

Newbury College Corporation Remuneration Committee

**Minutes of a meeting held on Monday 17th May 2021
at 4pm via Microsoft Teams**

Present		Role
Membership:	Martin Hamer (MH)	External Member
	John Knight (JK)	External Member
	Peter Lambert (PL)	External Member
	Derek Peaple (DP)	External Member – to Item 3
	Sue Wood (SW)	External Member
In Attendance:	Sally Osmond (SO)	Chair of the Corporation
	Gill Parkinson (GP)	Clerk to the Corporation
Quorum:	Three members required	Meeting quorate, 5 members present

Item No.		Action
1.	APOLOGIES FOR ABSENCE There were no apologies for absence.	
2.	DECLARATIONS OF INTERESTS Members confirmed that they had no declarations of interest to make.	
3.	INTRODUCTION TO PURPOSE OF MEETING SO explained the purpose of the meeting, including the history of the Remuneration Committee. The last Remuneration minutes in the archive were for a meeting held on 17 th June 2013. A meeting was held in December 2019 but was not quorate and the Clerk was not in attendance. The purpose of this meeting was to establish the Committee, elect a Chair and Vice Chair and to hand over any work previously prepared for comment and further development. Post this meeting the Chair of Governors will not be in attendance at Committee meetings apart from occasions when she is making a formal proposal to the Committee. Iain Wolloff's (IW – Principal) job description had been rewritten and an annual appraisal introduced for all staff starting from two year's previously, so this should now incorporate the Senior Leadership Team, three of whom are Senior Post	

	<p>Holders (SPHs) for whose pay and conditions the Corporation are responsible. The three SPHs are Iain Wolloff, Jayne Steele, and Lee Hunt.</p> <p>Additionally the Corporation are responsible for the Clerk's appraisal and pay and conditions through this Committee.</p> <p>JK asked whether SO would be appraising IW this year? SO replied that she would. JK also enquired whether the "360-degree" method had been considered and whether it was commonly used in the sector? SO replied that 360 degrees often involved paying external facilitators. She had regular meetings with other members of the SLT to gain a view of IW's leadership. Other FE Colleges used a variety of methods of appraisal.</p> <p>MH queried the appraisal process for Board members. SO explained that there was an expectation for the Chair to meet with Board members at the end of each academic year to discuss skills and training gaps, with the outcome of this exercise being considered by the Search & Governance Committee. SO would develop this further including Governor recruitment, succession planning, and consideration of skills gaps on an ongoing basis.</p> <p>JK thought in-College events were very helpful for new Governors, particularly in meeting with teaching staff and students – these had been suspended during the lockdowns of the past year.</p> <p>DP left the meeting.</p>	
4.	<p>SENIOR POST HOLDER (SPH) REMUNERATION CODE</p> <p>The Committee had been sent a reminder of the Remuneration Code for SPHs adopted by the Corporation on 1st July 2019 with Executive Summary. SW highlighted that the Code required publication of a readily accessible annual statement, based on an annual report to the College's Governing Body, which must contain information detailed within the Code.</p> <p>ACTION: To be added to the Committee timetable and Committee Terms of Reference (see Item 5).</p>	GP
5.	<p>TERMS OF REFERENCE – TO APPROVE</p> <p>The Committee reviewed the Terms of Reference which had been approved by the Corporation on 29th March subject to an amendment which had been actioned. The Committee reapproved the Terms of Reference subject to the following additions to responsibilities arising from the SPH Remuneration Code (re Item 4):</p> <ul style="list-style-type: none"> • Publication of a readily accessible annual statement, based on an annual report to the Corporation, containing information detailed within the SPH Remuneration Code; and • Regular discussions of transparency. <p>ACTION: GP to make these amendments to the Remuneration Committee Terms of Reference and recirculate after which they would be submitted to reapproval by the Full Corporation.</p>	GP

6.	<p>SLT GOALS</p> <p>SO had written a Goals for Senior Leaders paper which had been developed in consultation with all Committee Chairs and circulated together with a timeline. These goals and competencies would be further developed, with SO noting that the SLT were keen to participate in good management practice.</p> <p>JK asked how the Principal's appraisal would be reported to the Committee? SO replied that she anticipated making a report to the Remuneration Committee with recommendations which would be considered by it.</p> <p>JK asked whether there are any competency frameworks for SLTs within the sector? SO replied that she had been notified by other College Chairs that there was not a standard framework but would be developing competencies appropriate for the seniority of the roles.</p> <p>SO thought the goals should include Climate Change as this issue had risen up the agenda since she completed the process. The goals were not considered SMART as measurements were not established at the time.</p> <p>Evidence was key and SO expected Senior leaders to bring this forward and be pro-active.</p>	
7.	<p>REMUNERATION COMMITTEE TIMETABLE</p> <p>SO recommended that the Committee meet twice yearly – see Item 9. A timetable would be developed.</p>	
8.	<p>ELECTION OF CHAIR AND VICE CHAIR</p> <p>ACTION: It was agreed that PL should Chair the Committee and MH would be Vice Chair. DP had many external commitments at present so SO thought he would support this.</p> <p>ACTION: GP to update Membership documentation.</p>	GP
9.	<p>REMUNERATION COMMITTEE MEETING DATES</p> <p>GP had included draft dates of 27th September 2021 and 4th July 2022 for the Committee to meet in next year's Corporation and Committee schedule.</p>	
10.	<p>AOB</p> <p>There was no other business. GP left the meeting.</p>	

Confirmed as a correct record:

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Signature of Committee Chair

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Date