



REDCAR &  
CLEVELAND  
COLLEGE

**Minutes of the Meeting of the Board held on  
Monday 8<sup>th</sup> February 2010 at 5.00 p.m.  
at Gisborough Hall.**

**Present:**

Mr. John Coulthard	(Chair)
Dr. Debbie Trebilco	(Vice-chair)
Mr. Richard Darling	
Cllr. Ray Goddard	
Mr. Gary Groom	(Principal)
Miss Jasmine Haque	(Student Governor)
Rev. Bruce Harrison	
Dr. Graham Hillier	
Mr. Tony Hobbs	
Prof. Simon Hodgson	
Mr. Rod Johnson	
Miss Pat Rutherford	(Foundation Governor)
Miss Alys Tregear	(Staff Governor - Support)

**Officers:**

Mr. David Stevenson	(Clerk to the Corporation)
Miss Denise McFarlane	(Deputy Principal)

**Apologies for absence:**

Miss Jasmine Craggs	(Student Governor)
Mrs. Angela Foster	
Mr. Peter Nightingale	(Foundation Governor)
Mr. George Ritchie	
Mr. Phil Smith	(Staff Governor - Academic)

The meeting was quorate throughout.

**PART A – FOR PUBLICATION**

**2408 Declarations of Interest**

No interests were declared in respect of this agenda.

**2409 Appointment of new member**

The Chairman referred to the meeting of the Performance & Nominations Committee (see Minute 2416 below) where Mr. Tony Hobbs had been interviewed in accordance with the Board's procedures, and a recommendation made that he should be appointed to the Board.

**It was agreed that Mr. Tony Hobbs be appointed to the Board for a period of four years, to 7<sup>th</sup> February 2014**

He was welcomed to the meeting.

**2410 Minutes of the Board meeting held on 15<sup>th</sup> December 2009**

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

**2411 Matters arising from previous meetings**

**2397 Chaplaincy**

No further meetings had taken place; it was also noted that a similar appointment had been made in another College, and it was recognised as a necessary development for this college.

It was agreed that this matter should be concluded before the next meeting of the Board.

**Action: Principal; Pat Rutherford, Bruce Harrison.**

**2398 Link Governor arrangements**

The Principal reported that further discussions with the Clerk were necessary.

**Action: Principal, Clerk**

**2399 Student Governor report – pamphlets**

The Principal reported that after further consideration this matter was better progressed through tutorial support rather than by further published material, and had been dealt with in this way.

**Noted**

**2412 Report of Chief Executive/Principal**

**(i) Health & Safety**

A detailed report had been circulated. In the two-month period covered by the report there had been one reportable incident, not the fault of the College. This incident was now the subject of a criminal case. There were 8 non-reportable incidents. Two near miss reports were also identified. Rolling average incident figures for the previous 13 months were also provided in associated graphs, to show trends, which were recognised as positive.

**The report was noted.**

**ii) Briefings and Actions**

The current position will be developed through the Strategic Planning day, which was to follow the meeting.

**iii) Financial Report**

Details circulated identified the position of the College as at the end of November 2009. A positive budget of £57k had been considered by F & GP Committee, against an original prediction of a shortfall of £361k.

*Graham Hillier arrived during this item*

**iv) Marketing & Recruitment**

In respect of the Learner Responsive headcount, it was reported that respectively the learner numbers (and the SLNs) for 16-18 and 19+

were at 85% (87%) and 91% (82%) of target, overall recruitment standing at 87% (86%) at 15 January 2010.

Information was provided in respect of enquiries and applications by school and college areas for 2010-11, with comparative data for the previous two years.

Recruitment to HE courses through the Teesside University franchise continued to grow, and an inspection of HE provision will take place in March. Issues with regard to entrance and application processes at HE level were discussed in the context of current funding and HE capping arrangements.

The potential growth in NEETS enrolments was noted.

- v) **Retention & Achievement**  
The 95% in-year retention of 2010/11 starters reflected a positive position.
- vi) **Staff Utilisation**  
Staff utilisation is monitored regularly. The predicted outturn as at the end of December stands at £7.78m (outturn for 2008-09 was £8.39m, including redundancy costs). Current expenditure is broadly in line with predicted expenditure for the period. There is, however, a predicted budgetary overspend in respect of hourly-paid and agency budgets, but these additional pay costs have been incurred to meet growth in international business. Similar additional expenditure may be incurred to meet key Train to Gain targets.
- vii) **Outward Collaborative Provision**  
Whilst there was good progress in respect of Train to Gain provision, the TTE position showed a significant shortfall, which would require further consideration with regard to future arrangements. Details were provided of other individual providers, and the range of learners and courses involved with each provider. Detailed information was provided in respect of the quality assurance process. A report of monitoring was also provided for each provider which identified the outcomes of the visits and proposed actions, together with the planned schedule of further visits.  
*The detailed information in the Principal's report is not for publication*
- viii) **Risk-managed activities**  
No further risks have been identified since the last review. As reported to F & GP Committee a revised budget with a potential surplus of £57k will ensure compliance with the loan covenants

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

**2413 Accommodation up-date**

**i) Phase 1**

This item is not for publication, and is minuted separately in Part B of these Minutes.

ii) **Phase 2**

This item is not for publication, and is minuted separately in Part B of these Minutes.

**2414 Student Governors' Report**

It was reported that there had been promotions, involving external agencies, including the NHS, in respect of healthy living, in association with a Health at Work initiative, involving staff as well as students. It was also reported that some members of the Board would be attending the Learner Voice Conference.

**Noted.**

**2415 Reducing the Paper Overload**

It had been noted that at recent meetings the volume of paper which had had to be distributed had reached considerable proportions. The Clerk had circulated as a discussion document a paper which identified possible ways of reducing the volume of paper sent to members, and raised other means of managing the information process. The possible alternative mechanisms were discussed, but on balance members preferred hard copies of the papers. It was noted that a reduction in the consumption of paper would be achieved by back-to-back printing. The circulation of minutes by email was felt to be of some assistance. Re-cycling of unwanted papers is also possible. **It was agreed to make no changes to the distribution arrangements, other than to use back-to-back printing where possible.**

**Action: Clerk/Administration**

**2416 Minutes of Special P & N Committee – 15<sup>th</sup> January 2010**

The recommendation from this meeting had been considered at Minute 2409, above.

**The Minutes were adopted**

**2417 Minutes of F & GP Committee - 26<sup>th</sup> January 2010**

i) **F10-008** **Financial Regulations**  
**In respect of the proposed variation to the Financial Regulations it was agreed that the petty cash limit be increased to £100.**

ii) **F10-010** **Confidentiality of Business**  
The Committee had proposed to the Board that in view of the sensitive nature of most reports received by the Committee, that all of its Minutes should be treated as confidential until the year end, when they would be reviewed in respect of their publication.  
**It was agreed to approve the proposal**

iii) **The Minutes of the Committee were otherwise adopted.**

**2418 Determination of Confidentiality of Business**

It was agreed that the detail in the Principal's report with regard to Outward Collaborative arrangements, together with Minute no. 2413 should not be published. Minute 2417 (ii) also refers.

**2419 Date of Next Meeting**

The next meeting will take place at the College on Tuesday 30<sup>th</sup> March 2010 at 5.00 p.m.

**2420 Code of Conduct summary**

A summary of the Code of Conduct and the 'Nolan' principles had been circulated. It is a standing report on the agenda of each Board meeting.

**2421 Perceptions Survey**

At the conclusion of the meeting members received from the Principal and Deputy Principal an update on the Perceptions Report, previously produced four years earlier when the college occupied its former premises. The findings in respect of both student perceptions and employer perceptions were fully discussed.

**Note**

*In order to ensure that certain items were given appropriate time for consideration, the Chairman adjusted the order of the agenda. These Minutes reflect the original agenda order.*

David Stevenson

Clerk to the Corporation

Redcar & Cleveland College

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