



REDCAR &
CLEVELAND
COLLEGE

**Minutes of the Meeting of the Board held on
Tuesday 30th March 2010 at 5.00 p.m.
at the College**

Present:

Mr. John Coulthard	(Chair; Chair, P & N)
Dr. Debbie Trebilco	(Vice-chair)
Mr. Richard Darling	(Chair, F & GP)
Mrs. Angela Foster	
Cllr. Ray Goddard	
Mr. Gary Groom	(Principal)
Dr. Graham Hillier	(Chair, Rem) (item 2342 onwards)
Prof. Simon Hodgson	
Mr. Rod Johnson	(Chair, Audit)
Mr. Peter Nightingale	(Foundation Governor)
Mr. George Ritchie	(Chair, Employment)
Miss Pat Rutherford	(Foundation Governor)
Mr. Phil Smith	(Staff Governor - Academic)
Miss Alys Tregear	(Staff Governor - Support)

Officers:

Mr. David Stevenson	(Clerk to the Corporation)
Miss Denise McFarlane	(Deputy Principal)

Apologies for absence:

Rev. Bruce Harrison
Mr. Tony Hobbs

Absent:

Miss Jasmine Craggs	(Student Governor)
Miss Jasmine Haque	(Student Governor)

The meeting was quorate throughout.

PART A – FOR PUBLICATION

2428 Declarations of Interest

George Ritchie declared an interest in Minute No 2436. The Clerk declared an interest in Minute 2444. No other interests were declared, but see also Minute 2439.

2429 Minutes of the Board meeting held on 9th March 2010

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

2430 Matters arising from previous meetings

2397 Chaplaincy

The Principal reported that in the absence of Bruce Harrison he had met with Pat Rutherford. It had been agreed that with effect from the commencement of next term an arrangement would be introduced through the 'Churches Together' team to provide a system of support for students, which would be similar to a chaplaincy arrangement.

Action: Principal to report later on the progress of the arrangement.

2398 Link Governor arrangements

The Principal reported that further governor links had now been established and that he had asked colleagues to prepare a note for governors identifying the information which would be useful to members. Members would report briefly on their visits to future meetings of the Board, the item to be on each Board agenda. Some changes were made to the list, which would be circulated with these Minutes

Action: Principal, Clerk; members

2431 Report of Chief Executive/Principal

(i) Health & Safety

A detailed report had been circulated. In the period covered by the report there had been one reportable incident, of a stress fracture in a fitness session. A potential claim was being managed through the College insurers. There were 3 non-reportable incidents. One near miss report was also identified. Rolling average incident figures for the previous 12 months were also provided in associated graphs, to show trends, which were recognised as positive. Staffing incidents were consistently decreasing to a new low level, and student numbers, particularly in the 16-19 range are also decreasing. A noted slight rise from the previous figures could be set against an overall downward trend of the last 24 months

The report was noted.

ii) Briefings and Actions

The Principal reported that he had commenced consultation with staff and trades unions in respect of staffing reductions due to funding allocations. UCU had indicated a willingness to provide support in the circumstances. There was some interest in voluntary solutions, but insufficient to avoid completing the process. Weekly meetings have been scheduled, in case of need, to the end of the summer term. The Strategic Management Team continues to review the position, and a curriculum analysis is being undertaken.

The College is participating in a bid for funding through a Regional Development Agency (RDA) programme through the Tees Valley Industrial Programme (TVIP), in a partnership group which includes NEPIC, NETA NSAPI and all other FE+ colleges.

The Principal reported on his work in the region and nationally in respect of the Science, Technology, Engineering & Maths (STEM) project, a regional strategy bid being associated with the national programme as a 16+ project.

He also reported the College's involvement in the National Audit Office process of the Common Area Assessment (CAA) in the Redcar & Cleveland area, where the College's previous work would assist the Borough.

Further to recent reports to the Board concerning the Wilton Innovation Connector (WiC). The Principal reported that further modelling of the project was taking place, now including the Borough Council. A more detailed report is on this agenda for consideration.

The Local Learning Partnership will consider a further opportunity for funding for those not in education, employment or training (NEETs). Other re-generation strategies re also being considered.

The Building Schools for the Future (BSF) programme of the local authority has been delayed due to disagreements concerning the proposed closure of Gillbrook School, and its merger with another school which was subject to appeal with the Secretary of State.

The Redcar & Marske Specialist Schools Trust, of which the College is a partner, has been launched.

Action: Principal to forward to members the web-site link re TVIP.

iii) Financial Report

Details circulated identified the position of the College as at the end of January 2010. A positive budget had been considered by F & GP Committee, against an original prediction of a shortfall of £361k. However, it was noted that additional support for expenditure in respect of staff reductions had not been clarified, and this process may incur expenditure in the current year.

iv) Marketing & Recruitment

In respect of the Learner Responsive headcount as at 12th March 2010, it was reported that respectively the learner numbers (and the SLNs) for 16-18 and 19+ were at 86% (86%) and 95% (82%) of target, overall recruitment standing at 90% (85%).

Information was provided in respect of enquiries and applications by school and college areas for 2010-11, with comparative data for the previous two years.

Recruitment to HE courses through the Teesside University franchise continued to grow, and an inspection of HE provision had recently taken place. A further review will take place in spring 2011 and a summative review 6-12 months after then. Details of new programmes were provided.

An agency was being used to help identify additional NEETs.

- v) **Retention & Achievement**
The 95% in-year retention of 2010/11 full-time under 19 starters reflected a positive position, compared to a national average of 89%. Retention data are used as part of the consideration of the on-going viability of courses.
- vi) **Staff Utilisation**
Staff utilisation is monitored regularly. The predicted outturn as at the end of February stands at £7.80m (outturn for 2008-09 was £8.39m, including redundancy costs). Current expenditure is in line with predicted expenditure for the period. There is, however, a predicted budgetary overspend in respect of hourly-paid and agency budgets, but these additional pay costs have been incurred to meet growth in international business. Similar additional expenditure may be incurred to meet key Train to Gain targets.
- vii) **Outward Collaborative Provision**
Whilst there was good progress in respect of Train to Gain provision, the TTE position showed a significant shortfall. Details were provided of other individual providers, and the range of learners and courses involved with each provider. Detailed information was provided in respect of the quality assurance process.
A report of monitoring was also provided for each provider which identified the outcomes of the visits and proposed actions, together with the planned schedule of further visits.
The detailed information in the Principal's report is not for publication
- viii) **Risk-managed activities**
No further risks have been identified since the last review.

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

Pat Rutherford left at this point.

2432 Financial Positioning – 2010-11 – update

The Principal advised members of the latest situation in respect of the allocations for 2010-11, and the actions currently being taken., in line with the information previously reported to and contained within the Minutes of F & GP Committee. He also reported on further meetings which had taken place, involving the local MP, and including representatives of SFA and YPLA. A further case would be made in respect of the allocation for adult funding. It was reported that the 'Invest to Save' programme is likely to be in the form of loans and not a grant. Concern was expressed in respect of the position with regard to the bank loan covenants.

It was agreed that F & GP Committee at its next meeting receive

- i) a revised three-year forecast; and
- ii) a recovery plan

Actions: Principal & Deputy Principal

2433 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.

2434 Report of the Academic Board – Term 2

Since the last report, the Academic Board had met twice, the first meeting including a revised structure and new members. Reviews had taken place in respect of enrolment and associated student learner numbers, as well as consideration of the 'on exit' survey. There had also been a review of the Teaching & learning observation programme for the previous year, showing grade trends moving upwards. Impacts of the changes in the grading system were also discussed. External verifier reports had been considered and the strong position of the college noted. Course validation procedures had been followed.

Noted.

2435 Report of the Student Representatives' Council

The Student Representative Council meets every half-term, chaired by a senior post-holder. Since its last report to the Board it had met four times. The key discussion points of the meetings were identified.

Noted.

2436 Wilton Innovator Connector Proposal

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

2437 Minutes of P & N Committee – 9th March 2010

It was noted that Tony Hobbs had agreed to become a member of Q & S Committee, and that Simon Hodgson had withdrawn from the Q & S Committee, to take a place on Employment Committee. Members were asked to note that there remained two vacancies on the Board.

The Minutes were adopted.

2438 Minutes of Audit Committee – 9th March 2010

The Minutes were adopted

2439 Minutes of F & GP Committee - 23rd March 2010

These Minutes were tabled. It was noted that the Minutes contained a reference to the proposal for a staff pay award. Staff members were asked to absent themselves whilst this situation was discussed.

The copies of the Minutes were withdrawn from members to enable a discussion in principle concerning the presence of staff members. The Clerk advised members that the Articles & Instrument did not allow for staff to be excluded on these grounds, but it was noted that they may wish themselves to recognise a possible conflict of interest and withdraw. The Chair & Clerk advised the staff members of this situation, and they decided to declare an interest in this item, and withdrew from the meeting. The copies of the Minutes were returned to members.

Discussion took place in respect of the recommendation with regard to a pay award and possible changes to be considered in any negotiation on this matter.

- i) **F10-020 – Staff pay review, 2010-11**
It was agreed to approve the recommendation of the Committee.
- ii) **The Minutes of the Committee were otherwise adopted.**

2440 Minutes of Q & S Committee – 23rd March 2010

These Minutes were tabled.

The Minutes were adopted

2441 Determination of Confidentiality of Business

It was agreed that the detail in the Principal's report with regard to Outward Collaborative arrangements, together with Minute nos. 2433 and 2436 should not be published. In addition, F & GP Minutes concerning the staff pay review should not be published to staff and student members (The Minutes as a whole are already withheld from publication generally).

2442 Date of Next Meeting

The next meeting will take place at the College on Tuesday 18th May 2010 at 5.00 p.m. (subject to a check on availability of members).

2443 Code of Conduct summary

A summary of the Code of Conduct and the 'Nolan' principles had been circulated. It is a standing report on the agenda of each Board meeting.

The Principal and the Deputy Principal (staff members already having withdrawn and no student members being present), withdrew from the meeting during consideration of the following item.

2444 Minutes of Remuneration Committee – 23rd March 2010

These Minutes were tabled. The Chair of the Committee indicated that the decision in relation to the salary of the Principal had taken into account incorrect information in respect of his current salary. Furthermore, additional information had now been provided by the Principal, both in respect of his own salary and that of the Deputy Principal. It was the view of the Committee that this item should be reviewed further.

The Clerk declared an interest in the Minute concerning his fee.

It was agreed that

- i) **the Committee be given delegated authority to review and determine the salaries of the Principal and Deputy Principal; and**
- ii) **the these Minutes otherwise be adopted.**

Action: Clerk & Remuneration Committee

David Stevenson

Clerk to the Corporation

Redcar & Cleveland College

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