



REDCAR &  
CLEVELAND  
COLLEGE

**Minutes of the Meeting of the Board held on  
Tuesday 16<sup>th</sup> December 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)
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)
Dr. Debbie Trebilco	
Miss Alys Tregear	(Staff Governor - Support)

**Apologies for absence:**

Mr. Stephen Childs  
Mr. Ged Flanagan  
Prof. Simon Hodgson  
Cllr. Joe Keenan  
Mr. George Ritchie

**Officers:**

Mr. David Stevenson	(Prof. Assistant/Clerk to the Board)
Miss Denise McFarlane	(Deputy Principal)
Mr. Geoff Jaggs	(Head of Faculty) (to item 2260)
Ms. Sue Rae	(Asst. Principal, Q & S) (item 2263)

The meeting was quorate throughout.

**PART A – FOR PUBLICATION**

**2259 Declarations of Interest**

No interests were declared in respect of this agenda.

**2260 Focus on Additional Learning Support**

Geoff Jaggs, as Head of Faculty, made a presentation to the meeting in respect of the Additional Learning Support facilities. He identified activities in relation to Learners with Learning Difficulties (LLDD), Skills for Life, and the additional learning support provided across the college. The presentation referred in detail of the types and levels of courses and the varying abilities and needs of students, and he gave examples of student successes. Members were able to ask questions, and thanked Mr. Jaggs both for the excellent work of the faculty, and for his presentation.

**The report was noted**

**2261 Minutes of the Board meeting held on 25<sup>th</sup> November 2008**

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

**2262 Matters arising from previous meetings**

**(i) 14th October 2008**

**2135 (iii) Official Opening**

The Principal reported that Lord Crathorne had again indicated that the opening would be in the period of February/March 2009, and that he was unable to provide a date at present, but that on the same date the Middlesbrough College official opening will also take place.

**Noted**

**2246(iii) Correspondence with LSC**

Correspondence with LSC had become unnecessary since the delayed documentation had arrived shortly after this meeting.

**Noted**

**2247 Joint Purchasing arrangements**

There was now no interest amongst other colleges in joint purchasing arrangements. This college would make appropriate contacts with other colleges and authorities if it felt that there was a likelihood of joint purchasing being available and beneficial.

**Noted**

**2248 Phase II – summary document**

This matter was considered later in the meeting when the accommodation update report was made.

**(ii) 25<sup>th</sup> November 2008**

**2257 Information for members**

The Principal tabled a CD-ROM containing minutes and papers from 2007-2008, AoC training materials, the Committees' terms of reference, Code of Conduct, Mission Statement and other similar documents.

**2263 Annual College Self-Assessment Report**

An Executive Summary of the self-assessment report had been circulated and the complete report was available for members to inspect. A late draft of this report had been considered in full and in detail by the Q & S Committee. The summary was presented to members by the Assistant Principal (Q & S), who outlined the rigorous process which had been followed in preparing the document and assessing the outcomes, through validation panels which

included some members of the Corporation as well as external members. It was noted that the grade for Leadership and Management had been assessed at grade 2. Members were able to discuss the report.

Sue Rae and colleagues were thanked for the considerable work involved in preparing the submission.

**The Report was approved for submission to LSC, subject to minor data additions which may become necessary.**

**Action: Assistant Principal, Quality and Standards**

#### **2264 Accommodation up-date**

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

#### **2265 Report of Chief Executive/Principal**

**(i) Health & Safety**

There were no reportable incidents and six non-reportable incidents one of which had included a sporting injury. Members discussed the need to separate those incidents deriving from 'elected' activities from those which arose from a failure of equipment or process.

**The report was noted.**

**ii) Briefings and Actions**

It was noted that no information had been received in respect of any college inspection arrangements; The Principal also reported that although the LSC funding software had been received it continued to generate many errors in the funding calculations, which required manual adjustment and error correction.

**iii) Financial Report**

Details had been reported in respect of the financial position to September 30, 2008 which represented a very early stage in the financial and academic year. Most variations in budget reflected phasing considerations at this stage of the year.

**iv) Marketing & Recruitment**

Learner numbers in the 16 - 18 age range had recruited at 96% of target, whilst those in the 19+ area had recruited at 67% of target, an average at this stage of 81%. Part-time adult recruitment currently stood at some 67% of target, with further opportunities to make up the shortfall of some 482 learners. Even at this early stage of the year enquiries for enrolment in 2009 were significantly increased on the previous year although applications at this stage remained about the same.

**v) Retention & Achievement**

Retention, achievement and success rates are fully detailed in the College self-assessment report previously discussed. The updating of LSC software will, it is anticipated, enable national benchmarking to take place. However it was noted that in respect of retention the College had consistently improved year on year.

**vi) Staff Utilisation**

Staff utilisation is in line with predictions and typical profiling expenditure at this stage of the year.

**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.

**It was recognised that progress within the Development Plan would be clearer if target dates were also included.**

**Action: Principal**

**viii) Outward Collaborative Provision**

Information was provided in respect of the collaborative arrangements with TTE, and also with the new subcontractors for Train to Gain. In the context of recommendations made by the Audit and Finance Committees the Principal reported on the controls in place for these contractors and also that one contract had been withdrawn as a result of its inadequate performance.

**ix) Risk-managed activities**

In accordance with a previous decision of the Board the Principal reported on activities with the most significant risk, detailing actions and progress in respect of those entries from the risk register.

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

**2266 Collaboration and Co-operation – Update**

**(i) Prior Pursglove College**

The Chair indicated that he had not yet had the opportunity to discuss with the Chair at Prior Pursglove College their current understanding, and it was recognised, following the appointment of a new Principal, that this may be a more appropriate opportunity to determine future options.

**Action: Chair**

**(ii) FE+ Strategic options**

No further discussions were taking place in respect of collaborative proposals.

**Noted**

**2267 Framework for Excellence – College Response**

The Principal indicated that he had not yet been able to complete this document and ask that approval before its submission be delegated.

**It was agreed that approval of the document be delegated to the chairs of the Finance and Audit committees.**

**Action: Chairs of Finance and Audit committees, Principal**

**2268 Report of Academic Board**

Although it was no longer a requirement of the Articles and Instrument of Government, the Board had agreed to receive reports from the Academic Board. A report of its recent meeting had been circulated.

**Noted.**

**2269 Report of Student Representative Council**

Similarly a report of a recent meeting of the Student Representative Council had been circulated for the information of members and was discussed as appropriate.

**The report was noted.**

**2270 Strategic Planning – Away day**

It was proposed that in reviewing appropriate elements of the strategic plan and the College's mission, vision and values statements that the theme of 'Where next...?' and related issues concerning proposed new funding mechanisms and relationships should be a focus of the strategic planning event. Given her new role within the college, it seemed sensible that a presentation by Lynn Pilling would facilitate discussion.

**It was agreed that the arrangements be put in place for the strategic planning event to take place again at Gisborough Hall and that the theme for the event be based upon the discussion minuted above.**

**Action: Principal**

**2271 Bank Mandate**

Consequent upon the leaving of Jeanette Judge, who had been a nominated signatory for the College bank account it was proposed that Lynn Pilling be nominated for this purpose in her place.

**The Board approved the proposal that Lynn Pilling become a signatory for the College bank account with immediate effect.**

**Action: Deputy Principal**

**2272 Minutes of P & N Committee – 4<sup>th</sup> November 2008**

**i) P08 – 022a Appointment of Chair/Vice-chair**

**The Board approved the arrangements for the appointment of its chair as follows:**

- (i) that with effect from the first meeting of the academic year 2009-10 the appointment of Chair (and Vice-chair) be made for a period of two years;**
- (ii) that in advance of the appointment, a process of written nomination, with a seconder, and the agreement of the candidate, be adopted, and in the event of this being a competitive appointment process, candidates be allowed to prepare and distribute through the Clerk, a 'manifesto' statement;**
- (iii) a similar process be followed for the appointment of the vice-chair;**
- (iv) that a 'job description' for the post of Chair be issued; and**
- (v) that the annual appraisal of the Chair be continued, the outcome to be available before any election is due.**

**Action: Clerk**

**ii) P08 – 022b Appointment of Student Governors**

**The Board approved the proposal that the previous arrangements be put in place for the appointment of a student governor to the current vacancy.**

**Action: Principal**

- iii) these minutes otherwise were adopted..

**2273 Minutes of Audit Committee – 21<sup>st</sup> October 2008**

- i) **A08 – 025 Annual Report of Audit Committee**  
This report had not been circulated with the minutes of the committee.  
**It was agreed that the Annual Report be adopted subject to its being circulated with the minutes of this meeting**
- ii) **A08 – 025 Audit Committee – Terms of Reference**  
The minor amendment proposed by the committee was approved.  
**Action: Clerk**
- iii) **A08 - 029 Remuneration Committee – Terms of Reference**  
The Board approved the deletion from the Committee's terms of reference of the publication of its activities.  
**Action: Clerk**
- iv) the minutes of this committee were otherwise adopted.

**2274 Minutes of F & GP Committee – 11<sup>th</sup> November 2008**

- i) **F08 – 047 New Build – sensitivity analysis**  
This matter had been considered earlier when dealing with the accommodation update.
- ii) **F08 – 048 Progress Report – Train to Gain contract**  
This matter had been dealt with in the report earlier of the Chief Executive.
- iii) **F08 – 048 Delegation to Principal**  
At its previous meeting the Board had referred consideration of this issue to meetings of the Audit and Finance and General Purposes Committees.  
**The Board approved the recommendation of the Finance and General Purposes Committee as follows:**  
that with regard to new and on-going 'franchise' arrangements
- a) no new projects with a single value exceeding £200,000 be committed without the approval of the Board, through this Committee;
- b) that in respect of individual on-going projects exceeding £200,000 a report be made on a regular basis to this Committee;
- c) that in respect of smaller projects, a report be made only when their aggregate value reaches £200,000;
- d) a report is made by exception whenever the Principal is concerned about the progress of any project.
- iv) the minutes of this committee were otherwise adopted.

**2275 Minutes of Q & S Committee, 28<sup>th</sup> November 2008**

Minute 2263 refers.

**The minutes of this committee were adopted.**

**2276 Minutes of Joint Audit/F & GP Committee – 2nd December 2008**

i) **FG/A 04-08 Financial Statements**

ii) **FG/A 05 – 08 Management Letter**

It was reported that in respect of the financial statements and management letter concerning the College's accounts and the accounts of its subsidiary companies the auditors were satisfied. However they had been made aware of the delay in respect of the completion of new build arrangements and had indicated that they would prefer to see this matter resolved before signing off the appropriate documentation. It was also reported that to enable this to happen the LSC had extended the date for the submission of the accounts to 31 January 2009.

**It was agreed that a special meeting of the Board be arranged for 27th January 2009 to review the position.**

**2277 Minutes of Employment Committee – 2<sup>nd</sup> December 2008**

**The minutes of this Committee were adopted.**

**2278 Confidential Business**

**It was agreed that item 2264 and associated supporting papers from this meeting and previous committee meetings should not be for publication.**

**2279 Dates of Next Meetings**

**There will be a special meeting of the Board at 5.00 p.m. on Tuesday, 27 January 2009 (minute 2276 refers).**

**The next ordinary meeting will take place at Gisborough Hall on Monday 9<sup>th</sup> February 2009 at 5.00 p.m. This will be a residential event, followed on Tuesday 10<sup>th</sup> February (9.00 a.m.) by the Strategic Planning meeting.**

*David Stevenson*

*Clerk & Professional Assistant to the Board*

*Redcar & Cleveland College*

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