



Search and Remuneration Committee Minutes

Meeting	Search and Remuneration Committee	Date	Tuesday 12 th June 2018
Location	Business Centre Boardroom, Broadstairs College	Time	11.05am
Membership	Jonathan Clarke (Chair), Charles Buchanan, Jeremy Licence and <i>Graham Razey</i>		
In Attendance	Tara Ashman (Clerk)		

* *Italics notes absence*

	ITEM	COMMENTS	ACTION
1	Welcome and Apologies for Absence	The Chair welcomed members to the meeting; apologies were received from Graham Razey.	
2	Declarations of Interest	There were no additional declarations raised at the meeting other than those previously declared	
3	Minutes of the Meeting held on 14 th March 2018	The minutes of the Search and Remuneration Committee meeting held on 14 th March 2018 were approved as an accurate record and signed by the Chair.	
4	Matters Arising	<p>JL asked the Clerk to look at exemptions in terms of safeguarding training, the Clerk will confirm outside of the meeting.</p> <p>The Clerk advised that the Local College Board strategy event would now take place in the October not July as previously agreed when all LCB appointments should be in place. Members concurred with this rationale.</p>	Clerk

5	Local Board Update	<p>Members discussed the current appointments to the Local College Boards. The Clerk has been assured that more members are coming forward in the next few weeks and the College Principals have not expressed any concern about securing membership for next academic year. The Staff Governors will be advertised once consultation has finished. The Clerk and Paul Sayers continue to work with the College Principals to ensure these are ready for implementation in 2018/2019. The LCB Clerk is one of the vacancies within the consultation at each College.</p> <p>Members discussed the appointments of the LCB Chairs, which will be coming for formal ratification to this Committee outside of the meeting cycle. It was agreed that an electronic resolution could be drafted to approve the recommendations and a formal letter confirming the appointment should go to the respective LCB Chair from the Corporation Chair by way of an introduction.</p> <p style="text-align: center;">AGREED - Members agreed the mechanism for appointing the LCB Chairs</p>	
6	Succession Planning	<p>Governors commented that the LCBs would play a part in future succession planning however noted that these members should be made aware of this during recruitment and induction as an opportunity.</p> <p>The Chair asked about the recent Governor 1:1s with the Corporation Chair. All Governors are committed to the next academic year and it was suggested that the members due for re-appointment be engaged approximately 6 months before the end of the next academic year to gauge their view.</p> <p>Members agreed that although the board is within its membership if there were any potential candidates these should be brought forward at any point for consideration. The Clerk raised the opportunity to work with a Governance recruitment specialist to look at an Educationalist vacancy; the quote for this was approximately £6,000. A Governor commented that it would be very surprising that the executive would not know of a candidate, should there be one, in the local area committed to a voluntary role and felt that there had perhaps not been enough exploration</p>	

		<p>within the current board. Members agreed that the skills audit would show any gaps in expertise, which may be wider than education. Members felt that this could be an option in the future but with the appointment of the Executive Director for Schools and Early Years and no pressing need from any external agencies that this should be revisited following the skills audit.</p> <p>The Corporation Chair noted that the newly named Education and Partnership sub-group might offer further assurance in this regard.</p>	
7	<p>Governor Self Evaluation and Skills Audit</p>	<p>The Clerk presented the Governor self-evaluation and skills audit for review and comment. Members felt the mean average in terms of reporting would not suit the Governance model, as one individual with significant experience in a certain area may be deemed sufficient for the purpose. The skills themselves and the reporting thereafter would encourage discussion for this Committee to review the current priorities of the board. A Governor asked if a description of the measures could be given and increase the rating from 1-5 to 1-6 to allow a low, medium and high range.</p> <p>Members discussed the use of the data collected, Governors are not being asked to justify their individual scoring but if there are some areas that are low across the Group these are the areas to focus on in either recruitment or development of existing Governors.</p> <p>A Governor suggested that the deadline for return be brought forward to enable a review at the next meeting, members were in agreement with this suggestion. The Clerk will update the form and deadline for return accordingly.</p> <p>AGREED – The Committee agreed the Governor Self Evaluation and Skills Audit for circulation</p> <p>The Chair proposed that the review of the Corporation Chair be undertaken by members at the October strategy event and members were in agreement with this proposal.</p>	

8	Policy Updates	<p>The Clerk presented the senior Post Holder policies for both Colleges post-merger for discussion. The noticeable difference is within the capability policy where Canterbury College had a separate policy for the Principal and East Kent College had one for all Senior Postholders. The members were clear that the individual's line manager should deal with capability and this will be worded as such in the single policy going forward.</p> <p>Members discussed the reduced size of board and the restrictive numbers this offers when escalating through the policy stages. A Governor suggested that the LCB Chairs could be called upon should there be a need for further independence; the Clerk will reflect this when updating the policies for approval.</p> <p>A Governor asked if there was a need to consult with Senior Postholders on the change of policy; the Clerk described the staged process for the Internal Policy Committee and confirmed that this would not be necessary however; these policies would come direct to the Corporation for final approval from this Committee.</p> <p>It was noted that it should be explicit within the policy that the staff and student Governors would need to be excluded in any appeal panels, the Clerk confirmed this is within the Instruments and Articles of Government but would ensure the policy gave this level of clarity.</p> <p>The Clerk will update the policies and bring to the next meeting for consideration.</p>	
9	Performance Review of the Group Principal	This item was considered confidential and will form Part B confidential minutes	
10	Performance Review of the Clerk	<p>[The Clerk left the meeting at 12.07pm]</p> <p>This item was considered confidential and will form Part B confidential minutes</p>	



		[The Clerk re-joined the meeting at 12.14pm]	
11	Senior Post Holder Salary Review	This item was considered confidential and will form Part B confidential minutes	
12	Draft agenda for next meeting	The draft agenda for the October meeting was agreed including the addition of the skills audit review as discussed earlier in item 7 and the policy updates as discussed earlier in item 8.	
13	Any other business	There was no other business at the meeting.	
14	Matters considered confidential	Items 9 -11 will be reported under part B confidential minutes	
15	Date and Time of Next Meeting	3.00pm, Tuesday 2 nd October 2018, Canterbury College	

There being no further business the meeting closed at 12.25pm

Signed:

Print:

Date:



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 Search & Remuneration Committee of 12/6/18 Confidential minute 9 and 11

	ITEM	COMMENTS	ACTION POINT REQUIRED
9	Performance Review of the Group Principal	<p>The Corporation Chair discussed the current performance review of the Group Principal with the other members.</p> <p>It has been a challenging time with merger and many moving targets and slipping deadlines however the Principal has remained flexible and adaptable at all times.</p> <p>Governors have valued the communication with the Principal who has a reputation of being open, honest and credible. He has recognised that in the larger Group structure he has not been a visible as previous but the vision and plan to deliver this has been well articulated across the Group.</p> <p>Members discussed the external opportunities including the Principals Reference Group and National Leader of Further Education. The Group is compensated financially but members were mindful of the time outside of the organisation, equally recognising the benefit to the Group being in the national arena. Members were supportive of this external work complementary to the day to day needs of the business.</p> <p>The nine objectives for the coming year were considered and agreed by members.</p> <p>AGREED – The Committee agreed the nine performance objectives of the Group Principal for 2017/2018</p>	
11	Senior Post Holder Salary Review	<p>The Corporation Chair thanked members for the late addition to the agenda. The Principal and Corporation Chair discussed the Senior Postholder remuneration outside of the meeting and agreed to make the recommendation that no adjustment be considered for this year. Remuneration had</p>	



		<p>been considered previously upon completion of merger and, although part of the process when reviewing performance, it was felt inappropriate and unnecessary to review at this juncture.</p> <p>Members were in full support of this recommendation and this will return to the Committee for review in January 2019.</p> <p>AGREED – The Committee agreed to no adjustment to Senior Post Holder salaries for the coming year</p>	
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