



REDCAR &
CLEVELAND
COLLEGE

**Minutes of the Meeting of the Board held on
Tuesday 19th May 2009 at 5.00 p.m.
at the College.**

Present:

Dr. Graham Hillier	(Chair)
Mr. John Coulthard	(Vice-Chair)
Mr. Stephen Childs	
Mr. Richard Darling	
Mrs. Angela Foster	
Cllr. Ray Goddard	
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)
Mr. Phil Smith	(Staff Governor - Academic)
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:

Rev. Bruce Harrison

Absent:

Mr. Frank Connorton	
Mr. Andrew Percival	(Student Governor)

The meeting was quorate throughout.

PART A – FOR PUBLICATION

2318 Declarations of Interest

No interests were declared in respect of this agenda at this point (See item 2322 (ii)).

2319 Minutes of the Board meeting held on 26th March 2009

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

2320 Matters arising from previous meetings

2300 Membership

a) Vacancy

It had been hoped that it would be possible to receive an application from a representative of the legal services, but the Clerk reported that there had been no applications for the current vacancy.

It was agreed that options be pursued to recruit a solicitor to this vacancy.

Action: Clerk

b) Employment Committee

It was agreed that the vacancy on Employment Committee should be referred to the P & N Committee.

Action: Clerk

c) Student Governor

It was unclear whether Andrew Percival was still a student of the College.

Action: Alys Tregear to report

d) Election of Chair/Vice-chair

The Clerk reminded members that they had approved a process for the election of Chair & Vice-chair which he would be putting in place before the next ordinary meeting.

Noted

Action: Clerk

2305ii Sustainability & re-cycling

The Principal reported that the College had now signed up to the AoC and the Environmental Association for Universities and Colleges statement of intent; it had also tendered for the separation of improved re-cycling facilities, with an indication of financial benefit. It has been decided as a consequence to terminate the current contract with RCBNC waste services

Noted

2312 Strategic Plan/Development Plan

It had been agreed at the previous meeting that the Plans would be updated following the Strategic Planning meeting in February and the subsequent approval of the changes. The Principal reported that the revision of the Development Plan 2009-10 will shortly go to college managers, and the work will incorporate the strategic planning event, post-inspection considerations and the PFA inspection report.

Noted

2321 Focus on..... Student Services: Lee Russell

This item was postponed to the next ordinary meeting.

2322 Report of Chief Executive/Principal

(i) Health & Safety

A detailed report was tabled. There had been no reportable incidents and 14 non-reportable incidents, which were described in the report. One near miss report was also identified. Performance graphs were included in the documentation, identifying separately staff and student reportable and non-reportable incidents. Concern was expressed at the numbers of incidents involving staff members, as well as the

incident rate for under-16 students. The increase in incidents relating to Care & Counselling programmes was also a concern. The attention of members was drawn to revised regulations in respect of Corporate Manslaughter, and business travel regulations.

The report was noted.

It was agreed that all of these matters would be the subject of a further report.

Action: Principal

ii) **Briefings and Actions**

a) **Allocation 2009 -10** It was reported that the notification of LSC income had been received, and the report identified the variances from the current allocation. It was also noted that despite the College requesting an adjustment to the SLN value, since it was failure to achieve this which had caused particular difficulty in the current year, no such amendment had been made by LSC. The budget will need to facilitate the option to make a clawback payment in the event of the SLN numbers not being achieved at their higher value. Of particular benefit would be the retention of enrolled students beyond the first census date.

Cllr Ray Goddard declared an interest in the next item

b) The Principal also reported that the College had been invited to consider participation in a **Trust arrangement** to be formed by five schools in the Borough, and some detail was given of these arrangements.

It was agreed that the College would support the proposal in principle, but subject to being made aware of and approving as appropriate the detail of the Memorandum and Articles of Association.

Action: Principal

c) The Principal also indicated that in his capacity as Chair of the Local Learning Partnership he had been invited to join a **Children's Trust** to be established by the Borough Council.

Noted

d) **Rapid Response funds/unemployed provision.** The College is currently in discussion with LSC, Job Centre plus and Next Steps in respect of referrals for re-training and re-deployment, as a result of the redundancies in local industries. An allocation of £200,000 has been received for delivery of training support for the long-term unemployed over the next 12 months

iii) **Financial Report**

This item is not for publication and is recorded in part B of these Minutes

iv) **Marketing & Recruitment**

It was reported that the target recruitment of 16-18 year olds was at 92%, resulting in SLN adjusted income of 84%, and that similar figures for the 19+ sector were 86% and 73%, giving overall figures of 89% and 81%

Details were also provided, by school, of current enquiries and applications to April, which currently stood at 151 enquiries and 481

applications, against the previous year total of 179 and 585 at the same stage. Actions were in place to address this fall in numbers.

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. Some adult learners had been lost due to the withdrawal of employer sponsorship, particularly at level 3. Alternative modes of delivery are being promoted, including through the rapid response programme.

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 67%, representing, in 8 months of a 12 month cycle, 67% of planned expenditure. It was noted that the forecast outturn had been revised to reflect the increase in expenditure due to an expansion in subcontracting of Train to Gain. Work is also in hand in respect of planned efficiency gains for the following year.

vii) Progress against Development Plan

There has been no major review of progress against the development plan since the last meeting, when a substantial review was reported. A further report will be made at the next meeting.

viii) Outward Collaborative Provision

Detailed information was provided in respect of the collaborative arrangements with TTE, and also with the new sub-contractors for Train to Gain (TtoG). Quality and compliance audit visits had been undertaken with a satisfactory outcome, with one exception.

The initial sub-contract value in respect of TTE will not be realised as they have not generated sufficient learner numbers, against the current contract arrangements, measured against current activity levels. TTE has been advised of the College's position in this, and on the need to determine its intentions with regard to 2009-10. A preliminary indication of TTE's position in this regard has been received.

Information was also provided in respect of key information relating to other current sub-contractors, including their contract value and the total invoices paid. It was also reported that one contract had been terminated on the grounds of the quality of the activity. Members noted that work on this contract would be paid for up to its termination, since at that time it had complied with previous guidance.

Information and guidance had been received from LSC in respect of the spirit of Train to Gain contracts and the status of trainees as employees, which had guided the decision to withdraw one contract.

The report was noted

- ix) **Risk-managed activities**
No further risks have been identified since the last review. The report will be updated for the next meeting to take into account recent changes.

Action: Principal

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

2323 Accommodation up-date

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

2324 Inspection outcome

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

2325 Fees Policy

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

2326 Minutes of Audit Committee

- i) **A09 – 007 Appointment of Financial Statement Auditors**
It was agreed to accept the recommendation of the Committee that Grant Thornton be appointed as Financial Statement Auditors for a further period of 12 months.

Action: Deputy Principal

The Minutes of the Committee were otherwise adopted.

2327 Minutes of F & GP Committee - 5th May 2009

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

2328 Confidential Business

It was agreed that items 2322 (iii), 2324. 2325 and 2327 and associated supporting papers from this meeting and previous committee meetings, should not be for publication.

2329 Sir William Turners' Foundation Day, 24th June 2009, 7.00 p.m.

Members were invited to attend the 300th anniversary service and celebration in the Chapel at the Sir Wm. Turner's Almshouses at the time indicated.

2330 Dates of Next Meetings

The next meetings will take place at the College as follows:

- i) **Special meeting, 16th June 2009 at 5.00 p.m. (Phase 2)**
ii) **Ordinary meeting, 14th July 2009 at 5.00 p.m.**