



Remuneration Committee Minutes

<b>Meeting</b>	Remuneration Committee	<b>Date</b>	Tuesday 4 <sup>th</sup> June 2019
<b>Location</b>	Boardroom J221, Canterbury College	<b>Time</b>	4.13pm
<b>Membership</b>	Jonathan Clarke (Chair), Charles Buchanan and Tim Kent		
<b>In Attendance</b>	Graham Razey (Group Principal) Tara Ashman (Clerk)		

\* *Italics notes absence*

	ITEM	COMMENTS	ACTION
1	<b>Welcome and Apologies for Absence</b>	The Chair welcomed members to the meeting with no apologies.	
2	<b>Declarations of Interest</b>	There were no declarations other than those previously declared.	
3	<b>Matters Arising</b>	There were no matters arising at the meeting.	
4	<b>Senior Postholder Review</b>	[Tara Ashman and Graham Razey left the meeting at 4.14pm]  <i>This item was considered confidential and will form part B confidential minutes</i>  [Tara Ashman and Graham Razey rejoined the meeting at 4.32pm]	

5	<b>Remuneration Review Proposals</b>	<p>The Chair invited discussion on the proposals as presented. Members discussed the options and agreed that a wider review in the first instance would enable the Committee to develop a considered approach for a longer-term view. The expertise and knowledge within the organisation is something that holds the greatest risk at present with recent developments and GR as Group Principal will be looking at options for those executive roles not at a Senior Postholder level to enable some medium term stability and security within the team.</p> <p>Members agreed to the Peridot Partners proposal and discussed whether this was something that could be undertaken for all the Colleges in Kent as a wider review. The Corporation Chair will speak to the other Chairs in Kent to see if the cost could be divided between the organisations. Once approval is received, the review can be undertaken and brought back to the Committee for discussion.</p> <p style="text-align: center;"><b>APPROVED – Members approved the use of Peridot Partners for a Remuneration Review</b></p>	CB
6	<b>Remuneration Corporation Chair</b>	<p>[Charles Buchanan left the meeting at 4.44pm]</p> <p><i>This item was considered confidential and will form part B confidential minutes</i></p> <p>[Charles Buchanan rejoined the meeting at 4.56pm]</p>	
7	<b>Draft agenda for next meeting</b>	<p>The draft agenda for the January meeting was reviewed and agreed by members with the inclusion of an update from the Charities Commission. It was agreed that this meeting would be brought forward to earlier in the year upon completion of the Remuneration Review. The Clerk to action accordingly.</p>	Clerk
8	<b>Any Other Business</b>	<p>There was no further business at the meeting.</p>	
9	<b>Matters considered confidential</b>	<p>Items 4 and 6 will be reported under Part B confidential minutes.</p>	
16	<b>Date and Time of Next Meeting</b>	<p><b>10.15am, Tuesday 28<sup>th</sup> January 2020, Broadstairs College.</b> <i>(To be brought forward upon completion of the remuneration review)</i></p>	



There being no further business the meeting closed at 5.06pm

Signed: [Handwritten Signature] Print: J. Curran

Date: 14 / 11 / 2019



The FGB Chair, CEO and the Director of Governance have been given delegated authority by FGB to review confidential minutes on an annual basis. The following minute was released for publication following the review panel meeting held on 12 November 2020. Meeting of Remuneration Committee 4/6/19 confidential minute 4

	ITEM	COMMENTS	ACTION POINT REQUIRED
4	Senior Postholder Review	<p>[Tara Ashman and Graham Razey left the meeting at 4.14pm]</p> <p><b>Group Principal and Chief Executive</b> – Members noted the reduction of the Group Principals salary from 1<sup>st</sup> February 2019 previously approved by the Full Governing Body as a personal commitment to the wellbeing of staff.</p> <p><b>Deputy Group Principal and Deputy Chief Executive</b> – Members agreed that any recommendations from the remuneration review would be considered next academic year.</p> <p><b>Executive Director Finance and Commercial Development</b> - The Chair noted that he is not aware of any expectation from the incumbent for a pay award this year however, given the complexity and growth of the business, there should be consideration for next year. Governors agreed that the unconsolidated pay award was not appropriate for this level of role.</p> <p><b>Clerk to the Governing Body</b> – Members agreed that this post should be considered alongside other established staff, with any other remuneration to be considered by exception.</p> <p style="text-align: center;"><b>RECOMMEND</b> – Members recommend the unconsolidated pay award of £250 (FTE) to be made to the Clerk for the period 2018-2019</p> <p>[Tara Ashman and Graham Razey rejoined the meeting at 4.32pm]</p>	



The FGB Chair, CEO and the Director of Governance have been given delegated authority by FGB to review confidential minutes on an annual basis. The following minute was released for publication following the review panel meeting held on 10 October 2022. Meeting of Remuneration Committee 4/6/19 confidential minute 6

	ITEM	COMMENTS	ACTION POINT REQUIRED
6	Remuneration Corporation Chair	<p>[Charles Buchanan left the meeting at 4.44pm]</p> <p>Members discussed the need for the role of Chair to remain remunerated given the ongoing developments within the Group. The Chair noted at his recent one to one the workload represents 1.5-2 days per week. It was agreed that the role should continue to be remunerated for the remaining term of office and the Clerk will look into extending the mandate with the Charities Commission on behalf of the board. If the mandate is extended this would need to go to the Full Governing Body for formal approval.</p> <p>The Remuneration Committee would consider the remuneration of the role at the end of the term of office. It was agreed that the role should remain at the existing remuneration for the duration of the term unless further precedent is found within FE.</p> <p><b>AGREED – Members agreed to seek approval from the Charities Commission to extend the mandate to remunerate the Corporation Chair in the role for the additional work undertaken as a trustee up to 31<sup>st</sup> August 2021.</b></p> <p>[Charles Buchanan rejoined the meeting at 4.56pm]</p> <p>The Chair informed Charles Buchanan of the proposal to make application to extend the mandate from the Charities Commission for the remaining term of office. CB asked that the remuneration be reconsidered and the Chair asked the Clerk to look into whether there is scope within the mandate for a daily rate as opposed to an annual rate and report back through the board.</p>	<p>Clerk</p> <p>Clerk</p>