

East Coast College Corporation

MINUTES of the meeting of the Governance Remuneration and Search Committee held at 9am Wednesday 6 October 2021 on Video Conference

Present:	David Blake (DB Chair) Tina Ellis (TE) Rob Evans (RE) and for items 1 - 6 Stuart Rimmer (SR)	
In attendance:	Wendy Stanger – (WS) Director of Governance and Ann Wall (AW) for item 1-5	
G/21/10/1	Membership and Apologies	
Apologies Alan Debenham (AD)		
G/21/10/2	Declarations of interest	
There were no declarations of interest		
G/21/10/3	To approve the Minutes of the meeting 26 5 21 and any other matters raised previously not otherwise included in the Agenda	
G/21/10/3.1	To approve the Minutes of the meeting 21 9 21 and any other matters raised previously not otherwise included in the Agenda	
The minutes for 26 5 21 and 21 9 21 were approved as a true record		
It was confirmed that data including financial data should not be shared externally prior to Governor review of it.		
G/21/10/4	To review the post meeting action log	
The action log was reviewed.		
21 9 21 G/21/09/6 review of wider management structure – The CEO advised that the senior management group away day had considered the wider leadership requirements. The focus had been on apprenticeships with a broader discussion on the effectiveness of Curriculum Managers and Assistant Principal roles and a need for some more systems work.		
G/21/10/5	Confidential Senior Post Holder Strategic Development	
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G/21/10/6	Honorary Awards	
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The Director of Governance presented the report and the Committee discussed the different honorary awards. The Committee agreed that it was important that honorary awards were made as they helped raise the profile of the College, awarded people for service to the College and the Community and created links to key stakeholders.

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

The Director of Governance advised that the closing date for the University of Suffolk awards was 26 November 2021 and the nomination would need approval through their Committee process.

The Committee resolved to recommend to Corporation that:

- **Albert Cadmore be awarded the honorary award of College Patron for his work for the College and in the Community and this award be presented at the University of Suffolk Graduation. This was approved by Chairs Action in order for the necessary organisation to take place and**
- **Roger Cracknell be awarded the honorary award of College Fellow for his work governing at L6FC and then at ECC.**

Governors agreed the following actions:

- **Corporation and SLG to be asked for nominations for the University of Suffolk Honorary Awards**
- **Celebration lunch of governors and college honorary award holders to be arranged**

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G/21/10/7	Governance SAR	
G/21/10/7.1	Governance Self-Assessment	
G/21/10/7.2	Governor Role Self-Assessment	
G/21/10/7.3	Committee Reviews	
G/21/10/7.4	Attendance and Training Review	
G/21/10/7.5	Code of Good Governance Review	
G/21/10/7.6	Governor feedback - What needs to change to achieve our strategic aim of an outstanding College?	
<p>The Director of Governance presented the SAR and advised the QIP was to be produced based on the issues raised. This review had included</p> <ol style="list-style-type: none"> 1. Annual Governance Review 2. Annual Governor Review 3. Annual Review of Committees and Committee Chairs 4. Annual Attendance and Training Review – this identifies that overall attendance has improved compared to previous years but is below the sector. This report was expanded this year to include a training review in light of the White Paper and guidance from the ESFA’s Interim CEO. This shows that there has been a varied training offer during the year and the governor reviews have identified training and development as good 5. Annual Review of Code of Good Governance – this shows that the College mainly complies and highlights areas that require improvement and will be included on the QIP 6. Governor feedback from the development day on What needs to change to achieve our strategic aim of an outstanding College? These ideas will be developed in the QIP. <p>Governors commented that the SAR had been a robust review but that the Governing Body now needed to look at an external review to help it develop and to meet the requirements set out in the white paper. The Director of Governance suggested that this review should consider the strategic aim of outstanding.</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> • Proposals for an external review of Governance to include the strategic aim of outstanding to be obtained <p>The Committee resolved to</p> <ul style="list-style-type: none"> • approve the assessment of good and recommend its inclusion in the College’s overall SAR. 		WS

G/21/10/8	Annual Remuneration Report	
<p>The Director of Governance presented the report, which responds to the requirement to produce a Remuneration Annual Report and Statement for the 2020/21 academic year and includes 2020 comparative data. The report is based on the format used in previous years with full transparency of Senior Post Holder remuneration.</p> <p>Governors agreed that the report should be transparent and queried the reduction in the College's median pay. The Director of Governance advised that this was due to the College recruiting an increased number of roles below £27k and the vacancies being carried were for mainly roles over £27k.</p> <p>The Committee resolved to</p> <ul style="list-style-type: none"> • approve the Annual Remuneration Report, subject to any changes identified during the annual audit, and recommend it to December's Corporation to be read alongside the Annual Accounts. 		
G/21/10/9	Annual Committee Report to the Corporation	
<p>The Director of Governance presented the report and advised that all Committees were now producing annual reports to the Corporation which included a summary of their work in the year.</p> <p>The Committee resolved to:</p> <ul style="list-style-type: none"> • approve the GRS annual report and agree its submission to Corporation and • that committee's annual reports be published on the Governance section of the College's website. 		
G/21/10/10	To review the risk register	
<p>The committee reviewed the risk register.</p> <p>1. Has the risk register been reviewed</p> <p>The Director of Governance advised that the risk register had been reviewed to reflect the changes in the governor membership.</p> <p>2. Is the Committee content that the risks are relevant and are being updated?</p> <p>The Committee agreed that the register was relevant and reflected the current position</p> <p>3. Is the Committee content that the risks are being mitigated?</p> <p>The Committee's reports and action taken were mitigating the risks</p> <p>4. Where a red risk is the Committee assured that appropriate action is being taken</p> <p>S01T01 Risk - Finance and General Purposes Committee's failure to sufficiently challenge and monitor the College's income and expenditure had been rated as a high risk due to the</p>		

retirement of the Chair. This risk was being mitigated currently by the Corporation Chair also chairing Finance and General Purposes. Work was ongoing to recruit to the post.		
5. Where does the Committee have significant concerns? The Committees main concerns are the ability to recruit governors with the skills and experience needed and the need to improve diversity of the board.		
G/21/10/11	Staff Governor Election	
The Director of Governance advised that 3 candidates had stood for the post of staff governor and the election was due to end on 11 10 21. Governors challenged what support would be provided to the successful appointee. The Director of Governance advised that they would be provided with the same induction process and training opportunities as all other governors as well as the opportunity to attend the national Staff Governor Conference.		
G/21/10/12	Finance governor Recruitment	
Governors discussed the Finance and General Purposes Committee Chair role. The successful candidate would need to understand the tension between quality and finance and it was agreed that previous board experience was not essential. The Director of Governance advised that 1 of the candidates due to be interviewed today for a finance governor role had withdrawn and the other 2 were only interested in an associate governor role. Governors agreed that it was important that the balance between associate and full governors needed to be managed.		
G/21/10/12.1	Recruitment Agencies Proposals	
The Director of Governance advised that only 1 recruitment proposal had been received as Peridot who were asked to quote withdrew due to current capacity and work priorities. The Committee agreed the proposal from Gatenby Sanderson cost was too high compared to previous quotes. Governors agreed the following action:		
<ul style="list-style-type: none"> • AOC to be asked to for a recruitment proposal for recruiting the Finance and General Purposes Committee Chair • Advert to be placed on relevant governor/trustee recruitment sites 		WS WS
G/21/10/12.2	F&GP Chair Role Description	
The Director of Governance presented the role description which was the one included in the standing orders together with an extract of a competency framework that was currently being developed in the sector with the DFE. Governors agreed that the competency framework was not useful for advertising the role as it was too public sector based and could put applicants off applying.		

Governors agreed the following action:		WS
<ul style="list-style-type: none"> • Role description only to be used for advertising the role. 		
G/21/10/12.3	Governor Advert	
The Governor advert was noted and it was agreed that this should be used to advertise the role with the amendment that 'Board experience was not essential.'		
G/21/10/12.4	11.30 am Dave Cole	
<p>Strong candidate with excellent financial experience. The application was for an Associate Governor only. It was agreed his skills and knowledge would be of benefit to the Finance and General Purposes Committee. The position would be for an initial period of 2 years with formal review and re-appointment decision at the end of that period.</p> <p>It was resolved to recommend to Corporation that:</p> <ul style="list-style-type: none"> • Dave Cole be appointed as an Associate Governor on Finance and General Purposes Committee for an initial appointment of 2 years. 		
G/21/10/12.5	12.15pm David Shaw	
<p>Strong candidate with excellent audit and risk experience. The application was for an Associate Governor only. It was agreed his skills and knowledge would be of benefit to the Audit Committee. The position would be for an initial period of 2 years with formal review and re-appointment decision at the end of that period.</p> <p>It was resolved to recommend to Corporation that:</p> <ul style="list-style-type: none"> • David Shaw be appointed as an Associate Governor on Audit Committee for an initial appointment of 2 years. 		
G/21/10/13	Agenda Planning	
SPH recruitment		
G/21/10/14	Review of Meeting	
<ol style="list-style-type: none"> 1. Confidential Items – 5 and 6, 8 and 12 until published/agreed 2. Risk Management: any issues discussed which may require an additional Assessment – none 3. Health & Safety: any issues discussed which may require an additional Assessment – none 4. Equality & Diversity: any issues discussed which may require an additional Impact Assessment – governor and SPH recruitment 5. Media: any issues discussed to inform local media – none 6. How did the meeting go: a good meeting 		