her record of attendance, training, skills, Board responsibilities and contribution and AGREED to recommend to the Board the re-appointment of Jasmin Patel for a four-year term of office with effect from 1 January 2024.
- 6.4. It was noted that two Governors would complete their first term of office in February 2024. Peter Cook indicated that he would prefer not to serve a second term but was willing to stay until of the end of 2023-24 academic year. The Clerk confirmed that this would require the Board to approve an extension to his term of office from 19/02/24 to 31/07/24, on the recommendation of this Committee. This would be an agenda item at the next meeting.
- 6.5. It was noted that this would be Richard Wainwright's last meeting and that a new Chair would need to be appointed at the next meeting.
7. **Update on Senior Post Holders**  
This item is recorded as a separate confidential minute.
8. **Update on External Review of Governance**  
The Clerk gave an oral update on the External Review of Governance. The Clerk outlined the schedule for the review, which would commence with scoping meetings with the Principal and Corporation Chair on 22<sup>nd</sup> September, and conclude with the presentation of the final report to the Board at its meeting on 29<sup>th</sup> February 2024.
9. **Board Attendance Report 2022-23**  
CIC/GRS/23/5/4, Board Attendance Report 2022-23, was received and noted.
10. **Review of Meeting**  
The Committee reviewed the effectiveness of the meeting, agreed items to be treated confidentially, and agreed the items to be referred to the Board.
11. **Date of next Meeting**  
29<sup>th</sup> November 2023 at 4.30pm on Teams.
12. **Any other urgent Business**  
The Corporation Chair thanked Richard Wainwright for his contribution to the work of the College and the Board, and also for the support that Richard had given to him personally over many years.