

## **Performance and Remuneration Committee**

### **Annual Report to The Corporation for the Year Ending 31 July 2025**

#### **Introduction**

This report is prepared in accordance with the Association of College's (AoC) Senior Post Holder Remuneration Code, which was first adopted in May 2019. This Senior Post Holders Remuneration code report is for the year ended 31 July 2025.

Each college must publish a readily accessible annual statement, based on an annual report to its Governing Body, which must contain:

- a list of Senior Post Holders within the remit of the Remuneration Committee;
- its policy on the remuneration for post holders within the remit of Remuneration Committee;
- its policy on income derived from external activities;
- the pay multiple of the Chief Executive/Principal and the median earnings of the institution's whole workforce, illustrating how that multiple has changed over time and, if it is significantly above any published average, an explanation for this.

The report should also contain:

- its choice of comparator college(s)/organisation(s);
- An explanation of any significant changes.

#### **Remuneration Committee**

The Performance and Remuneration Committee of St Helens College comprises the following independent board members and meets at least twice per year, in line with its terms of reference. The membership of the Performance and Remuneration Committee during the year was:

- Alison Cannon - Committee Chair
- Philip Han (Chair of Governors)
- John Heritage – resigned 4 July 2024

The committee met on the following dates:

- 30 November 2023
- 7 March 2024
- 20 June 2024



## Performance and Remuneration Committee Terms of Reference

The terms of reference state that the committee responsibilities are:

- To evaluate and recommend to the Corporation the remuneration packages of the designated Senior Post Holders, including but not limited to:
  - basic salary
  - benefits in kind
  - annual bonus/performance related elements
  - pension provisions

taking account of the requirements within the Association of Colleges Senior Post Holder Remuneration Code.

- To recommend to the Corporation any severance payments (including pension benefits), which may be payable in the event of the early termination of the employment of any designated Senior Post Holder and ensure that these are reasonable and justifiable.
- To recommend to the Corporation the terms and conditions of service of the designated Senior Post Holders including procedures relating to grievance, discipline, and dismissal.
- To oversee and support succession planning for the designated Senior Post Holders with the Executive.
- To recommend to the Corporation the establishment and disestablishment of Senior Posts.
- To review and approve the annual appraisal process for the CEO/Principal and the Governance Director. To ensure that effective and appropriate appraisal arrangements are in place for the designated Senior Post Holders, and to make recommendations to the Corporation based on the outcomes of those appraisals.
- To review the whole College Group annual pay awards put forward by the CEO/Principal, and to make recommendations to the Corporation on the individual designated Senior Post Holders pay awards, and any non-standard pay adjustments put forward by the CEO/Principal, and to ensure that they meet the requirements within the Association of Colleges Senior Post Holder Remuneration Code.
- To review the Gender Pay Gap report and consider any implications of this for the College.
- To review the whole College Group appraisal/performance/development process, managed by the Chief Executive Officer (CEO), to ensure that it is appropriate, stretching, and fair, to encourage a culture of excellence and the achievement of the College Group targets.
- To review on an annual basis, those items of business designated as confidential and to make recommendations to the Corporation as appropriate.
- To approve an annual Remuneration report in accordance with the AoC Senior Postholders Remuneration Code.
- To deal with any matters specifically referred by the Governing Board.

## **Senior Post Holders**

During the academic year to July 2024 there were the following senior post holders:

- Simon Pierce, Chief Executive Officer/Principal
- Stephanie Donaldson, Deputy Chief Executive/Chief Financial Officer
- Mohammed Ramzan, Deputy Principal (appointed 3 April 2025)
- Carys Bibby, Governance Director

## **The College's approach to remuneration**

The Governing Board approved a Senior Post Holder Remuneration Policy in July 2025, prior to which the College's Pay Policy applied to all staff including senior post holders. Senior Post holders' salaries are considered by the Performance and Remuneration Committee and recommended to the Corporation. When considering Senior Post Holder salaries, the Performance and Remuneration Committee takes into account:

- the external competitive market and the AoC's annual Senior Pay Survey, benchmarking data for comparable roles, with the size and complexity of the College.
- performance and appraisal against agreed development objectives.
- the complexity of the role and any specialist knowledge or level of experience required.
- affordability in line with the College's financial performance.
- the pay award of all staff and any increase in comparison to other staff.
- equality, diversity, and inclusion to ensure there are no biases pertaining to gender or other protected characteristics.

The Corporation approved a pay award in May 2025. Senior Post Holders received the same award as all staff.

## **External appointments and expenses**

If any Senior Post Holder wishes to take on other roles outside of the College, they must first receive approval from the Corporation. The College has an External Interest Procedure, which means that all staff must declare external interests, including other paid positions. The College reviews these declarations to ensure there are no conflicts of interest. Where other remunerated work is deemed acceptable, then staff may retain the additional income on the proviso that this work is completed in their own time, either through annual leave or unpaid time off.

## Remuneration analysis

As at 31 March 2025 (Data source: Gender pay gap reporting 2024)

	Remuneration 2023/2024	Remuneration 2024/2025	Change 2023/24 to 2024/25
CEO/Principal	£148,089	£149,217	£1,128
Median all workforce	£30,026	£31,518	£1,492

The pay multiple of CEO/Principal to median pay of all the workforce is 4.73, compared to 4.92 for 2023/24.

The gap between CEO and median staff pay has narrowed between 2023/4 to 2024/5, suggesting improved pay equity and a stronger focus on fairer remuneration across the workforce.

## College Group CEO/Principal Remuneration compared to CEO/Principals by Income Bands

(Data source: Association of College's College Senior Pay Survey 2024)

St Helen's College CEO/Principal salary 2024/25	£149,217
AOC survey median salary for CEO/Principals with a total college income of £30-£40m	£159,992
Difference	-£10,775