



THE CORPORATION
OF
THE SIXTH FORM COLLEGE, COLCHESTER

**Minutes of Remuneration Committee Meeting No. 1
11th October 2019**

Chair: M Atherton
Members Present: N Gerrard, J Leslie, K Finnigan, A Beatty
In Attendance: D Morran (Corporation Chair)
Clerk: T Johnson

D Morran welcomed those present to the first meeting of the Remuneration Committee.

The meeting commenced with K. Finnigan in the Chair

1.1 Apologies for Absence

1.1.1 All committee members were present.

1.1.2 The Corporation (Governing Body) Chair, informed the meeting that he had arranged for the College's HR Manager to be available to attend the meeting for the purposes of advising the Committee. Committee members agreed that the HR Manager would be called to attend the meeting if required.

1.2 Appointment of Chair

1.2.1 M. Atherton was unanimously appointed as Chair of the Committee, for the ensuing year

1.2.2 J. Leslie was unanimously appointed as Vice Chair of the Committee, for the ensuing year.

The meeting proceeded with M Atherton in the Chair

1.3 Any Other Business

None

1.4 Declarations of Interest

1.4.1 No governor declared an interest in any item on the agenda

1.4.2 The Clerk declared an interest in agenda item 1.7 - *Senior Post Holder, Performance, Pay and Conditions of Service*, and would therefore withdraw from the meeting for the duration of the item. In accordance with the Terms of Reference the Committee appointed J Leslie to be note taker during the Clerk's absence.

1.5 Determination of Confidential items

- 1.5.1 All matters under agenda item 1.7 were deemed confidential due to personal sensitivity
- 1.5.2 The Chair of the Corporation tabled two confidential documents [1.5.2.A /1.5.2B], detailing the performance management reports and salary review recommendations for the Senior Post Holders (Principal & Clerk) It was agreed that the two documents should remain confidential to committee members and discussed under item 1.7(a).

1.6 Senior Post Holder Remuneration Policy & Procedure

The draft Senior Post Holder Remuneration Policy and Procedure, circulated in advance of the meeting was considered. The following points were discussed:

Succession planning: in the event of a resignation or a retirement of a senior postholder there would be a role for the committee in determining the remuneration packages for new postholders.

Nationally negotiated salary awards (for staff other than senior post holders): Negotiations with Unions can be protracted and therefore the details of the final awards are often not known until the late autumn /early spring of each academic year. Therefore, pay awards are usually backdated to September 1st.

The Senior Post Holder Remuneration Policy and Procedures was agreed.

Action: Clerk

At this point it was agreed to discuss agenda item 1.8

1.7 Annual Report to the Corporation [agenda item 1.8]

The requirements of the Senior Post Holder Remuneration Code were considered.

It was noted that the SFCA workforce survey would provide the required benchmarking information re comparator colleges. Items for inclusion in the annual report informing the Corporation's annual statement were designated as follows:

- A list of Senior Post Holders within the remit of Remuneration Committee
Action: Clerk
- The Corporation's policy on the remuneration for post holders within the remit of Remuneration Committee
Action: Clerk
- The Corporation's policy on income derived from external activities - Clerk to source policy for committee members consideration.
Action: Clerk
- The pay multiple of the Principal and the median earnings of the College's whole workforce, illustrating how that multiple has changed over time and, if it is significantly above any published average, an explanation of why - Chair of Corporation to approach College
Action: DMO

- The Corporation's choice of comparator College(s) – Committee Chair to formulate statement

• **Action: MAt**

11.06 am – the Clerk withdrew from the meeting

1.8 Senior Post Holder Performance, Pay and Conditions of Service

1.8.1 Performance Management

The committee received the performance management report for the 2018/19 year, undertaken by the Chair of the Corporation [see *minute 1.5.2*].

The Chair of the Corporation gave a verbal overview of the performance management process for the 2018-19 year including interim and annual reviews progress made and targets agreed for the 2019-20 year. The Committee were pleased to note that outcomes for both post holders were good.

1.8.2 Salary Review

Committee members considered the salary review recommendations of the Chair of the Corporation. A report detailing the committee's recommendations will be prepared for the Corporation's consideration at the meeting to be held on October 21st 2019.

Action: MAt

1.8.3 [Confidential minute 11.10.2019]

There being no other business the Chair closed the meeting at 12 noon

Signed

Dated