

**THE COLLEGE OF RICHARD COLLYER**  
**MINUTES OF THE REMUNERATION COMMITTEE MEETING**  
**HELD ON Friday 3 November 2023 at 16.00**

Present: Ann Donoghue, Graham Lawrence  
In attendance: Dan Lodge (Principal), Russha Sellings (Clerk)  
In the Chair: Ann Donoghue

**1. Chair's Introductions and Apologies for Absence**

The meeting opened at 16.30, later than originally scheduled, owing to the external presentation on academisation (Item 5) being moved forward to the previous Committee meeting.

Apologies were received from the Committee Chair, Barbara Hobday and chaired by the Deputy Chair. The meeting was recorded as quorate.

**2. Declarations of Interest**

There were no declarations made in respect of the agenda items other than to note that the Principal and Clerk's targets were for discussion at the meeting.

**3. Minutes of the meetings held on 9 June 2023 (confidential)**

The confidential minutes of the previous meeting were approved without amendment. It was noted that the separate minutes of the meeting where the Principal and the Clerk had withdrawn due to the matter of their pay being discussed needed to be finalised including the subsequent minutes of the Governing Body meeting where the recommendations were ratified. This was discussed further under AOB.

**4. Matters Arising:**

Item 4 – AoC Code requirements – the Clerk gave an update on the reporting requirements stipulated within the Remuneration Code of the AoC Code of Good Governance. The first draft of the report for 2021-22 had been prepared but was not yet publicly available as the requirement to comply applied from the accounting period 2022-23 when the Code was formally adopted by the Governing Body. It was agreed the 2022-23 version would be published once approved by the Governing Body in respect of Item 7.

**5. Academisation update**

*Paper: CEO transition proposal*

The session with Pauline Hagen, FE Adviser, had been brought forward to the Governance & Search Committee for the benefit of all Committee Chairs, two of which were members of the Academisation working party. The remainder of the discussion was recorded under Part II Business.

**Part II minutes:**

**(Criterion a): Personal information related to an individual**

**(Criterion h): Information considered to be commercially sensitive**

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

*Papers: Principal, DP (SPH) and Clerk appraisal 23-24*

i) Principal

The Chair confirmed he had met with the Principal to discuss his appraisal and targets for the year. Members were satisfied they were sufficiently robust, and the Chair would approve the targets in the system. **(Action: Chair)**

ii) Clerk

The Chair had also reviewed the Clerk’s targets and made comments. It was agreed to expand the last target ‘effective governance’ to include reference to include support in sustaining outstanding governance before approval. **(Action: Clerk/Chair)**

(iii) Deputy Principal

Members observed that the targets were operational and would be more effective if aligned with the relevant Business KPIs and QIP as expected of an SPH role. Members also commented on the delegated tasks within target 3, noted as interim, which in fact could be permanent especially in light of the update in Item 5. Targets to be refined before approval. **(Action: Chair)**

**7. SPH Pay Annual Statement**

*Paper: SPH Remuneration Annual Report 2022-23*

A draft annual report was presented for comment as discussed under Item 4. The Clerk had conducted some research. The report was now good practice in the revised and streamlined AoC FE Code of Good Governance which would be endorsed for adoption by the Governing Body at their next meeting. Members felt the report should be recommended for publication while the Code still applied to SFCs and it may help to explain the context to the Governing Body. It was confirmed that should the College convert to a 16-19 academy, the code would no longer apply as the academy sector had just published an optional inaugural code similar to the Charity Commission code, however a requirement still existed to publish details in a simple form of executive pay over a certain level.

**Recommendation: The Governing Body approve the SPH report 22-23 prior to publication.**

**8. AOB**

The Clerk suggested that in terms of efficiency members may wish to consider merging the Remuneration and Governance & Search Committees. This was a model favoured by some other colleges. The Clerk would seek exemplar agendas and work planners for consideration. **(Action: Clerk)** A member commented that this could be useful in terms of ensuring a quorum. The Principal fully supported the approach as it would ensure the Committee Chairs understood the rationale for remuneration of key members of staff.

The Clerk further suggested that a SPH pay policy also covering SMT pay be drawn up to address areas of the process that required clarification including recording of decisions. It was agreed the Clerk would remain in the room to take minutes of the discussion, recommendation and subsequent ratification of the Principal’s pay to ensure there was a record of the scrutiny and rigour of the process.

**9. Meeting Assessment**

Nothing to report.

**10. Date of Next Meeting**

The Committee’s next meeting was scheduled for Wednesday 22 May 2024, 16.00 prior to F&GP.

Chair .....

Date .....

RRS 09-11-23