



**Minutes of the Meeting of the Board held on  
Tuesday 20<sup>th</sup> May 2008 at 5.00 p.m.  
at the College.**

**Present:**

Dr G. Hillier	(Chair)
Mr J. Coulthard	(Vice-Chair)
Mr S. Childs	
Mr R. Darling	
Cllr R. Goddard	
Mr G. Groom	(Principal Governor)
Mr G. Flanagan	
Prof S. Hodgson	
Mr R. Johnson	
Cllr J. Keenan	
Mr. A. Percival	(Student Governor)
Mr G. Ritchie	
Miss P. Rutherford	(Foundation Governor)
Mr P. Smith	(Staff Governor)
Dr. D. Trebilco	
Mr G. Watts	(Staff Governor)

**Apologies for absence:**

Mr C. Brayfield	(Student Governor)
Mr F. Connorton	
Rev. B. Harrison	
Mr P. Nightingale	(Foundation Governor)
Mr R. Weston-Bartholomew	

**Officers:**

Mr D. J. Stevenson	(Professional Assistant/Clerk to the Board)
Miss D. A. McFarlane	(Deputy Principal)

The meeting was quorate throughout.

**PART A – FOR PUBLICATION**

**2198 Membership**

**Andrew Percival was welcomed to his first meeting of the Board.**

**2199 Declarations of Interest**

**No interests were declared in respect of this agenda.**

**2200 Focus on Employer Engagement**

**This item was postponed to the next meeting.**

**2201 Minutes of the Board meeting held on 1<sup>st</sup> April 2008**

The Minutes of this meeting were approved and signed as a correct record.

**2202 Matters arising from previous meetings**

**2135 (iii) Official Opening**

The Principal reported that the Deputy Lord Lieutenant of Darlington was in the process of making an arrangement for the official opening.

**Action: Principal to up-date**

**2189 Consultation on White paper**

A proposed response had been circulated. The Principal also reported that he had that day attended a regional consultation meeting. A range of issues were discussed, including the potential for conflicting strategies in respect of local borough council responsibilities and both sub-regional and regional planning. The need for continued communication with a multiplicity of funding and managing agencies was recognised, with the potential for fragmented provision.

**It was agreed that the proposed consultation response be submitted subject to the changes discussed.**

**2203 Report of Chief Executive/Principal**

**(i) Health & Safety**

The improved performance was recognised.

**The report was noted.**

**ii) Briefings and Actions**

The Principal had circulated the proposed draft response to the White paper, considered at item 2202, above, and information to the effect that Bede Sixth Form College and Stockton Riverside College had merged from 1<sup>st</sup> May 2008.

In addition papers had been circulated identifying Stakeholder Focus Groups and other College activities/events and the opportunity for establishing Link Governors within the College.

**It was agreed:**

**(i) that two special meetings of the Board be arranged to enable members to meet students and further familiarise themselves with College activities;**

**(ii) that a calendar of College events be distributed to Board members so that they may attend wherever possible;**

**Action: Principal**

**(iii) that members:**

**(a) advise the Principal's secretary of events they may wish to attend;**

**(b) advise the Principal's secretary of Link Governor activities in which they are interested.**

**Action: all members**

In this regard the following Governors indicated immediately their wish to link with the following activities:

Engineering & Technology

14 – 19

Quality Improvement

Richard Darling

John Coulthard

Stephen Childs

- iii) **Financial Report**  
A summary of the current position as at 31<sup>st</sup> March 2008, was provided, together with detailed explanatory notes. A positive income variance of some £381k was offset by a negative expenditure variance of some £383k, leaving an anticipated negative variance against the budget of some £1,825.
- iv) **Marketing & Recruitment**  
In respect of 2007-08 to date, the 16-18 full-time numbers have recruited at 98% of target, and the part-time at 131%, with an overall position of 93%. The respective figures for 19+ are 73% and 58%, and an overall position of 63%. The college was likely to reach its financial targets if not its student enrolment targets, as a result of increasing the number of work-based learners. An early indication of enquiries and applications for 2008-09 was included, listed by feeder school, and by College division. Applications at this stage were about the same as the previous year despite the withdrawal of 'A' levels.
- v) **Retention & Achievement**  
Retention for 2007-08 stands at 91%, with retention rates for long courses at 86%, an improvement from the previous year (77%). In-year retention rates are above the outturn retention rates of the previous year, and are in the top decile of colleges nationally.
- vi) **Staff Utilisation**  
The predicted substantive salaries out-turn for payroll expenditure currently stands at £7.018M (pay award excluded) against a budget of £7.131M, (pay award included). Detailed information was provided to members.
- vii) **Progress against Development Plan**  
A detailed report was circulated dealing with recruitment, adult learners, training, HE provision and planned capital development, quality models and responsiveness to employers through 'Pro-Engage'.
- viii) **Franchising**  
The monetary value of the contract with TTE has been exceeded.  
  
Two small Train 2 Gain contracts to the value of £112k had been let and were being monitored

**The Report of the Chief Executive & Principal was discussed and noted, with any actions as shown against each item.**

#### **2204 Minutes of F & GP Committee, 13 May 2008 & Pay Award 2007- 08**

The Minutes of this Committee were tabled and presented by the Chair of the Committee. In addition to the regular items this Committee had also considered the annual pay award in the context of the Board's performance indicators, agreed previously, and had referred the matter for the consideration of the Board.

With the exception of adult enrolments, known to be set at a higher level than the College was likely to achieve, (as stated to the LSC at the time of allocation alongside the strategic reduction of adult core funding in lieu of

adult work based provision) all other performance indicators had been met and exceeded. The Governors wished to make a pay award that exceeded the cost of living indicator in order to recognise the performance of the College staff in meeting or exceeding all but one of their KPIs. It was recognised that the cost of living indicator was at the level of some 2.55%. There was discussion over the considerations which should be taken into account in determining a pay award, including the claims submitted by the recognised trade unions.

Furthermore it was noted that the pay award would in effect lead to a break even operational budget (excepting new build costs), It was discussed and recognised by the Board however that this position did in fact include income retained by the College which potentially (in future) would be clawed back (as a result of under achievement of adult recruitment as stated above) but on this occasion had not been.

**It was agreed as follows:**

- (i) **that a pay award to all employees other than senior post-holders be made of 3%, retrospective to 1<sup>st</sup> August 2007;**
- (ii) **that the Minutes of this Committee otherwise be adopted**

#### **2205 Accommodation - new build - update**

A circulated report indicated that progress continues to be made, with no further anticipated changes to the completion date, allowing for the College to open on 15<sup>th</sup> September 2008. Work continues in respect of the highways construction . The current cost plan shows an overspend variance, with anticipation, as identified in the 278 agreement of the planning permission described in the previous minutes, that this may be reduced. Attached to the report was a detailed costing analysis.

***The remainder of this Minute is not for publication and is included in Part B***

*George Ritchie left at this point. The meeting remained quorate.*

#### **2206 FE+ Strategic Options**

***This Minute is not for publication and is included in Part B***

#### **2207 Draft Strategic Plan**

***This Minute is not for publication and is included in Part B.***

*Pat Rutherford left at this point. The meeting remained quorate.*

#### **2208 Policy Statement - Governance**

Policy Statements in respect of Committee responsibilities had been considered at an earlier meeting. The Clerk had circulated a proposed Statement in respect of Governance, which was essentially a reflection the Corporation's responsibilities within the revised Articles & Instrument of Government. It was also noted that there already existed a number of related procedures and an example was circulated of how these would be converted to the previously agreed College procedure format.

**The Governance Policy Statement was approved.**

**2209 Quality & Standards Committee – 29<sup>th</sup> April 2008**

These Minutes had been circulated. It was noted that this Committee reviews the outcomes of Teaching and Learning observations, success rates and their associated indicators and that there were no issues to bring to the attention of the Board in this respect.

**These Minutes were adopted**

**2210 Minutes of Employment Committee – 1<sup>st</sup> April 2008**

These Minutes were tabled.

**The Minutes were adopted.**

**2211 Schedule of meetings 2008-09**

A draft schedule of Board & Committee meetings for 2008-09 had been circulated.

**It was agreed that a final version would be circulated to members following further consideration by the Principal and the Clerk.**

**Action: Clerk**

**2212 Confidential Business**

**It was agreed that**

- i) part of item 2205 should not be for publication, and that the supporting papers in respect of the new build financial statement should also be restricted in circulation;**
- ii) item 2006, FE+ Strategic Options and supporting papers should not be published;**
- iii) the supporting papers for item 2207, the draft Strategic Plan, should not be published.**

**2213 Date of Next Meeting**

**The next meeting is on Tuesday 8<sup>th</sup> July 2008 at the College at 5.00 p.m.**

*David Stevenson*

*Clerk & Professional Assistant to the Board*

*Redcar & Cleveland College*

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