

East Coast College Corporation

MINUTES of the meeting of the Governance Remuneration and Search Committee held at 5 pm on Tuesday 17th October 2017 in the Boardroom Lowestoft

Present:	Mike Burrows (MB) Alan Debenham (AD) Tina Ellis (TE) and Stuart Rimmer (SR) CEO/Principal	
In attendance:	Wendy Stanger – (WS) Director of Governance	
S/17/10/1	Membership and Apologies	Action
	<p>Apologies were received from Keith Monaghan.</p> <p>The Director of Governance advised that Alison Ashby had resigned as Associate Governor due to personal reasons.</p>	
S/17/10/2	Link Governor Scheme	
	<p>The Director of Governance advised that this report had been referred from the Corporation to this Committee so that the scheme could be looked at in detail.</p> <p>The CEO/Principal queried why the scheme had been referred and the Director of Governance advised that the Corporation felt the scheme may be too onerous and that the suggested links needed reconsidering.</p> <p>Governors commented that it was important that Governors were seen in the College and not just at meetings so that they could meet staff and students and triangulate the information presented to them. A Link Governor scheme, walkthroughs and SAR validations helped Governors understand the curriculum offered.</p> <p>Governors commented that the link governor role must not become operational. The Director of Governance advised that the policy clearly sets out that the Link Governor should not become operational, act as a representative for the particular area or include any assessment of teaching or an individual's performance.</p> <p>Governors challenged how the scheme would be monitored. The Director of Governance advised that the records of Governor link visits would be reported to the following Governance, Remuneration and Search Committee. If there were any concerns that needed raising immediately such as a safeguarding or a health and safety issues they would be notified to the relevant team.</p> <p>Governors challenged if all Governors should be Link Governors. The Director of Governance advised that it would only be independent governors and not staff or student governors. The Chair commented that he did not think it was appropriate to maintain independence that the Chair of Audit should be a link governor.</p>	

Governors challenged if the suggested links were the correct ones and various alternatives were discussed. It was agreed that the links should be simplified but that it was important to maintain the links within the strategic themes.

It was resolved to recommend to Corporation that:

- **The Link Governor Scheme was adopted and that the links were:**

Winning our Market – Head of Marketing

Simon Gray, Karen Knight and Saul Humphrey.

Learning Development and Wellbeing – Stuart Rimmer

Alan Debenham

Student Success, Progression and Wellbeing - Stella Raphael-Reeves

Tina Ellis, Rob Evans and Albert Cadmore

Improving our Business – Simon Eaton

Keith Monaghan and Mick Castle

- **Chairs of the main committees should not be link governors as they already had a link through this role.**
- **Minutes of meetings that Governors attended in their role as lead governors such as the Health and Safety and Equality and Diversity Committees would be tabled for information to the Corporation.**
- **The Link Governors should concentrate on strategic risk areas.**

S/17/10/3

Senior Post Holder’s Appraisal Process

The Principal advised that with the new HR system a rolling programme of appraisals was to be introduced with all papers online.

Governors discussed the appraisal process for the Deputy Principal and the Deputy Chief Executive and it was agreed that this should be carried out by the Principal, with the appraisal signed off by the Governance Remuneration and Search Committee and objectives reported to the Corporation.

Governors discussed the appraisal process for the Principal and the Director of Governance and it was agreed that this should be carried out by the Chair and another member of the Governance Remuneration and Search Committee and that these should be timetabled for November so that any objectives that needed cascading to other managers could be. The appraisal and objectives would be reported to the Corporation so that it was a transparent process.

Governors challenged how pay was reviewed for the college. The CEO/Principal advised that the AOC nationally negotiates with the unions and then makes a

recommendation to colleges. For this year the recommendation is a 1% increase and last year it was 0%. The colleges then decide if the pay rise is affordable. Staff who are not on the top of the grade receive annual increments. The Director of Governance advised that the senior post holder appointment letters stated that the salary would be subject to annual review.

It was resolved that:

- **The Deputy Principal and Deputy Chief Executive’s appraisal would be carried out by the CEO/Principal.**
- **The CEO/Principal and Director of Governance’s appraisal would be carried out by the Chair and another member of the Governance, Remuneration and Search Committee.**
- **The College template would be used for all senior post holder’s appraisals.**
- **That remuneration of the Senior Posts Holders would be considered separately from the appraisal.**

S/17/10/4 Governance CPD

The Director of Governance presented the schedule and its contents were discussed. The Board Development session to be facilitated by a Carol Jones, a National Leader of Governance, would also consider whether the Governance structure we had in place was fit for purpose.

The session on Governance and Teaching and Learning had a provisional date of Wednesday 10th January and its contents would be confirmed after the Board Development day had been held. Dates for GDPR and insolvency briefings were still being finalised.

Governors commented that the SAR validations had been very useful to aid their understanding of the Curriculum areas and that this would be consolidated at the SAR Board meeting.

Governors agreed that the CPD plan covered all areas currently identified and that the schedule would be added to as required.

TE left the meeting.

S/17/10/5 A Paperless Board

The Director of Governance presented the report which set out the initial findings into the various board systems available. The main benefits of moving to a paperless system were savings in cost and time of pack collations, security of data, all governors having access to all papers and briefings and the ability to update papers immediately if last-minute changes.

Governors challenged if there were major differences between the packages available. The Director of Governance advised that the systems had the same basic functions, with the more expensive systems having additional functionality.

She had, had demos of the systems under consideration and they all appeared easy to use and sufficient for our needs.

Governors challenged if other FE Colleges were using these systems. The Director of Governance advised that all the systems were in use within the FE sector and in other sectors and that she had also discussed and had references for the various systems from other FE colleagues.

Governors challenged what support the software firms would offer. The Director of Governance advised that they all had a 24/7 helpline. There would also be initial training for governors.

Governors challenged if the systems would work on various technology. The Director of Governance advised that they work on PCs, laptops and tablets and that to access the data you had to log onto the system. If devices were lost remote delete of data was available.

A discussion was held on what equipment Governors would need to run the board system and whether the college should provide them and whether Governors would still print their own papers. **It was agreed that an option of the college providing the hardware would be costed and that if a board system was purchased the expectation would be that Governors that wanted to print their own papers would do so at their own cost.**

Governors challenged if the papers could be annotated on the board systems. The Director of Governance advised that you could add notes, highlight and mark the papers and that these could also be shared with other users. The systems advised the user where they had annotated papers.

Governors discussed whether the use of electronic devices would mean that the board's dynamics would change.

It was agreed that as the majority of the systems costs were based on number of users, access to the system would be restricted to the Governors and senior post holders. Other managers presenting a report at a meeting would be emailed relevant papers.

It was resolved that:

- **the Director of Governance would further investigate the systems available and bring a detailed report to the January Governance Remuneration and Search Committee with a presentation by the preferred supplier.**
- **Costings in the report to include provision of hardware by the college.**

S/17/10/6

Agenda Planning

Future Governance Structure.

Paperless Board system.

Board Recruitment.		
S/17/10/7	Review of Meeting	
<ol style="list-style-type: none"> 1. Confidential Items - None 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 – Governance Structure changes. 5. Media: any issues discussed to inform local media – None. 6. How did the meeting go 		