



REDCAR &  
CLEVELAND  
COLLEGE

**Minutes of the Meeting of the Board held on  
Tuesday 14<sup>th</sup> October 2008 at 5.00 p.m.  
at the College.**

**Present:**

Dr. Graham Hillier	(Chair)
Mr. John Coulthard	(Vice-Chair)
Mr. Frank Connorton	
Mr. Richard Darling	
Cllr. Ray Goddard	
Mr. Gary Groom	(Principal)
Mr. Ged Flanagan	
Rev. Bruce Harrison	
Mr. Rod Johnson	
Mr. Peter Nightingale	(Foundation Governor)
Mr. Andrew Percival	(Student Governor)
Miss Pat Rutherford	(Foundation Governor)
Mr. Phil Smith	(Staff Governor - Academic)
Miss Alys Tregear	(Staff Governor - Support)

**Apologies for absence:**

Prof. Simon Hodgson  
Cllr. Joe Keenan  
Mr. George Ritchie  
Dr. Debbie Trebilco  
Mr. Rod Weston-Bartholomew

**Absent:**

Mr. Carl Brayfield (Student Governor)  
Mr. Stephen Childs

**Officers:**

Mr. David Stevenson (Prof. Assistant/Clerk to the Board)  
Miss Denise McFarlane (Deputy Principal)  
Mr. John Jordan (Head of Faculty) (to item 2243)

The meeting was quorate throughout.

**PART A – FOR PUBLICATION**

**2240 Election of Chair & Vice-Chair, 2008-09**

The Professional Assistant reminded members of their current policy, to elect the Chair and Vice-chair on an annual basis at the first ordinary meeting of each academic year. There was a discussion on the considerations which should be entered into with regard to such an appointment. It was noted that

members had completed an appraisal of the Chair at the end of the last year, which was being managed by the Vice-chair, as had happened in the previous year. It was considered appropriate that further consideration of this election process would be helpful to determine the factors to be taken into account in future.

*The Chair withdrew from the meeting to enable further consideration of the issue.*

The Vice-chair indicated that although there were some aspects of the appraisal process of the Chair which had not been completed, in summary the responses of members were very supportive, and indicated that the actions from the previous appraisal had been achieved successfully.

A nomination of Graham Hillier as Chair was made, seconded and carried.

*The Chair returned to the meeting*

A nomination of John Coulthard as Vice-chair was made, seconded and carried.

**It was agreed as follows:**

- i) that Graham Hillier and John Coulthard be appointed as Chair and Vice-chair respectively until the corresponding meeting in 2009-10;**
- ii) that the process of election be referred to the P & N Committee for further consideration;**

**Action: Clerk**

- iii) that the Chair, or Vice-chair, as appropriate be requested**
  - a) to report to each future meeting of the Board actions which they take on behalf of the Board since the previous meeting; and**
  - b) to prepare a summary report of actions in the last year;**

**Action: Chair**

- iv) that the Chair and Vice-chair be thanked for their work in the previous year.**

#### **2241 Declarations of Interest**

No interests were declared in respect of this agenda.

#### **2242 Membership**

The Professional Assistant reported to members that since Carl Brayfield had re-enrolled as a student, he remained the student governor representative. It was unclear whether he wished to continue in this role, however. It was also reported that there were vacancies on the F & GP and Q & S Committees as a result of the ending of the term of office of Gary Watts. It was noted in addition that whilst the Board was operating with a transitional membership of 21, the quorum for its meetings, at 40%, would increase from 8 members to 9 members (rounded up). There was a discussion on the mechanism of appointing student governors.

**The quoracy of the meetings was noted.**

**It was agreed**

- i) that Alys Tregear be appointed to the Q & S Committee**
- ii) that the vacancy on F & GP Committee be referred to the P & N Committee**

**Action: Clerk**

- iii) that the Principal seek information from Carl Brayfield regarding his continued membership of the Board;**

**Action: Principal**

- iv) that the Board consider further its appointment arrangements for student members**

**Action: Principal to consult with relevant college staff and report to a future meeting.**

### **2243 Focus on Construction & the Built Environment**

John Jordan, as Head of Faculty, tabled a report and made a presentation to the Board on Construction & the Built Environment, identifying the construction skills required in the industry, and the range of full-cost courses and the wide experience of staff in the College. The curriculum map indicated the very wide range of courses offered in various skills at different levels, and the progression opportunities. He reported on student recruitment and progression, and the very high achievement levels, resulting in the college being the highest performing college in the country for CITB delivery in this curriculum area. Future planning identified new partnerships and programmes, including diplomas. Members were able to ask questions, and thanked Mr. Jordan both for the excellent work of the faculty, which was a major contributor to college income, and for his presentation.

**The report was noted**

*Frank Connorton left during the previous item; the meeting remained quorate.*

### **2244 Minutes of the Board meetings held on**

**8<sup>th</sup> July 2008**

**23<sup>rd</sup> September 2008**

**The Minutes of these meetings were approved and signed as correct records.**

### **2245 Matters arising from previous meetings**

#### **2135 (iii) Official Opening**

The Principal reported that Lord Crathorne had indicated the availability of the Duke of York in January or February 2009

**Action: Chair to request finalisation of a date**

### **2246 Report of Chief Executive/Principal**

#### **(i) Health & Safety**

It was noted that there were some minor incidents in respect of staff, but it was recognised that there had been considerably increased risk over the period of the move to the new building. Student numbers remained static, in a period when there was little activity.

**The report was noted.**

#### **ii) Briefings and Actions**

The Principal reported on significantly increased web-site activity. He also requested that members give further consideration to the College's provision in Loftus and East Cleveland; and it was noted that some link governor activity had commenced.

**It was agreed that the College continue to address its provision in Loftus, mainly through an adult skills strategy, which would also need to take into account access and transport issues.**

**Action: Principal**

#### **iii) Financial Report**

Although it was recognised that at this stage of the academic year it was not possible to provide a financial summary, it was noted that colleges had not received from LSC the appropriate software to enable them to address their income generation as a result of recruitment.

**It was agreed that the Chair correspond with LSC on this matter (Principal to advise)**

**Action: Chair & Principal**

- iv) **Marketing & Recruitment**  
It was reported that the College had already achieved 99% of its student target numbers for the 16-19 category, despite the withdrawal of A Level provision and a reduction of 100 TTE students. The recruitment level for the 19+ group was at 62%, giving an overall enrolment performance of 80% at this early stage.
- v) **Retention & Achievement**  
Retention for 2007-08 was at 87%, an improvement over three years of 20%. There are some details to finalise which will be incorporated in the achievement and success data being prepared for a later meeting, but which are expected to rise in all areas.
- vi) **Staff Utilisation**  
.At this stage staff utilisation is in line with predictions.
- vii) **Progress against Development Plan**  
A detailed report was circulated dealing with Strategy & Planning; Curriculum; Quality & Business Excellence; People Skills and Workforce Development; Distribution of Learning; Business viability; and Image & Brand

*Ray Goddard left at this point; the meeting remained quorate.*

- viii) **Outward Collaborative Provision**  
No new contractors had been introduced. The previous arrangements with TTE were noted. In respect of a Train to Gain contract the Principal reported significant growth, which was being fully audited across all aspects of the contract, including quality. The guidance of LSC in respect of franchised income levels was noted.  
**In view of the levels of income inherent in this contract it was agreed as follows:**
  - i) **to refer the matter to the Audit Committee to seek the advice of the Internal Auditor in respect of best practice;**  
**Action: Clerk/Chair of Audit**
  - ii) **to refer the supervision of the contract to F & GP Committee**  
**Action: Clerk/Chair of F & GP/Deputy Principal**

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

## **2247 Collaboration and Co-operation – Update**

- (i) **Prior Pursglove College**  
It was reported that the post of Principal had been advertised. The Chair reported that he had not yet had the opportunity of further discussions with the Chair of PPC .  
**Action: Chair to establish current understanding of collaborative arrangements, with Chair of PPC Board.**

(ii) **FE+ Strategic options**

The Principal reported that all considerations of merger or other collaborative arrangements with Tees Valley colleges, including purchasing arrangements, had been set aside.

**It was agreed that other joint purchasing opportunities should be investigated, including with the local authority.**

**Action: Principal**

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

**2248 Accommodation strategy**

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

**2249 Minutes of Q & S Committee, 7<sup>th</sup> October 2008**

A meeting had taken place on 7<sup>th</sup> October 2008, for which the Minutes had been approved by the Chair but had not yet been circulated. The Chair identified the various matters discussed at the meeting, including the arrangements for the Self-assessment report, which would be presented to the next ordinary meeting of the Board. It was reported that there were no issues to draw to the attention of Board members.

**The Minutes of this Committee are circulated with the Minutes of the Board meeting.**

The report was noted.

**2250 Confidential Business**

It was agreed that

- i) item 2247 (iii) should not be for publication; and
- ii) item 2248 should not be for publication.

**2251 Confidential Items, 2007- 08**

A report had been circulated identifying those Minutes which had been withheld from publication during the previous academic year for members to determine whether the publication of these Minutes was now appropriate.

**It was agreed that none of the items listed should be released for publication other than Minute 2138, concerning the withdrawal of A Level provision, and the consequent discussions with Sir William Turner's Sixth Form College (16<sup>th</sup> October & 27<sup>th</sup> November, 2007)**

**2252 Remembrance Service**

Members were reminded that the Remembrance Service would take place on 7<sup>th</sup> December 2008.

**2253 Dates of Next Meetings**

- i) **A Special Meeting will be held on Tuesday 25<sup>th</sup> November 2008 at 5.00 p.m. for the purpose of the governance self-assessment workshop.**
- ii) **The next ordinary meeting is on Tuesday 16<sup>th</sup> December 2008 at 5.00 p.m.**