

**THE COLLEGE OF RICHARD COLLYER**  
**MINUTES OF**  
**THE REMUNERATION COMMITTEE MEETING**  
**HELD ON Friday 18 November 2022 at 15.30**

Present: Mrs Ann Donoghue, Mrs Barbara Hobday, Mr Graham Lawrence  
In attendance: Mr Dan Lodge, Mrs Russha Sellings (Clerk)  
In the Chair: Mrs Barbara Hobday

**1. Apologies for Absence**

The meeting opened later than originally scheduled due to the Committee meeting held beforehand taking longer than scheduled. All members were present.

**2. Declarations of Interest**

There were no declarations declared in respect of the agenda items.

**3. Minutes of the meetings held on 25 May 2022 and 10 June 2022 (confidential)**

The confidential minutes of the previous meetings were approved without amendment.

**4. Matters Arising:**

Item 2 iv) – Pay recs confirmed - noted as discussed with the Chair of the Governing Body prior to the Governing Body meeting in July.

**5. Performance management and appraisal and pay and conditions of:**

- (i) Principal
- (ii) Deputy Principal
- (iii) Clerk

*Papers: Principal and Deputy Principal Appraisal (SPH) and Clerk Appraisal*

The Principal reported that the appraisal process had commenced earlier this academic year which was beneficial for the timings overall.

Members welcomed the inclusion of new format personal reflection statements and oversight of the targets which were considered thorough and robust. It was noted that the Deputy Principal had a greater number of objectives. The Chair of the Governing Body, Mr Lawrence, had recently met with the Deputy Principal and was assured that this was reasonable in terms of workload given the nature of the targets and commended him for his level of commitment to the role.

Next steps were discussed, and Mr Lawrence confirmed his action to approve the targets for each individual in the HR system following the Committee's review. **(Action: Mr Lawrence)**

**6. SPH Pay Annual Statement**

*Papers: SPH Remuneration Annual Report 2021-2022, Remuneration Code*

A draft annual report was presented for comment. This was a requirement within the Remuneration Code September 2021 (Annex A of the AoC Code of Good Governance) to ensure transparency, in particular with regards to SPH pay. The Committee agreed to a minor amend to section 2. Members also considered the necessity of the table in section 11 and if it was required, whether it should include both SPHs. Sections 12 and 18 of the draft report would also be revisited. **(Action: Clerk)**

There was an action to check the College’s policy on expenses and it was confirmed the Chair of the Governing Body would approve the Principal’s expenses. *(Action: Principal)*

Once finalised the report would be circulated to members via email prior to being endorsed by the Committee to the Governing Body at their meeting in December. *(Action: Clerk)*

**7. AOB**

The Principal shared a brief update on the latest position with industrial action since the ballot had met legal threshold. The Principal intended that the College remain open on planned strike days and had drafted an FAQ for circulation.

**8. Meeting Assessment**

Nothing to report.

**9. Date of Next Meeting:**

Mrs Donoghue gave notice that she would be unable to attend the next meeting scheduled on Tuesday 23 May 2023, 16.00 before F&GP and it was agreed to seek a new date. *(Action: Clerk)*

Chair .....

Date .....

RRS 21-11-22