



REDCAR &  
CLEVELAND  
COLLEGE

**Minutes of the Meeting of the Board held on  
Thursday 26<sup>th</sup> March 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	
Mr. Ged Flanagan	
Mrs. Angela Foster	
Mr. Gary Groom	(Principal)
Rev. Bruce Harrison	
Prof. Simon Hodgson	
Mr. Rod Johnson	
Miss Laura Pears	(Student Governor)
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. Frank Connorton	
Cllr. Ray Goddard	
Mr. Peter Nightingale	(Foundation Governor)
Mr. Andrew Percival	(Student Governor)
Mr. George Ritchie	
Mr. Phil Smith	(Staff Governor - Academic)

The meeting was quorate throughout.

**PART A – FOR PUBLICATION**

**2300 Membership**

**(i) Appointment & Welcome**

The Chair reported that in accordance with the Minutes of P & N Committee, to be considered later, the Principal, the Clerk and he had met with Angela Foster. He outlined her interest, background and financial qualifications, and recommended that she be appointed to the Board, and to the F & G P Committee. Subsequent to the decision Mrs Foster was invited to join the meeting and welcomed to the Board.

In addition, arrangements had been made for the recruitment of a student governor, whose nomination was reported to the Board.

**It was agreed**

- a) **that Mrs Angela Foster be appointed to the Board for a period of four years and that she should also be appointed to the Finance and General Purposes Committee to 25<sup>th</sup> March 2013;**
- b) **that Miss Laura Pears be appointed as student governor for a period of four years or until she ceased to be a student, whichever is the sooner, to 25<sup>th</sup> March 2013; and**
- c) **that Alys Tregear act as mentor to Laura Pears, and John Coulthard to Angela Foster.**

**(ii) Resignation**

The Clerk advised members that he had received a note of resignation from Ged Flanagan, due to increasing business commitments, and that this would be his last meeting. The Chair thanked Ged for his support and advice to the College and presented him with a gift to recognise this.

**(iii) Vacancies**

The Clerk reported that there remained one vacancy; discussions were taking place with regard to a possible application from a legally qualified person.

**It was agreed that in the event of an application being received, authority be delegated to P & N Committee to interview, and if suitable, to appoint an applicant.**

**Action: Clerk to arrange**

**2301 Declarations of Interest**

No interests were declared in respect of this agenda.

**2302 Minutes of the Board meeting held on 9<sup>th</sup> February 2009**

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

**2303 Matters arising from previous meetings**

**None**

**2304 Focus on..... Finance – Denise McFarlane, Deputy Principal**

There had been a recommendation from the audit into governance, received earlier in this academic year, that some additional training in finance would be of benefit to members, and the P and N Committee had taken the view that in the short term this was best addressed through an item at the Governing Body.

The Deputy Principal, whose area of responsibility this is in the College, made a presentation to the Board, identifying the main financial responsibilities of the Governing Body: solvency; budget approval; the efficient use of resources; the safeguarding of assets; annual account of the stewardship of the College; ensuring that funds are applied for the purpose intended; the provision of adequate management controls. The presentation also identified the key documents in use as the Financial Memorandum (Parts A & B) with the LSC; the budget; monthly accounts; annual financial statements; 3-year forecast; financial regulations; policies and procedures; the fees policy; and the register of interests. Income and expenditure streams and the calendar of activity were also discussed. Members had the opportunity to question and discuss the presentation, and the Deputy Principal was thanked for her succinct description of the complicated structure around college finances. It

was noted in discussion that in effect the previous accommodation strategy was close to achievement and that the preparation of a revised strategy would be required.

**It was agreed**

- i) **that it would be helpful if a copy of the presentation could be forwarded to members,**

**Action: Deputy Principal.**

- ii) **that a review of the existing accommodation strategy be undertaken, and that an outline strategy for future capital works be provided to the next meeting of the Board.**

**Action: Principal**

### **2305 Report of Chief Executive/Principal**

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

There had been one reportable incident and twelve non-reportable incidents, which were described in the report, including unavoidable sports injuries, the risk being inherent in the activity, as previously discussed. Four near miss reports were also identified and discussed. Performance graphs were included in the documentation, identifying separately staff and student reportable and non-reportable incidents  
**The report was noted.**

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

It was reported that the notification of LSC income had been delayed. The receipt of a certificate from ENER.G indicating the energy saved by the College amounting to 33 tonnes of CO<sub>2</sub> was reported. In accordance with the recommendation of F & GP Committee, below, **it was agreed to sign up to the Declaration agreed between AoC and eauc (Environmental Association for Universities and Colleges).**

**Action: Principal**

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

Details had been reported in respect of the financial position to January 31<sup>st</sup> 2009, and had also been the subject of a report to F & GP Committee, discussed later in the meeting.

#### **iv) Marketing & Recruitment**

It was noted that despite an increase of 17% in adult learner numbers, this had generated an increase of only 3% in Student Learner Number (SLN) values, since a significant volume of students was required in respect of short term courses to increase income substantially. Recruitment was still continuing. It was recognised that the shortfall in adult recruitment is being offset by the delivery of Train to Gain adult learners who receive the support of their employers. It remains to be seen whether the economic downturn affects this trend. It was noted that a report was being prepared for F & GP Committee in respect of a full 'head count' of students.

Details were also provided, by school, of current enquiries. Further work is being undertaken to improve the fast track and enrolment processes and more targeted groups are being approached. Research is beginning in respect of travel to college arrangements.

- 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. There had been a consistent improvement at all ages for all levels of the College's activity over the last three years, and an improvement of between 1% and 6% in the last 12 months period, with the exception of Level 3 adult learner retention which is 5% lower in year at this time than last year. Current achievement levels will be considered later in the year, although work is already being undertaken in respect of predicted rates in order to introduce remedial intervention where this appears necessary.  
**The report was noted.**
- vi) **Staff Utilisation**  
Staff utilisation is monitored regularly. Details were given of the current spend of substantive employees against budget, around 58%, representing in 7 months of a 12 month cycle 58% of planned expenditure. It was noted that the forecast out turn had been revised to reflect the increase in expenditure due to an expansion in subcontracting of Train to Gain.
- vii) **Progress against Development Plan**  
A review of progress against the entire development plan for 2008 - 2009 has been completed and a report was circulated for members.
- 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.  
  
A detailed report was included identifying the five other subcontractors and the contract values of their involvement, together with information on contracts in negotiation for new subcontractors. It was reported that the quality systems have been reviewed and amended to ensure best practice and to minimise risk, and these were identified for the Board.  
  
In addition to the reported information, the Principal indicated that he now required an instruction from the Board in respect of a new contract which fell outside his financial authority, at the level of £700,000 over 12 months, 20% of which would represent income to the College. The contract was in respect of skills for life training in the workplace. Copies of the risk assessment undertaken in respect of the contract proposal were available for members to inspect.  
**It was agreed that the Principal be given the authority to enter into this contract, and that it become part of his regular reports to the Board.**  
**Action: Principal.**
- ix) **Risk-managed activities**  
A complete review of the Corporate Risk register was considered at the recent meeting of the Audit Committee, and had been circulated for the information of Board members. It continued to identify the most serious risks.  
**The Risk Register was noted.**

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

**2306 Accommodation up-date**

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

*Stephen Childs left the meeting*

**2307 Inspection arrangements**

The Principal reported that both the OFSTED and the (PFA) finance inspections of the college will take place during the week commencing 30th March. Internal planning arrangements were well in hand and the College was prepared for the inspection. A copy of the detailed inspection timetable was circulated, including those occasions on which identified governors would meet with an inspector.

The Principal also outlined the arrangements which he had made for the PFA inspection, mainly involving himself, the Deputy Principal, the Chair of the Board and the Clerk, together with those other occasions on which governors would be involved in meeting inspectors.

**The arrangements were noted**

**2308 Report of the Academic Board – Term 2**

Although it is no longer a requirement that the College makes an arrangement for an Academic Board, this Board had previously approved the Principal's suggestion that it should continue, and had agreed to continue to receive its reports. The report for the second term had been circulated and it identified the activities of its most recent meeting.

**The report was noted.**

**2309 Report of Student Representative Council – Term 2**

The report of the Student Representative Council meeting on 29 January had been circulated identifying the issues considered. Members were also reminded that at their meeting in February they had spoken with invited students in respect of their own strategic planning arrangements.

**The report was noted.**

**2310 Policies and Policy Statements – Annual Review**

This report identified the process of annual review of the three college policies and their associated policy statements which had been previously circulated for consideration. It was noted that within the Governance cluster of the Corporate and Social Responsibility policy a new policy statement in respect of Sustainability and Recycling, recently considered at F & GP Committee had been included, and was presented to the Board for the first time. Members considered the reports and proposals for development. It was noted that associated Procedures were the responsibility of the college management.

**The policies and policy statements as amended were approved for the forthcoming year. It was agreed that the Principal continue to be responsible for the preparation of procedures, and that it be sufficient for him to identify them in a list, to be brought to the Board as appropriate.**

Pat Rutherford left the meeting

### **2311 Annual Hospitality & Gifts Review**

Members and senior post-holders are expected to declare gifts received or offered in that capacity of a value in excess of £50, and a list of such declarations had been circulated. Members were reminded of their responsibility to declare any such items to the Clerk. None had been received.

**The report was noted**

### **2312 Strategic Planning Event – Strategic Plan**

At its annual event in association with the Board meeting in February, the Board reviewed the Mission, Vision and Values statement of the College, determining to retain its current mission statement but discussing in detail key drivers for the future which had the potential for economic change and evolution within the sector. It was agreed that work would now start to implement the changes agreed at the Strategic Plan Event. In the meantime the existing Strategic Plan would remain in place. The strategic Plan event identified the key elements of the strategy and the areas of focus within these elements. An executive summary of the strategic plan 2008 - 2011 had been circulated, and a complete copy was available for inspection. This will be updated in the light of the changes of emphasis agreed at the Strategic Plan event for the May Board meeting.

**The report was noted for up-date against the Development Plan.**

**Action: Principal**

### **2313 Minutes of F & GP Committee**

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

### **2314 Minutes of P & N Committee – 2<sup>nd</sup> March 2009.**

- i) **P09- 004 - Membership**
  - a) It was agreed that Debbie Trebilco become a member of the Remuneration Committee;
  - b) it was agreed that Bruce Harrison become a member of the Diversity Group.
  
- ii) **P09 – 005 – Appointments of Chair, Vice-chair and Committee chairs**

It was agreed to adopt the proposed arrangements for these appointments;
  
- ii) **P09 – 009 – Succession planning**

It was agreed that the increase in numbers to 7 and 7 or 8 members respectively of the F & GP Committee and the Q & S Committee be approved both to assist the workloads of those Committees and to create a pool of potential future members, the Chair and relevant Committee Chairs having the authority to approve the appointments through the usual procedures.

**These Minutes were otherwise adopted, and the note of the meeting of 16<sup>th</sup> March received.**

**Graham Hillier**

The Clerk reported also to the Board that the term of office of Graham Hillier had expired a few days earlier (19<sup>th</sup> March), and that he had indicated a willingness to continue in membership.

**It was agreed that Graham Hillier be appointed for a further period of four years, from the expiry of his previous term of office, until 18<sup>th</sup> March 2013**

**2315 Minutes of Q & S Committee – 24<sup>th</sup> February 2009**

These Minutes were adopted

**2316 Confidential Business**

It was agreed that items 2306 and 2313 and associated supporting papers from this meeting and previous committee meetings, should not be for publication.

**2317 Date of Next Meeting**

The next meeting will take place at the College on 19<sup>th</sup> May 2009 at 5.00 p.m.

*David Stevenson*

*Clerk & Professional Assistant to the Board*

*Redcar & Cleveland College*

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