



**Minutes from the Remuneration Committee meeting held on 14 July 2010 at
7.45am in the Boardroom at Matthew Boulton Campus**

In Attendance

Mr David Edmonds (DE)
Dr Christine Braddock (Principal) (CB)
Mr Terry Lipscombe
Mr Bob Pattni (Interim Clerk) (BP)

Apologies

Ms Arti Halai
Ms Christine Levine

Declaration of Interest

BP was appointed as interim clerk in the absence of Catherine Bennett who is on maternity leave.

Item 1 – Minutes of previous meeting

CB confirmed that these had been circulated prior to the meeting.

Matters Arising

TL asked if the Chair has met with the Principal on a quarterly basis. DE confirmed that he had met with the Principal at least four times, on a quarterly basis over the academic year 2009-10 to review and monitor progress.

CB said that the contracts were being drawn up for Senior Post Holders as previously agreed.

Action: to issues Senior Post Holder contracts to Bob Pattni and Clive Hill

The meeting that had been planned for 18 June 2010 did not go ahead. CB discussed the items that were planned for that meeting which included:

Outcomes from:

1. Financial Targets for 2009/10
2. Learner Targets for 2009/10
3. Funding Targets for 2009/10
4. Academic Targets for 2009/10
5. International/HE for 2009/10

CB explained that there had been difficulty in achieving International targets over the year but this had now recovered, although the college would not be reaching full potential due to investment and the new UKBA rules. The college has been fully accredited through the British Council. CB said that the college was doing well against HE targets, and that an inspection found that BMET was 'outstanding' for HE with regard to the Wolverhampton Partnership.

Item 2 – Staff Development

CB explained that over 2009/10 the college had worked exceptionally hard on a range of areas to bring about improvements to college systems and procedures to encourage cultural change and form the basis of 'one' college.

DE said that he had met with the union lead representative and explained that managers had benefited from the college investment in staff development.

CB explained that the college had delivered staff development each Friday to develop the Management Framework in the college. Attending many of the directorate and department staff development events she said the feeling from staff was good and they were enthused and inspired with the activities and developments of the college.

CB said she intended to further invest on a college wide Performance Management system during 2010/11 which will clearly set accountability and targets for each manager. CB said that she approves all directorate plans and updates against those plans/targets on a monthly basis and monitors poor performance, improved performance and excellent performance.

CB said the college expected to see improved success results through the continuance and supporting of 'good or outstanding' programme areas. CB explained the process of removing poor performance and how this is being managed as part of the £6.7m cuts from the funding agencies. Staff at risk have been offered voluntary redundancy and will move to compulsory redundancy should it become necessary.

CB summarised that she was very pleased with the outcomes of the year 2009/10 and hoped to plan for continued growth and success over 2010/11 and beyond.

Item 3 – KPIs for 2010/11

CB explained that KPIs needed to be agreed for 2010/11. A paper outlining the proposed KPIs for 2010/11 was discussed the outcomes as agreed:

- continued growth and stability of the college and its finances
- academies strategy to be developed
- embed the new Governance arrangements
- develop key initiatives in relation to government strategies

- continue to position the college as a lead organisation through the Presidency of Birmingham Chamber Group and membership of key boards commensurate with the work of the college

CB added that she had been invited to represent the college on a coalition strategy group led by Vince Cable's Strategic Team.

CB explained that we need to take advantage of the new 'freedoms' in FE in order to develop and grow. This would enable the college to position itself as a more pro-active business.

There was a considerable debate over the opportunities to take advantage of the new flexibilities and how BMET could more benefit in terms of LEPs, Schools, Academies and Colleges.

CB spoke about the development of the Property Strategy and the development of Riverside and explained that she will review the continuance of the Riverside development and bring forward proposals. CB said we would pursue alternative property developments and bring forward a revision of the Property Strategy and performance management systems in the Academic Year 2010/11 in preparation for OFSTED.

TL asked what CB felt needed to be done for OFSTED. CB explained that the whole college was being prepared to ensure each area is able to perform to their optimum –it was not just about success rates but showing the excellence in the college. TL and DE both agreed the targets for 2010/11. A discussion took place and congratulations expressed on the appointment of CB to the prestigious position of High Sherriff. This appointment will enable the college to support and be involved in this area of work including exposing students to opportunities.

Item 4 – Senior Post Holders – KPIs

CB said that she sets targets for all Senior Post Holders, namely Bob Pattni, Clive Hill and Roger Minett even though Roger is not a Senior Post Holder. These are managed and reviewed on a regular basis. The process for these reviews is in line with other senior managers of the college.

Item 5 – Clerk to the Corporation

CB confirmed that Governance was excellent and a good start in the clerking arrangements had been shown by Catherine Bennett. She has made excellent progress and has introduced good initiatives prior to her maternity leave.

CB confirmed that once Catherine returned from maternity leave the KPIs set by the Chair and the Principal would be agreed for the period 2010/11.

Item 6 – Disciplinary Policy/Procedures for Senior Post Holders excluding the Principal/Chief Executive

CB outlined the current arrangements. The Principal has been given Disciplinary and Grievance procedures upon appointment and the new Senior Post Holders need to be issued with the Disciplinary procedures for Senior Post Holder for BMET.

CB said that the AoC policy has been reviewed and the group then examined the disciplinary procedures. TL felt that there should be a simple written format and the policy should be amended.

Action: To amend procedures

TL said the appeals procedure should indicated that the 3 governors should be the Chair, the Vice Chair and one other. It was agreed to alter this in the procedures.

TL spoke about criminal processes and criminal investigations and said the college should have the right to suspend on full pay without prejudicing the investigations against anyone this applied to.

Item 7 – Pay Review for the Principal and Senior Post Holders

CB said that the annual pay award for the college had not currently been set but said she would accept the same award. DE and TL agreed that this would be acceptable but wanted to register their wish that a future committee take this into consideration and set a future appropriate level to recompense this freeze on remuneration. It was agreed any college pay award would be applied for the period 2009/10 and the remuneration package would be reviewed.

The remuneration package for last year was she said acceptable to her but would want any future committee to understand that no increase has been awarded to her salary over the last two years. This now set her below other college principals of significantly smaller sized organisations in the Midlands. Computerised data was available giving Principal's remuneration for 2009.

Pay for the proposed Senior Post Holders

It was agreed that the uplifted salaries for the two proposed Senior Post Holders should remain with the application of any college pay award.

The meeting ended at 8.30am with thanks to both the Chair and Vice Chair for their work with the college over the many years they have served as Governors.

Signed : 

Dated : 21st March 2011