

**CARDINAL NEWMAN COLLEGE****BOARD OF GOVERNORS – REMUNERATION COMMITTEE**

A meeting of the above Committee was held at 3.00 p.m. on **Wednesday 12 October 2016** in the Principal's Office at the College.

**Members present:**

Richard Ainscough, Chair

Len Hampson

Father Luiz Ruscillo

**Officers in attendance:**

Nick Burnham, Principal

Bob Deed, Clerk

**MINUTES**

<b>1</b>	<b>Opening prayer</b>	
	The meeting commenced with a prayer	
<b>2</b>	<b>Welcome, introductions and apologies</b>	
	Apologies were received from Peter Halpin.	
<b>3</b>	<b>Declarations of interest</b>	
	Nick Burnham noted his interest in senior postholders' remuneration.	
<b>4</b>	<b>Minutes of the last meeting</b>	
	There were no minutes to approve as the predecessor committee, the Staffing and Remuneration Committee will have its last minutes considered by the successor committee, the Quality, Curriculum and Staffing Committee. (Those minutes did not address any matters of Senior Postholder remuneration.)	
<b>5</b>	<b>Matters arising from the minutes</b>	
	As noted above, there were no matters arising relating to Senior Postholder remuneration.	
<b>6</b>	<b>Risk register: termly update</b>	
	<p>The Principal noted the principal's vacancy at St Mary's Blackburn in the context of the succession risk of the College losing a senior manager through turnover or illness. The Committee noted both the risks posed and the College's commitment to developing staff so that they can progress. The Principal noted that the senior management team was relatively small for a large and growing team.</p> <p>It was noted that only the Deputy Principal's post was a designated senior post and a post reserved to practicing Catholics. The possibility that other senior management posts could be designated as senior posts and/or reserved to practicing Catholics was noted.</p>	

<b>7</b>	<b>Senior postholders' remuneration benchmarking</b>	
	<p>Extracts of the Sixth Form Colleges Association (SFCA) research was considered with the Association of Colleges' (AoC) research which had been received from the AoC on the day of the meeting.</p> <p>The Principal commented on the SFCA research and the College's position in this cohort in terms of size and performance.</p> <p>The Clerk noted that the staff pay awards where for 2015 were 1% for teaching staff and 0.9% for support staff and that the 2016 has not yet agreed. The Principal noted that there were other pay rises including rises for teaching staff associated with the new teaching pay scales and Living Wage rises in excess of national pay awards.</p> <p>At this point, the Principal and the Clerk left the meeting.</p>	
<b>8</b>	<b>Principal – appraisal, remuneration 2015/16 and remuneration 2016/17</b>	
	<b>This is a Reserved item.</b>	
<b>9</b>	<b>Deputy Principal – appraisal, remuneration 2015/16 and remuneration 2016/17</b>	
	<b>This is a Reserved item.</b>	
<b>10</b>	<b>Review of Clerking arrangements (six months after appointment)</b>	
	<p>At this point, the Principal and the Clerk returned to the meeting.</p> <p>Discussions have been held with Bob Deed and he considers that the role can be fulfilled within the agreed time available. In the view of the Committee the appointment is working well and it is proposed that the current basis of operating continues until and unless circumstances change.</p>	
<b>11</b>	<b>Head of RE – arrangements as a Senior Catholic Postholder</b>	
	<p>At this point, the Principal and the Clerk returned to the meeting.</p> <p>This paper was introduced by the Clerk who explained that the new Instrument and Articles designated the post of Head of RE as a senior Catholic post. Therefore the post of Head of RE came within the Governing Body's responsibilities for setting the remuneration of senior posts. The Principal clarified that the issue related to Anne Russell as Head of RE and Lay Chaplain.</p> <p>The Principal noted that he undertook the Head of RE's appraisals and was successfully meeting her targets. He confirmed that the Head of RE also headed the Chaplaincy Group.</p> <p><b>The Committee resolved to recommend to the Governing Body that the Head of RE should receive pay rises consistent with the rest of the College's teaching staff until further notice.</b></p> <p><b>The Committee requested that it receive feedback on the Head of RE's appraisal.</b></p>	
<b>12</b>	<b>Determination of any items to be treated as Confidential</b>	

	Discussions relating to remuneration of named individuals under items 8 and 9 should be treated as reserved minutes.	
<b>13</b>	<b>Date and time of the next meeting</b>	
	The next ordinary meeting of the Committee is scheduled to be held on Wednesday 25 January 2017. Time to be confirmed.	

**There is no Reserved agenda for this meeting.**