



REDCAR &
CLEVELAND
COLLEGE

**Minutes of the Meeting of the Board held on
Tuesday 15th December 2009 at 5.00 p.m.
at the College.**

Present:

Mr. John Coulthard	(Chair)
Dr. Debbie Trebilco	(Vice-chair)
Miss Jasmine Craggs	(Student Governor)
Mrs. Angela Foster	
Cllr. Ray Goddard	
Mr. Gary Groom	(Principal)
Miss Jasmine Haque	(Student Governor)
Rev. Bruce Harrison	
Prof. Simon Hodgson	
Mr. Rod Johnson	
Mr. Peter Nightingale	(Foundation Governor)
Mr. George Ritchie	
Miss Pat Rutherford	(Foundation Governor)
Mr. Phil Smith	(Staff Governor - Academic)

Officers:

Mr. David Stevenson	(Clerk to the Corporation)
Miss Denise McFarlane	(Deputy Principal)
Jill Brannan	(item 2390 only)
Sue Rae	(item 2395 only)

Apologies for absence:

Mr. Richard Darling	
Dr. Graham Hillier	
Miss Alys Tregear	(Staff Governor - Support)

The meeting was quorate throughout.

PART A – FOR PUBLICATION

2387 Declarations of Interest

No interests were declared in respect of this agenda.

2388 Minutes of the Board meetings held on

- i) **20th October 2009**
The Minutes of this meeting had been approved and signed as a correct record at the meeting on 24th November.
- ii) **24th November 2009**
The Minutes of this meeting were approved and signed as a correct record.

iii) **8th December 2009**

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

2389 Matters arising from previous meetings

i) **20th October 2009**

2368 NewCo Proposal

This item is discussed at Minute 2394, below

2369 Strategic Plan – update

The Principal has planned to meet with Graham Hillier and Debbie Trebilco early in the New Year with a view to bringing the matter to the Strategic Planning day in February.

Noted

Action: Principal

2370 Revised banking facility – up-date

The Deputy Principal indicated that the correspondence with the Bank to effect this change had taken place.

Noted

2372 Marske Specialist School Trust

Documentation was in the course of preparation with the assistance of solicitors. No further report would be made until this was complete. It was noted that Ryehills School should be added to the list of participating institutions.

Noted

ii) **24th November 2009 – Self-assessment**

It was noted that the items identified for further consideration within the self-assessment process would be reviewed on an on-going basis by P & N Committee within an Action Plan.

iii) **8th December 2009 – Appointment of Constructor**

The further outcome of this meeting is reported later under Minute 2392 within Phase 2 of the Accommodation Strategy

2390 Focus on 14-19 Provision

As part of its training and familiarisation programme the Board received a presentation on this significant area of the College's provision from Jill Brannan, Assistant Principal. Jill identified her wide range of skills and experience, mainly at Darlington College, before joining Redcar & Cleveland immediately prior to inspection.

Her presentation drew attention to the short-term priorities of the College, with an up-date on the 14-19 Diploma arrangements. Medium term priorities would also take into account local and regional considerations, whilst the longer term priorities would ensure financial viability and focus on the College's funding streams. She identified the changes which were taking place in recruitment and enrolment, which, compared to the previous year, had already shown an increase from 115 applications to 430. Examples were given of student work and activities as part of the marketing process. Members were able to ask questions of Jill, who was thanked for her informative presentation.

2391 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 no reportable incidents. There were 9 non-reportable incidents. Three near miss reports were also identified. Rolling average incident figures for the previous 12 months were also provided in associated graphs and it was remarked that the trends were downwards.
The report was noted.
- ii) **Briefings and Actions**
The Principal reported that he had been elected as regional FE sector representative as the One North East (ONE) member on the Regional Development Agency (RDA) of the Science, Technology, Engineering and Maths (STEM) Board.
Further detailed information was provided in respect of the government strategies on Information, Advice and Guidance (IAG); the UK Commission for Employment and Skills (UKES); and Skills for Growth, and of a meeting at government level to review the position of the FE sector in the north-east.
- iii) **Financial Report**
Details circulated identified the position of the College as at the end of October 2009. At the time of this Report the planned deficit had been reduced from £361k to £247k; however, there had been a subsequent report to F & GP Committee at its recent meeting indicating that with some further adjustments and other identified income, the budget would be in balance. Minute 2400 refers.
- iv) **Marketing & Recruitment**
Information was provided in respect of enquires and applications by school and college areas with comparative data for the previous two years.

Recruitment to HE courses through the Teesside University franchise continued to grow.
- v) **Retention & Achievement**
The self-assessment report considered later at Minute 2395 provided significant information in respect of retention and achievement data for the year 2008-09.

Further detailed information was provided in respect of the Division of Computing and Information Technology (CIT).
- vi) **Staff Utilisation**
Staff utilisation is monitored regularly. The predicted outturn as at the end of October stands at £7.71m (outturn for 2008-09 was £8.39m, including redundancy costs). Current expenditure is broadly in line with predicted expenditure for the period, differences being largely a matter of timing adjustments. Train to Gain sub-contract expenditure has been reviewed downwards from £229,000 to £159,745.
- vii) **Progress against Development Plan**
There has been considerable progress to date on the Development Plan, and detail was provided in respect of each of the seven themes of Strategy & Planning; Curriculum; Quality & Business Excellence;

People Skills and Workforce Development; Distribution of Learning; Business Viability; and Image & Brand.

viii) Outward Collaborative Provision

Details were provided of the contract with TTE, where a helpful audit has taken place, and of other listed sub-contractors, including a report on the planned monitoring process in respect of the quality of sub-contracted provision, including unannounced visits and telephone checking.

The following detailed information in the Principal's report is not for publication

Details were provided of visits to individual providers. . A schedule of monitoring was also provided

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.

2392 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.

2393 Wilton Innovation Connector (WiC)

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

2394 Newco proposal

The Principal reported orally that the requirement to develop a new company was driven by the WiC proposals. In view of the position recorded elsewhere (Minute 2393) no further action was required at the present time.

Noted

2395 Self-assessment summaries

The Minutes of Q & S Committee refer to consideration of the College self-process. The summaries of this report had been circulated for consideration, including the Self-Evaluation document for the Integrated Quality and Enhancement Review (IQER) in respect of HE provision. This was part of a wider FE+ response and would be consider at an inspection in March 2010. The wide range of HE provision was noted.

It was noted that in respect of the College self-assessment report that in some areas contributory grades had been identified, so that more specific detail was available in respect of separate aspects of the provision. In the two areas shown as weak appropriate support and monitoring programmes were in place, and options for consideration discussed.

The summaries were discussed and approved.

It was agreed that

- i) **the complete College self-assessment document should now be placed on the appropriate portal; and**
- ii) **the IQER report should be managed through the agreed FE+ process.**

2396 Post-Inspection Action Plan (PIAP)

A detailed report had been circulated indicating the progress which had been made to December 2009 in respect of the actions from the Inspection earlier in the year, identifying those actions which were across the College as a whole, and those relating to subject-specific areas. The Principal advised that he was satisfied that all actions were being managed appropriately.

The report was noted

2397 Chaplaincy arrangements

Bruce Harrison up-dated members on this project. He felt that little progress was being made with regard to the introduction of Chaplaincy arrangements in the College, although it was seen as a positive provision for all members of the College's community.

The Principal agreed to speak with appropriate colleagues, with a view to holding a further meeting with Bruce Harrison and Pat Rutherford.

Action: Principal

2398 Link Governor arrangements

A summary of the previous link governors arrangements had been circulated, and a number of amendments were noted in the context of both changes in College staffing and in the membership of the Board.

The Clerk reported that he had had no formal feedback on any visits. The self-assessment process had identified this again as an area of activity which it wished to strengthen.

It was agreed that the Principal would up-date the list for circulation to members.

Action: Principal

2399 Student Governors' Report

An action arising from the Governance self-assessment process was to facilitate increased knowledge of student matters, and to provide a more formal means of reporting from the student body. This item will therefore become a standing item on the agenda of the Board.

The student members raised three specific items which had been discussed at their Council. First was the need for students to know more about the HE Centre, both in terms of its provision, and the HE application process. Second was the provision of separate student social facilities; in respect of this matter it was felt that the integration of staff and students in the social areas had brought improved student behaviour, though Phase 2 and improved outdoor facilities in the summer term may increase the number of social areas; and finally the increased use of re-cycling facilities, where the placing and increase in number of plastic and paper re-cycling locations was discussed. The Principal also indicated that it was intended to provide a smoking shelter in order to improve on current arrangements.

The report was noted with thanks.

It was agreed that arrangements would be reviewed in respect of HE information and that new pamphlets would be provided.

Action: Principal

2400 Minutes of F & GP Committee - 8th December 2008

It was noted that as part of the consideration of the budget, some revisions had been possible to enable the budget to come into balance. One of the elements of increased income was in respect of a cash-back facility from the European Investment Bank, which the Committee had recommended for approval by the Board.

The Minutes of the Committee were adopted.

It was agreed that the Principal be authorised to sign the letter of consent to Barclays Bank in respect of the European Investment Bank cash-back facility

2401 Minutes of Audit Committee – 20th October 2009

The Minutes of the Committee were adopted.

2402 Minutes of Joint Audit & F & GP Committees, 8 December 2009

i) Financial Statement – Redcar & Cleveland College

As a result of discussions at the Committee meeting a small number of adjustments had been made and were identified for members. A copy of the final statement had been circulated to members by email prior to the meeting, and was available at the meeting.

This statement as amended was approved for submission to LSC

ii) Financial Statement – Cleveland College

This item refers to a small subsidiary company established for the purposes of managing lettings and similar arrangements. There had been minimal activity during the year.

This statement was approved for submission to LSC

iii) Letters of Representation

Letters of Representation had also been considered at the meeting and recommended to the Board for approval subject to minor amendments. Final versions had been circulated by email prior to the meeting, and were available at the meeting.

It was agreed that the Letters of Representation be signed.

iv) Annual Report of Audit Committee

This report had been approved by members of the Audit Committee at the Joint meeting. Subsequently it had been circulated to the Board by email prior to this meeting, and copies were tabled

The Report was received.

2403 Minutes of Employment Committee – 24th November 2009

The Minutes of the Committee were adopted.

2404 Minutes of Q & S Committee – 27th November 2009

Minute 2395, above, refers to the matters discussed at this Committee.

The Minutes of the Committee were adopted.

2405 Determination of Confidentiality of Business

It was agreed that the detail in the Principal's report with regard to Franchise monitoring, together with Minutes nos. 2392 & 2393 should not be published.

2406 Date of Next Meeting

The next meeting will take place at Gisborough Hall as follows:

8th February 2010 at 5.00 p.m., followed by dinner.

9th February 2010 at 9.00 a.m. – 4.00 p.m Strategic Planning event.

2407 Code of Conduct summary

A further action arising from the Governance self-assessment process was to remind members of the corporate code of governance by which they manage their business. This was not to indicate any failure of compliance, but to seek to embed the principles more in the minds of members as they carry out their duties. A summary of the Code of Conduct and the 'Nolan' principles had been circulated. It would be a standing report on the agenda of each Board meeting.

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. George Ritchie and Ray Goddard left the meeting at 6.40 p.m. and Peter Nightingale at 7.25 p.m. The meeting was quorate throughout and ended at 7.40 p.m.

David Stevenson

Clerk to the Corporation

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