



REDCAR &
CLEVELAND
COLLEGE

**Minutes of the Meeting of the Board held on
Tuesday 14th July 2009 at 5.00 p.m.
at the College.**

Present:

Dr. Graham Hillier	(Chair)
Mr. Frank Connorton	
Mr. Richard Darling	
Mrs. Angela Foster	
Mr. Gary Groom	(Principal)
Prof. Simon Hodgson	
Mr. Rod Johnson	
Mr. Peter Nightingale	(Foundation Governor)
Miss Laura Pears	(Student Governor)
Mr. George Ritchie	
Miss Pat Rutherford	(Foundation Governor)
Dr. Debbie Trebilco	
Miss Alys Tregear	(Staff Governor - Support)

Officers:

Mr. David Stevenson	(Prof. Assistant/Clerk to the Board)
Miss Denise McFarlane	(Deputy Principal)

Apologies for absence:

Mr. John Coulthard	(Vice-Chair)
Mr. Stephen Childs	
Cllr. Ray Goddard	
Rev. Bruce Harrison	
Mr. Phil Smith	(Staff Governor - Academic)

The meeting was quorate throughout.

PART A – FOR PUBLICATION

2338 Declarations of Interest

No interests were declared in respect of this agenda. (See also Minute 2355)

2339 Minutes of the Board meetings held on

- (i) **19th May 2009**
The Minutes of this meeting had previously been approved and signed as a correct record.
- (ii) **16th June 2009**
The Minutes of this meeting were approved and signed as a correct record.

2340 Matters arising from previous meetings

2320 Membership – Employment Committee

The Clerk reported that Bruce Harrison had agreed to join this Committee.

Noted.

2322 Redcar Schools Trust

The Principal reported that the matter was progressing, and that the solicitors for the School were preparing relevant documentation, which, at an appropriate stage, would also need to be seen by the College's solicitors.

Noted

2341 Focus on..... Student Services: Lee Russell

Lee Russell made a presentation on the wide range of services available to students. These included information on the application process; careers and guidance; financial support; student mentoring; student liaison and enrichment; and other services. Positive comments from the Ofsted report were also shown. Members were able to ask questions, and Lee was thanked for his informative presentation. Lee was also asked to bear in mind that there would next term be vacancies for two student members.

It was agreed to request that in future arrangements for a Learner Voice Conference that consideration be given to the involvement of a governor.

Action: Lee Russell

2342 Report of Chief Executive/Principal

(i) Health & Safety

A detailed report had been circulated. In the period covered by the report there had been no reportable incidents and 5 non-reportable incidents, which were described in the report. Two near miss reports were also identified. The overall position had stabilised. Performance graphs were included in the documentation, identifying separately staff and student reportable and non-reportable incidents. It was noted that a significant number of staff had attended additional Health & Safety training.

The report was noted.

ii) Briefings and Actions

a) Redcar Schools Trust and other collaboration.

It was reported that the College continued to participate in the 'Marske Collaborative School Trust' and also as an educational sponsor in the Freeborough Academy. The College is also actively engaged in the development of a NEETs reduction strategy for the Borough, and continues to pursue and is actively involved in the development of the Wilton Innovation Connector Project.

b) Publicity/Enrolment.

A major PR campaign had been developed following the successful outcome of the Inspection. In addition to the main enrolment arrangements, which would run through the summer period in addition to the traditional enrolment periods, a door-to-door campaign for part-time students would also be launched. Copies of documents were circulated.

- iii) **Financial Report**
Consideration of the current financial position was deferred to the item dealing with the budget.
- iv) **Marketing & Recruitment**
Details were provided of the 'Learner headcount' to date in the current year. It was reported that the target recruitment of 16-18 year olds was at 93%, resulting in SLN adjusted income of 84%, and that similar figures for the 19+ sector were 99% and 74%, giving overall figures of 96% and 81%.
- Details were also provided, by school and course, of current enquiries and applications to June, which currently stood at 161 enquiries and 617 applications, against the previous year total of 188 and 696 at the same stage. Targeted communications in local schools were in use. Two specific 'free travel' bus routes had been introduced and were being widely promoted
- v) **Retention & Achievement**
Comparative data for the current and the previous year had been circulated in respect of 16-18 and 19+ retention rates at levels 1, 2, and 3. At all levels the rate had improved in the 16-18 categories. For 19+ there was significant improvement at level 1, no change at level 2, and a fall at level 3, due to the withdrawal of employer sponsorship.
- Whilst it is too early to predict achievement data for 2008-09, predicted success rates have been 'RAG' rated, and appropriate actions and monitoring put in place
- vi) **Staff Utilisation**
Staff utilisation is monitored regularly. Details were given of the current spend of substantive employees against budget, around 85%, representing, in 10 months of a 12 month cycle, 85% of planned expenditure. Hourly-paid staff costs had a predicted outturn of some 70% of the budgeted value.
- Details were provided of the staffing efficiencies which had been made for 2009-10, involving voluntary solutions, re-organisation of curriculum packages, some internal re-structuring and timetable increases, and five redundancies. There was an in-year cost of the order of £100,000 and an anticipated on-going saving of some £416k from the main staffing budget, and £100,000 from the hourly-paid budget.
- Members commented on the efficiency and care with which this process had been completed by the Principal and senior colleagues
- vii) **Progress against Development Plan**
There will be a closing out of the Plan at the end of the year (July 31st) and a final report made to the next meeting.
- viii) **Outward Collaborative Provision**
This Minute is recorded separately in Part B and is not for publication.

- ix) **Risk-managed activities**
No further risks have been identified since the last review other than those noted with regard to the new build reports.

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

2343 Accommodation up-date

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

2344 Draft Budget 2009-10 and 3-year Financial Forecast 2009-10 to 2011-12

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

2345 Strategic Plan- update

The Principal gave an oral up-date on progress following further internal discussions and consideration of recent external changes which would impact on the Plan, and indicated that he would bring a revised Plan to the next meeting.

Noted

2346 Minutes of Audit Committee

The Minutes of the Committee were adopted.

2347 Minutes of F & GP Committee

i) 9th June 2009

The Minutes of the Committee were adopted.

ii) 7th July 2009

The attention of members was drawn to Minute F09-056, which had been considered in item 2344, above.

The Minutes of the Committee were adopted.

2348 Minutes of P & N Committee – 2nd June 2009

i) P09-015 – membership

The Clerk reported that although some discussions had taken place, and were continuing, there was no firm proposal with regard to this vacancy.

ii) P09-017 – attendance register

The attention of members was drawn to this register, which is considered termly by the Committee and submitted annually for the consideration of the Board.

The reports were noted and the Minutes adopted.

2349 Minutes of Employment Committee – 19th May 2009

i) E09-005 – CRB checks

The Committee had reviewed current and changing legislation and advice and recommended that the College adopt a programme of CRB checks on a rolling three-year basis, and that the same process be applied for Board members.

The recommendation was approved and the minutes of the Committee were otherwise adopted.

Action: Assistant Principal Personnel & Clerk

2350 Minutes of Q & S Committee – 30th June 2009
The Minutes of the Committee were adopted.

2351 Gift Aid – College Subsidiary Company

The Deputy Principal reported that in order to be compliant with FRS21 – Events after the Balance Sheet date - the Board was required to determine its position with regard to any profits made by the subsidiary company which it 'gift aids' back to the College. It was noted that there remained only one such company.

It was agreed that Cleveland College Limited will gift aid all of its profits for the year to 31 July 2009 to Redcar & Cleveland College.

Action: Deputy Principal

2352 Calendar of meetings 2009-10

A proposed schedule of meetings for the next academic year had been circulated. Some small changes were proposed

The Calendar of meetings was approved as amended, for circulation.

Action: Clerk

2353 Election of Chair and Vice-chair

The Clerk reported that in response to the invitation to members to propose candidates for election to the positions of Chair and Vice-chair in accordance with the new procedures, there had been only one proposal, now seconded, in respect of the post of Chair, and none for the post of Vice-chair. The arrangements had been put in place to enable these elections to be decided away from meetings. Details were provided of the proposal received.

It was agreed that members should have a further opportunity to nominate to these positions.

Action: all members

2354 Confidential Business

It was agreed that items 2342, 2343, 2344 and 2355 should not be published.

2355 Laura Pears

The Chair and members thanked Laura for her contribution as Student Governor and wished her well in the future.

The Principal, Clerk, staff and student members withdrew from the meeting

2356 Minutes of Remuneration Committee – 16th June 2009

This item is not for publication, or distribution to the Principal, staff or student members, and is minuted separately in Part C of these Minutes.

2357 Date of Next Meeting

The next meeting will take place at the College on 20th October 2009 at 5.00 p.m.