



THE CORPORATION
OF
THE SIXTH FORM COLLEGE, COLCHESTER

**Minutes of Remuneration Committee Meeting No. 4
17th September 2021**

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

4.1 Apologies for Absence

4.1.1 No apologies had been received. A Beatty provided post meeting apologies.

4.2 Appointment of Chair and Vice Chair

4.2.1 N. Gerrard informed the meeting that he would be resigning from the Corporation at the end of the autumn term and therefore a new committee chair would be required.

4.2.4 No eligible governor present, offered to take on the role of chair of the Remuneration Committee. It was therefore agreed that the matter should be discussed at a later point. As an interim, it was agreed that N. Gerrard and J Leslie would continue as Chair and Vice Chair until the matter is reconsidered.

4.3 Any Other Business

The Chair suggested that the Corporation, in accordance with the Corporation's adopted Code of Governance¹ and best practice across the sector, should consider placing a restriction on the number of terms a governor can serve.²

4.4 Declarations of Interest

4.4.1 No governor declared an interest in any item on the agenda.

4.4.2 The Clerk declared an interest in agenda item 4.8 - *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 governing documents and the committee terms of reference, the committee appointed N. Gerrard to be committee clerk for the duration of item 4.8.

¹ 9.30(c) *Governors should not normally serve for more than two terms (or a maximum of eight years) except where subsequently undertaking a new and more senior role, for example as chair.*

²*The new, annual FE workforce governor data collection requested by the ESFA requires data on the length of time served and will inform DfE policy and guidance to the sector (mandatory return from 2022).*

4.5 Determination of Confidential items

- 4.5.1 All matters under agenda item 4.8 were deemed confidential due to personal sensitivity.

4.6 Minutes of the Previous Meeting

- 4.6.1 The minutes of meeting No.2 held 18.09.2020 were confirmed as a true record of the meeting.
- 4.6.2 The confidential minutes of meeting No.2 held 18.09.2020 were confirmed as a true record of the meeting.
- 4.6.3 The confidential minutes of meeting No.3 held 24.05.2021, were confirmed as a true record of the meeting.

4.7 Annual Report to the Corporation

- 4.7.1 The draft report presented for approval was considered.

The Clerk informed the committee that the SFCA workforce survey would not be published until the end of September. Internally, the relevant college data had been requested.

The Committee agreed the following;

- a decision on whether to use the workforce survey, as the required benchmarking information re comparator colleges for the 2020-2021 year, will be made when the breakdown of contributing colleges is known i.e. the number of contributing SFCs, Academies, independent colleges etc.
- the revisions and additions, highlighted within the draft report, should be included in the final report presented to the Corporation.
- additional narrative should be added to the report to identify the work undertaken by the Committee and working group in reviewing the workload allocated to the post of Clerk to the Corporation.
- the Clerk should circulate the required information to the committee, following receipt of the relevant college data and SFCA workforce survey

Action: Clerk/ Committee

- 4.7.2 The report will be presented to members at the October Corporation meeting, in order that the Corporation's annual remuneration statement can be drafted for inclusion in the financial statements.

Action: Clerk

- 4.7.3 The Clerk advised the Committee on the variables that are not taken onto account within the Clerk's section of the SFC survey, but which can substantially influence the data outcomes.

10.52 am – the Clerk withdrew from the meeting

4.8 Senior Post Holder Performance, Pay and Conditions of Service

4.8.1 Performance Management - [Confidential minute 17.09.2021]

4.8.4 Salary Review - [Confidential minute 17.09.2021]

There being no other business the Chair closed the meeting at 11.58 am

These minutes were approved by the Remuneration Committee on 28.02.2023

Minute No. 5.5(i)
