



## Search and Remuneration Committee Minutes

<b>Meeting</b>	Search and Remuneration Committee	<b>Date</b>	Thursday 4 <sup>th</sup> October 2018
<b>Location</b>	Business Centre Boardroom, Broadstairs College	<b>Time</b>	3.00pm
<b>Membership</b>	Jonathan Clarke (Chair), Charles Buchanan, Jeremy Licence and Graham Razey		
<b>In Attendance</b>	Tara Ashman (Clerk)		

\* *Italics notes absence*

	ITEM	COMMENTS	ACTION
1	Welcome and Apologies for Absence	The Chair welcomed members to the meeting with no apologies.	
2	Declarations of Interest	GR and the Clerk declared an interest in item 9 (policy updates) which is directly related to their roles as Senior Postholders.	
3	Minutes of the Meeting held on 12 <sup>th</sup> June 2018	The minutes of the Search and Remuneration Committee meeting held on 12 <sup>th</sup> June 2018, including the confidential minutes, were reviewed and approved as an accurate record and signed by the Chair.	
4	Matters Arising	There were no matters arising at the meeting.	
5	Local College Board Update	Local College Board membership has been updated to reflect the proposed changes and the terms of reference mirror the delegated responsibilities of these boards. The Co-Chairs have been confirmed as:	

	<p>Broadstairs College – Tom Price          Canterbury College – Jeremy Licence          Dover Technical College – Tim Kent          Folkestone College – Miranda Chapman          Sheppey College – Charles Buchanan</p> <p>Members discussed the need for those individuals taking part to have a true understanding of the business community moving forward and the ability to challenge the delivery of education at a local level. Paul Sayers has supported the College Principals with membership in its early stages and any skills gaps will be reflected in future appointments. The composition of the boards and the delegated responsibilities were considered with 5 key areas to be discussed at each meeting:</p> <ul style="list-style-type: none"> <li>• Local College Vision</li> <li>• College Performance Indicators</li> <li>• Teaching, Learning and Assessment</li> <li>• Student Experience</li> <li>• Risk Management</li> </ul> <p>Members agreed that to ensure support for the local senior teams and for key actions to be taken forward outside of the meeting that Anne Leese, as their line manager, should be a member of all the boards.</p> <p>Members reviewed the Terms of Reference and felt that at least 3 meetings per year should be sufficient with a strategy session annually. There will be 4 meeting this year and the strategy session next week will focus on the expectation of the board and its membership and a detailed description of the main areas of delegated responsibility.</p> <p>It was agreed that the Student Union Consultation Committee should be removed from the Governance structure with updates from the Student Union coming directly to the board twice a year, the Clerk to include this in the cycle of business.</p>	<p>Clerk</p>
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6	<b>Succession Planning</b>	<p>Given the changes to the Local College Board, membership has been reviewed and some board members have been reallocated.</p> <p>The Clerk presented the results from the recent Governor self-evaluations for review and comment, including the most recent attendance report. Members debated the concerns around the drop in attendance and the reasons for this. Options considered included setting the calendar earlier in the year, looking at the existing demands on individual Governors, the time of meeting and its location. It was agreed that extending the membership of the Corporation by one or two may help with greater flexibility and the Chair and Clerk will work together outside of the meeting to bring any nominations to the Committee. The Committee are mindful of the mix of diversity on the board.</p> <p>The Corporation Chair will reinforce the commitment of the Governors at the strategy event and will have one to one discussions with Governors to enable this Committee to consider its options when reviewing the succession planning.</p> <p>The current membership and upcoming terms of office was discussed and the Corporation Chair will include some early discussion with the individuals concerned in his conversations for consideration by this Committee at the next meeting.</p>	
7	<b>Colleges Senior Staff Remuneration Code Consultation</b>	<p>The changes to the Remuneration Code were discussed and debated by the Committee. It was widely felt that the level of information to be made publicly available would add no more value to an already transparent and open process. It was felt that the information was more than you would normally expect to report against in the private sector and the difference in role descriptions across the sector was too varied to offer any meaningful comparisons.</p> <p>It was highlighted that the CEO could no longer be a member of Remuneration so the combined Committee internally would need to be separated if the Code were to be adopted. The tiered levels of management salaries are already reported in the annual accounts but are not currently attributed to an individual, members felt there should be some contribution from the Group</p>	

		<p>feeding in to the consultation.</p> <p>Should the code be adopted without change there would need to be consideration by the Group as to whether an alternative code be considered (Charity Code, Corporate Governance Code) or whether elements of the FE Code are not complied with coupled with an explanation for this rationale.</p> <p style="text-align: center;"><b>AGREED – The Committee agreed to feed into the AoC Remuneration Code consultation</b></p>	
8	Skills Audit	<p>Members considered the current skills audit and were assured by the report. The identified gaps in education and safeguarding will be supported through the Local College Board arrangements for this year and reviewed by the committee periodically.</p> <p>A Governor asked that for future reporting the median score be to at least one decimal place, the Clerk to action.</p>	Clerk
9	Policy Updates	<p>GR and the Clerk declared an interest in this item being directly related to their roles as Senior Postholders.</p> <p>The Clerk updated the policies following discussion at the previous meeting to reflect the current Governance composition and the use of Local College Board Governors at appeal stages in exceptional circumstances.</p> <p>Members reviewed the updated policies for Senior Postholders and agreed to recommend them for approval by the Full Governing Body.</p> <p style="text-align: center;"><b>RECOMMEND – Members recommend the Disciplinary Policy, Capability Procedure and Grievance Procedure for Senior Postholders for approval by the Full Governing Body</b></p>	



10	Performance Review	This item was considered confidential and will form Part B confidential minutes	
11	Draft agenda for next meeting	The draft agenda for the January meeting was reviewed and agreed by members. Any potential search appointments that need to come to the Committee in advance of this meeting will be dealt with by exception.	
12	Any other business	There was no other business at the meeting.	
13	Matters considered confidential	Item 10 will be reported under part B confidential minutes	
14	Date and Time of Next Meeting	11.00am, Tuesday 29 <sup>th</sup> January 2019, Broadstairs College	

There being no further business the meeting closed at 4.46pm

Signed: .....

Print: .....

Date: .....