

CARDINAL NEWMAN COLLEGE

BOARD OF GOVERNORS – REMUNERATION COMMITTEE

A meeting of the above Committee was held at **2.00 p.m.** on **Wednesday 24 January 2018** in the **Principal's Office** at the College.

Members present:

Len Hampson, Chair (F)
Richard Ainscough, Chair (F)
Peter Halpin (F)
Adrian Metcalf (F)

Officers in attendance:

Bob Deed, Clerk
Nick Burnham, Principal
Emma Duxbury, HR Manager

MINUTES

1 Opening prayer

The meeting commenced with a prayer.

2 Welcome, introductions and apologies

No apologies have been received.

3 Declarations of interest

Nick Burnham and Bob Deed noted their interest in senior postholders' policies.

4 Minutes of the last meeting

The minutes of the meeting of the Committee held on Wednesday 20 September 2017 were accepted as a correct record and signed by the Chair (file copy entered).

5 Matters arising from the minutes

No matters arising.

6 Risk register: termly update

The Principal commented on the risks around the retention of senior post holders and other senior leaders at the College. He informed the Committee about vacancies in the sixth form colleges, including those at Roman Catholic colleges. He also noted that not all members on the Senior Leadership Team were designated senior postholders.

7 Draft Capability Policy for Designated Senior Post Holders

The HR Manager introduced the draft Capability Policy for Designated Senior Post Holders.

The Chair requested that the Policy be amended to note which posts were covered by the Policy. It was suggested that there should be a caveat that it note that it would apply to any further posts which the Governing Body and the Instrument & Articles may determine.

The Clerk noted that currently the designated senior posts were: Principal, Deputy Principal, Head of RE and Clerk.

The Committee resolved to recommend the draft Capability Policy for Designated Senior Post Holders to the Governing Body subject to the suggested amendments.

8 Draft Grievance Policy for Designated Senior Post Holders

The HR Manager introduced the draft Grievance Policy for Designated Senior Post Holders

As with the draft Capability Policy, the Chair requested that the Policy be amended to note which posts were covered by the Policy and it was suggested that there should be a caveat that it note that it would apply to any further posts determined to be senior posts.

The Committee resolved to recommend the draft Grievance Policy for Designated Senior Post Holders to the Governing Body subject to the suggested amendment.

9 Determination of any items to be treated as Confidential

There were no items deemed to be confidential.

10 Date and time of the next meeting

The next ordinary meeting of the Committee is scheduled to be held on Wednesday 9 May 2018. Time to be confirmed.