



REDCAR &  
CLEVELAND  
COLLEGE

**Minutes of the Meeting of the Board held on  
Tuesday 18<sup>th</sup> October 2011 at 5.00 p.m.  
at the College**

**Present:**

Mr. John Coulthard	(Chair; Chair, P & N, & Rem)
Dr. Debbie Trebilco	(Vice-chair) (Chair, F & GP)
Ms Kathy Dunn	
Mrs. Angela Foster	
Mr. Gary Groom	(Principal)
Mr Daniel Hall	(Student Governor)
Rev. Bruce Harrison	
Prof. Simon Hodgson	(Chair, Employment)
Mr. John Lowther	
Mr. Peter Nightingale	(Foundation Governor)
Miss Pat Rutherford	(Foundation Governor)
Mr. Phil Smith	(Staff Governor - Academic)
Ms Kath Taylor	
Miss Alys Tregear	(Staff Governor - Support)
Mr Andrew Twineham	
Mr Colin Vaux	(Foundation Governor)

**Officers:**

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

**Apologies for absence:**

Cllr. Ray Goddard  
Mr. Tony Hobbs

The meeting was quorate throughout.

**PART A – FOR PUBLICATION**

**2610 Elections**

The Clerk advised members that he had received no nominations for either the position of Chair, or of Vice-chair, and that since the terms of office of both had expired, it would be necessary to make appointments at this meeting.

**i) Chair**

**Following nomination and seconding John Coulthard was re-appointed as Chair for the next two years, to the corresponding meeting in September 2013.**

- ii) **Vice-chair**  
Following nomination and seconding Debbie Trebilco was re-appointed as Vice-chair for the next two years, as above

**2611 Declarations of Interest**

No interests were declared.

**2612 Minutes of the Board meeting held on 12<sup>th</sup> July 2011**

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

**2613 Matters arising from previous meetings**

- i) **2594 Employer Conference**  
The Principal advised members that he proposed a meeting with employers should take place in conjunction with a meeting of the Board.  
**It was agreed that the meeting of the Board on 13th December would commence at 4.00 p.m., and that a meeting with employers would be arranged for 6.00 p.m.**  
**Action: Principal (& Clerk)**
- ii) **2605 Sub-contractor arrangements - update**  
The Principal advised the meeting that the proposed arrangements were now in place and that appropriate assurances had been obtained.
- iii) **2606 Cove building – update**  
The Principal advised the meeting that the lease for the use of this building by TTE had been reviewed by solicitors for the college, and was now with solicitors for TTE. It was noted that TTE was making use of the premises..
- iv) **IfL up-date**  
At the close of the meeting the Chair of Employment raised for information the issue of IfL membership. Members were advised that there were no further developments within college and that the matter had been referred nationally to a Ministerial Review, due to report in the new year.

**2614 Governor Training**

- i) **Focus on ..... Student Enrichment and the Learner Voice – Alys Tregear**

Alys Tregear presented a detailed report on this topic. The programme is delivered through Student Services in conjunction with curriculum staff and support agencies, and is mapped to the 'Every Child matters' concept. Key areas of the entitlement on offer were identified, including the arrangements for the involvement of the learner voice.

Amongst the activities described were careers and HE support; community work; health & safety; healthy living; personal development; sports and interest groups; curriculum visits; and charity fundraising. A significant number of supporting agencies was involved. All of the activities were registered, monitored and evaluated with

statistical outcomes in various formats available. A video will also be made available to members.

The Principal thanked Alys for the work which she and her team carried out which by comparison with other colleges in the sector was of a very high standard.

**Following discussion, members thanked Alys not only for the helpful presentation but for the work being carried out for the students.**

ii) **Link Governor feedback**

Bruce Harrison made further reference to his involvement with the Student Services team, and to the developing role within the college of the Chaplaincy provision, which would include for the information of students (and interested staff) a programme of talks about different faiths.

There was a further discussion about the role of governors on the link programme, and reference was made to the more active support which some governors felt that they could offer.

**It was agreed that the Principal and SMT would review the arrangements and prepare a further report.**

**Action: Principal**

**2615 Minutes of Audit Committee, 4 October 2011**

These minutes were presented by Bruce Harrison.

- i) **The recommendations that RSM Tenon be appointed for a further academic year, and that a tender for internal audit services for the following year be put out were both approved.**
- ii) **These minutes were otherwise adopted.**

**2616 Minutes of Quality & Standards Committee – 13 October 2011**

These Minutes were tabled and presented by Pat Rutherford.

**The Minutes were adopted.**

**2617 Report of Chief Executive/Principal**

The Principal's report had been circulated in a similar format to previous reports but included a 'dashboard' summary of the standard reports in respect of Health & Safety; recruitment; finance; franchise contracts; and retention. This summary document was considered very useful. A more detailed analysis of the matters was also included.

(i) **Health & Safety**

There were two reportable incidents, one in respect of a contractor, and 9 non-reportable incidents, identified. Four 'near misses' were also reported. Additional information provided gave an overview of all staff-related and student-related incidents, by division, over a rolling 12 month period, and trend graphs, showing an increase in particular for under-16s in the construction area. There is often an increase at the beginning of a year due to the unfamiliarity of procedures with new students, and the college is particularly pro-active at this time of the year.

**The report was noted.**

**ii) Briefings and Actions**

The College continues to lead on the Learning & Skills Improvement Service (LSIS) project in relation to the Virtual University Technical College project (VUTC). Details of the operational plans were provided.

The annual report of FE Plus had been circulated and was received. It was noted that the Principal had been elected by the FE+ Principals to represent Tees Valley FE colleges on the Employment, Learning & Skills (ELS) Committee which reports to the Board of Tees Valley Unlimited. The ELS Committee's draft Framework report was tabled for future reference. The Principal also represents colleges in the south of the region on the AoC north-east Board and FE colleges in the north-east on the national council of LSIS.

Details of other key issues addressed within the last quarter were also included in the report.

In respect of income following the Libyan situation, although the budget outturn last year had not breached the loan covenant, it was noted that a further £292k had now been received, leaving currently a bad debt of £243k, of which £127k relates to the year 2010-11. It is anticipated that further sums will be received.

It was noted that the Skills Academy launch had taken place, and that the college had also launched its ECOSKILLS sub-brand in the demonstration domestic environment, 'the Greenhouse'. Supporting documentation was circulated.

*Pat Rutherford left the meeting during this item. The meeting remained quorate.*

**iii) Financial Report**

At this stage it is too early for a report to be made on the financial position.

**iv) Marketing & Recruitment**

Details were provided of the outturn for 2010-11 showing 16-19 numbers at 96% of target, and at 104% of SLN; 19+ returns were respectively at 129% and 87%, giving an overall outturn of 107% and 100%.

Information for the current year at this stage for 16-18 showed recruitment numbers at 79% of target, and SLN also at 79%. Apprenticeship numbers had reached 25% at this stage, and adult apprenticeships were at 22% of target income.

In respect of the identified areas of concern there was a discussion on the actions to be taken to reduce or eliminate shortfalls, although it was recognised that only a limited success was achievable in respect of HE numbers. It was considered nationally that there had been a major impact from the withdrawal of EMA.

- v) **Retention & Achievement**  
 There has been an overall fall of 2% in the outturn for retention for 16-18 learners, and a 1% improvement for the 19+ group. Details were provided of actions taken to improve retention which are already showing a significant increase from 74% to 83%; if sustained this would match the benchmark figures. These retention figures had been the main contributory factor in success rates not reaching benchmark, especially at level 3, and the noted improvement for the current year would be likely to improve success rates, which are in part a function of retention.
- vi) **Staff Utilisation**  
 The predicted outturn for staffing costs at the end of the last year stood at £5.98M against a budgeted £6.17M (not including £81k for additional costs relating to redundancy).. Details of current expenditure at this early stage of the year were provided.
- vii) **Progress against Development Plan**  
 The Development Plan for 2010-11 was closed down at the end of the year with a report made to the Board, any partially achieved actions being carried forward. A final draft of the 2011-12 Development Plan will be presented to the Board in December.
- viii) **Outward Collaborative Provision (OCP)**  
 With the exception of one contract which runs through to March 2012, the arrangements for 2010-11 were completed by 31<sup>st</sup> July 2011. Details of contracts for the new year were provided, and it was noted that Train to Gain programmes are no longer available. Recommendations made as a result of a health & safety audit at one provider were reported.
- A report of OCP monitoring was also given 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*
- ix) **Freedom of Information requests**  
 No requests had been received since the last report.

#### **2618 Annual Risk Register Review**

The Risk Register and Risk Management Plan for 2011-12 had been circulated and was discussed. It was noted that this annual report would be followed by further reports highlighting the 'top ten' risks, and that the financial situation was on an on-going basis constantly monitored, In view of the complexity of a risk register  
**it was agreed that this should be the subject of a 'Focus On .. ..' presentation.**

**Action: Principal (and Clerk)**

#### **2619 Accommodation Strategy**

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

**2620 Determination of Confidential items**

it was agreed that minute 2619, the 'Dashboard' report of the Principal and the detail in respect of collaborative arrangements contained in the Principal's report should all not be published.

**2621 Date of Next Meeting**

Tuesday 22<sup>nd</sup> November 2011 at 5.00 p.m. at the College (SAR meeting)

**2622 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 to remind members of their duties and responsibilities.

**It was agreed that it was not necessary to continue to provide this Code to each meeting, and that it should only be provided at the start of each new academic year.**

**Action: Clerk**

*David Stevenson, Clerk to the Corporation*

*Redcar & Cleveland College*

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**Would members please note that the start time for the meeting on 13<sup>th</sup> December 2011 is now 4.00 p.m.**

Minute 2613 (i) refers .