



REDCAR &  
CLEVELAND  
COLLEGE

**Minutes of the Meeting of the Board held on  
Monday 9<sup>th</sup> February 2009 at 5.00 p.m.  
at Gisborough Hall.**

**Present:**

Dr. Graham Hillier	(Chair)
Mr. John Coulthard	(Vice-Chair)
Mr. Frank Connorton	
Mr. Richard Darling	
Mr. Ged Flanagan	
Mr. Gary Groom	(Principal)
Rev. Bruce Harrison	
Prof. Simon Hodgson	
Mr. Rod Johnson	
Mr. Andrew Percival	(Student Governor)
Mr. George Ritchie	
Miss Pat Rutherford	(Foundation Governor)
Dr. Debbie Trebilco	
Miss Alys Tregear	(Staff Governor - Support)

**Apologies for absence:**

Mr. Stephen Childs	
Cllr. Ray Goddard	
Mr. Peter Nightingale	(Foundation Governor)
Mr. Phil Smith	(Staff Governor - Academic)

**Officers:**

Mr. David Stevenson	(Prof. Assistant/Clerk to the Board)
Miss Denise McFarlane	(Deputy Principal)
Ms Lin Pilling	(Vice-Principal, Strategy & Planning) (item 2289 only)

The meeting was quorate throughout.

**PART A – FOR PUBLICATION**

**2288 Declarations of Interest**

No interests were declared in respect of this agenda.

**2289 Focus on Strategy & Planning Processes**

Lin Pilling, Vice Principal (Strategy & Planning) made a presentation to the meeting in respect of College's strategy and planning processes. She described the external drivers of strategy considerations, which included the Machinery of Government; the Raising of the Participation Age; the up-skilling agenda; qualification reform; the Sector Skills Council; and the National Skills Academies.

Reference was also made to the 14-19 Curriculum; the NEETS agenda; the public sector; LSC priorities; HEFCE arrangements; and relationships with SMEs.

The presentation made reference to the process of planning and its linkage with the College's Development Plan which was continuously reviewed through the planning cycle, in business and curriculum reviews.

Members were able to ask questions, and thanked Ms Pilling for her presentation, which would be of value during the Board's consideration of its strategic process.

**The report was noted**

**2290 Minutes of the Board meeting held on 27<sup>th</sup> January 2009**

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

**2291 Matters arising from previous meetings**

**None**

**2292 Report of Chief Executive/Principal**

**(i) Health & Safety**

There had been one reportable incident and ten non-reportable incidents, some of which had included persons passing through the entrance barriers. It was anticipated that incidents involving the new premises would decrease with increased familiarity. Three near miss reports were also identified. Comment was made on the increase in the number of incidents during the current year, and the number of small incidents, which would appear to reflect a lack of attention to detail.

**The report was noted.**

**It was agreed that the importance of maintaining previous improvements be stressed to staff.**

**Action: Principal**

**ii) Briefings and Actions**

It was noted that good progress was being made in the introduction of Diplomas. Negotiations have also commenced with regard to funding allocations for 2009 -10.

**iii) Financial Report**

Details had been reported in respect of the financial position to October 31<sup>st</sup> 2008, and had also been the subject of a report to F&GP Committee, discussed later in the meeting.

**iv) Marketing & Recruitment**

The 'Learner Responsive' headcount to date was given, showing % recruitment against target numbers. Their conversion to Student Learner Numbers (SLNs) was below target, but further work had been undertaken to establish the validity of the figures, and an up-dated report was tabled indicating an increase of £322,000 in income. 84% of SLNs had been achieved by a 95% enrolment of the 16-19 group, where the solution to achieve target income appeared to lie in increasing the level of student activity.

72% of SLNs had been achieved from reaching a 79% enrolment target in the 19+ group, where the improvement would seem to be likely to come from increased enrolment numbers.

Details were also provided, by school, of current enquiries which, although showing an increase, also showed a lower conversion than anticipated of enquiries to applicants.

**It was agreed that for future reports it would also be helpful to see the Employer-responsive data**

**Action: Principal**

- v) **Retention & Achievement**  
Retention, achievement and success rates are continuing to show year-on-year improvement, and a tabled report gave further information in this regard. There had been a consistent improvement at all ages for all levels of the College's activity over the last three years. Achievement data was included in the previous self-assessment report; current achievement levels will be considered later in the year.  
**The report was noted and the College congratulated on this improving success rate.**
- vi) **Staff Utilisation**  
Staff utilisation is monitored regularly. Details were given of the current spend against budget, around 41%. At the end of September the predicted outturn was £8.14m, against a budget of £7.5m.
- vii) **Progress against Development Plan**  
An updated report was provided, which now included target dates for completion.
- viii) **Outward Collaborative Provision**  
Information was provided in respect of the collaborative arrangements with TTE, and also with the new sub-contractors for Train to Gain (TtoG). The shortfall of some 40 full-time students in the TTE contract is a considerable part of the College short-fall in this age group.  
  
It was reported that there had been no new TtoG contracts since the last report.
- ix) **Risk-managed activities**  
A complete review of the Corporate Risk register will be considered at the next meeting of the Audit Committee.

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

**2293 Accommodation up-date**

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

### **2294 Freedom of Information Scheme**

The Principal advised members that there was a duty, effective from January 2009, to adopt a revised model publication scheme, under regulations set out by the Information Commissioner's Office (ICO), following the introduction of the Freedom of Information Act, 2005. Details were provided indicating the significant levels of information required already in place in the College, in what format and where that information lay.

**It was agreed**

- i) **that the status table be reviewed for progress, as recommended, and**
- ii) **that the ICO guidance, and the effectiveness of provision of information be reviewed annually.**

**Action: Principal**

### **2295 Chaplaincy**

In accordance with previous discussions, Bruce Harrison and Pat Rutherford had considered possible arrangements with regard to Chaplaincy provision within the College. This review had included their visits to other colleges, attendance at conferences and other meetings. They reported on their findings. The value of a chaplaincy to staff and students, both multi-faith and for those without faith, was identified, in part supporting the work of the Student Services team.

**It was agreed that a Working Group of Bruce Harrison, Pat Rutherford, Alys Tregear, Sue Rae and Geoff Jaggs be set up with a view to recommending the establishment of a chaplaincy arrangement, to be put in place no later than the start of the next academic year.**

**Action: Bruce Harrison**

### **2296 College Publicity**

A member had asked for information to be provided to the Board in respect of the publicity which the College gave to its courses, based on the perception of some staff that the College was not as active as others in this respect. The Principal indicated the significant levels of expenditure incurred in the current year in respect of published advertising, and also referred to the wide range of other campaigns, as well as the unseen benefits of positive publicity.

There was a discussion on other aspects of recruitment, including consideration of 'travel to learn' decisions within current policy, and the importance of College performance. These broader issues would also be a matter of consideration in the strategic planning session to be held the following day.

**The report was noted**

### **2297 Minutes of F & GP Committee – 27<sup>th</sup> January 2009**

#### **i) F09 - 005 Performance Indicators**

In view of the shortfall against targets in respect of recruitment and the consequent funding implications, especially in the context of their conversion to Student Learner Numbers (SLNs), the Committee had recommended that the position be further considered by the Board. This matter was discussed in greater detail at item 2298, below, in the context of the Auditor's Report and the signing off of the Management Letter.

The Board recognised the concerns of the Committee, anticipating that there would be more detailed consideration at item 2298, below.

ii) **F09 – 007 Financial Regulations**

The Committee had reviewed the Financial Regulations in the context of some decisions made during the year, and other external considerations. The changes had been small and were recommended to the Board for approval. Copies of the revised Regulations were made available to members, and the amendments were explained.

**The recommendation to approve the amendments to the Financial Regulations was approved.**

The Minutes were otherwise adopted

**2298 Financial Statements and Auditor's Management Letters**

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

**2299 Confidential Business**

It was agreed that items 2293 and 2298, and associated supporting papers from this meeting and previous committee meetings, should not be for publication.

**2300 Date of Next Meeting**

The next ordinary meeting will take place at the College on 31<sup>st</sup> March 2009 at 5.00 p.m.

The Chair is authorised to call a Special meeting, if required, prior to that date, to consider issues arising from the sale of land (item 2293 refers).