

**COLCHESTER INSTITUTE CORPORATION**

**GOVERNANCE, REMUNERATION AND SEARCH COMMITTEE**

**held via Teams on**

**Wednesday 23 April 2025 at 4.30pm**

**Membership:**

Caroline Williams – CQC Chair

Stephanie Bettinson – ARC Chair

Richard Block – FRC Chair

Lisa Blake – Corporation Chair

Sanjeev Arya – Independent Governor

**In attendance:**

Alison Andreas – Principal/ CEO

Alison Bennett – Head of Governance

**1. Apologies for Absence**

Apologies for absence due to work commitments were received and accepted from Sanjeev Arya.

**2. Declaration of any conflicts of interest**

There were no declarations of any conflict of interest, financial or otherwise, in the business to be discussed.

**3. Minutes of Previous meeting**

CIC/GRS/25/2/1, Minutes of the meeting held on 22 January 2025, were received, and approved as a true and accurate record.

**4. Action Sheet**

It was noted that there were no outstanding actions. It was agreed that the Governor survey, CIC/GRS/25/1/6 item 7.2, would be added to the action sheet to ensure that it is not lost sight of.

**5. Membership**

CIC/GRS/25/2/2, Membership report, was received for discussion.

5.1 The committee noted the resignation of Thomas Empson as an independent Governor and member of the Curriculum and Quality Committee.

5.2 The committee considered Independent Governor Recruitment. Following discussion, the committee agreed that independent governor recruitment was not required at this time but instead felt that recruitment should take place as and when specific skills need arise. The Committee **ASKED** whether the Board should consider ESNEFT representation. Principal assured the committee that the College maintains a strong relationship with ESNEFT despite not having specific health representation on the Board.

5.3 The committee noted the FE Student Governor term of office end date of 31 July 2025. It was agreed that the Head of Governance will action the nomination process ahead of the new academic year.

**ACTION:** Head of Governance to start the FE student Governor recruitment process.

**6. External Governance Review**

CIC/GRS/25/2/3, External Governance Review table of recommendations, was received for discussion. It was explained that the Head of Governance and Chair of the Corporation met to discuss the document since the papers were circulated and alterations to the table would be made to ensure it

contains clear actions and implementation dates. The committee discussed the document at length. It was agreed that the priority items should remain, as agreed by the Board. The committee recognised that since the report was written there has been several changes to the governance personnel and as some recommendations may no longer be relevant. It was agreed that any recommendations that are not going to be carried out should be quantified as to why that is the case. Discussion took place as to where responsibility for the work sat. The Head of Governance reminded the committee that as a review of Governance it is owned by the board.

**ACTION:** External Review of Governance, table of recommendations, to be worked on to produce an action sheet including implementation dates.

7. **Skills Review**

CIC/GRS/25/2/4, Skills Review, was received and discussed considering if any amendments should be made. Following detailed discussion, it was agreed that guidance should be provided to Governors on how to complete the document. The committee agreed that the form is a clean document that can be used as the basis for further discussion in the Chair's annual 1:1 meetings with Governors. Head of Governance said that the form would be transcribed into a Microsoft form to ensure the data collated is meaningful and usable.

8. **Meeting Dates**

Forthcoming meeting dates were noted as  
- 2 July 2025

9. **Any Other Urgent Business**

Discussion took place around the meeting being held virtually and consideration was given to whether the meeting should continue in this format. It was agreed that the meeting will continue to be held virtually and will be reviewed annually.