

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE REMUNERATION COMMITTEE MEETING HELD ON WEDNESDAY 4th NOVEMBER 2021 at 18.10

Present: Ms Ann Donoghue, Dr David Skipp

Apologies received: Mrs Barbara Hobday

In attendance: Mr Dan Lodge, Ms Nicola Whitehead

In the Chair: Ms Ann Donoghue

1. **Declaration of interests:** none.

2. **Minutes (Parts I, IIa and IIb) of 12th July 2021** meetings were approved.

3. **Matters arising**

The Principal reported that he had conveyed the governors' decision on PRP as requested and had been met with an understanding of and respect for the rationale. Similarly, he would report to the Audit Committee on the pay systems and controls. In the meantime, the Finance and HR pay leads were aware of the governors' concerns that there be robust systems for any pay approvals, applied consistently, and with governor involvement as appropriate.

4. **Performance management and appraisal**

Papers: SPH and Clerk's job descriptions; Principal's and Clerk's targets and SPH probation proforma

The Chair of the Governing Body (GB Chair) explained that full appraisals had now been completed for the Principal and Clerk with reference to job descriptions, targets for the year and performance to-date although he had yet to speak with the Deputy Principal. Preparations were now underway for the 21-22 appraisal cycle with targets due to be agreed by 16th December.

Asked by the acting Committee Chair whether there was any need for the remaining members of the Committee to be involved at this stage, the GB Chair thought not. The Clerk confirmed that the Principal's and Clerk's appraisals were formally delegated to the GB Chair but that his pay recommendations in the summer should include a report on performance (as the Principal did for other SMT members) to help inform the whole Committee's pay recommendation to the Governing Body.

5. **Additional payments proposal**

The Principal explained that it was vital for a motivated workforce that pay were equitable and, within affordability, a motivator. The Pay Policy was reviewed regularly, but the recent pay award of 1% had highlighted the need to review how Additional Payments were treated in terms of amount. The windfall to finances of a lower than budgeted increase gave some room for manoeuvre in addressing this potential iniquity for 2021-22 and going forward. It was proposed that there also be some staged increases at the start of a new AP award to reflect increasing experience in the role.

Members proposed that the Committee Chair be consulted on the technicalities and principles prior to endorsement by the F&GP Committee given her area of expertise. **(Action: Principal)**

6. **Clerk recruitment**

The Clerk gave a verbal update on the early interest shown in the role.

7. **Any other business:** none

8. **Meeting assessment**

Members agreed that it had been useful to receive updates on the summer pay discussions and appraisal cycle as well as have advance notice of the pay proposal being submitted to F&GP.

9. Date of next meeting: Wednesday 25th May 2022

The meeting ended at 18.40.

Chair

Date

30/11/21 NCW