



**Minutes of the Meeting of the Board held on
Tuesday 1st April 2008 at 5.00 p.m.
at the College.**

Present:

Dr G. Hillier	(Chair)
Mr C. Brayfield	(Student Governor)
Mr S. Childs	
Mr F. Connorton	
Mr R. Darling	
Cllr R. Goddard	
Mr G. Groom	(Principal Governor)
Rev. B. Harrison	
Mr R. Johnson	
Mr P. Nightingale	(Foundation Governor)
Mr G. Ritchie	
Miss P. Rutherford	(Foundation Governor)
Mr P. Smith	(Staff Governor)
Dr. D. Trebilco	
Mr G. Watts	(Staff Governor)
Mr R. Weston-Bartholomew	(Co-opted Governor)

Apologies for absence:

Mr J. Coulthard	(Vice-Chair)
Mr G. Flanagan	
Prof S. Hodgson	
Cllr J. Keenan	
Mr. A. Percival	(Student Governor)

Officers:

Mr D. J. Stevenson	(Professional Assistant/Clerk to the Board)
Miss D. A. McFarlane	(Deputy Principal)

The meeting was quorate throughout.

PART A – FOR PUBLICATION

2183 Membership

- i) **Debbie Trebilco was welcomed to her first meeting of the Board, and the appointment of Andrew Percival (Student Governor) was also noted. (Minute of P & N Committee, 26 February 2008 refers to their appointment.)**

- ii) **Minute of P & N Committee, 26th February 2008**
The Board adopted the following Minute in relation to its constitution, in accordance with the revised Articles & Instrument of Government:

(a) that the final composition of the Board, subject to the use of the transitional provisions, be 20 members made up of the following constituencies:

- 13 'ordinary' governors
- 2 staff members
- 2 members of the Sir William Turner Foundation
- 2 student members
- 1 Principal member;

(b) that the Foundation be advised of this matter, and be advised that they are able at any time to seek to increase their membership to 3, which will be done as soon thereafter as there is a suitable vacancy;

(c) that the Professional Assistant advise the previously elected second student member (Andrew Percival) that his term of office will commence on 1st March 2008 for a period of four years or until he ceases to be a student at the College (completed action);

Ray Goddard declared an interest in the next item and left the meeting during the discussion.

(d) that the membership of the two local authority-nominated representatives be continued on a personal basis for an anticipated period of office of four years to 2nd July 2011, subject to review when the terms and operational requirements of the revised funding arrangements are known.

Rod Johnson declared an interest in the next item and left the meeting during the discussion.

iii) **Expiry of Term of Office: appointment of member**

It was agreed that Rod Johnson be re-appointed for a further period of four years, from the expiry of his previous term of office, i.e. 22nd March 2008, to 21st March 2012.

iv) **Staff members**

It was noted that the term of office of the two staff members would expire on 31st August 2008. In accordance with the decision at paragraph (ii)(a) above it was agreed that the Clerk make arrangements for the election of two staff members, one from each of the teaching and support staff areas, by reference to their contract type.

Action: Professional Assistant

2184 Declarations of Interest

The Chair reminded members of their responsibility to maintain an accurate record of personal interests with the Clerk. Ray Goddard informed the meeting that he had been appointed to the Board of Coast & Country Housing. **No further interests were declared in respect of this agenda.**

2185 Focus on Engineering

Mr. C. Coupland, Head of Faculty, Engineering & Technology, presented a report on the provision of Engineering within the College. This identified the current focus of activity; the way forward, including greater employer responsiveness; curriculum changes; co-operation with University of Teesside; recruitment, progression, 14-19, HE, full-cost and WBL targets.

Members were able to discuss this presentation and to ask questions. The opportunity for growth with the sector skills academy was noted, and the issue of keeping up-to-date with emerging technology was discussed. Mr. Coupland was thanked for his contribution to the meeting.

2186 Minutes of the Board meeting held on 11th February 2008

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

2187 Matters arising from previous meetings

2091(i) CRB Checks

It was reported that there remained a number of governors who had not completed this process. Appropriate documentation would be sent to new members.

Action: Members were reminded of the need to complete this process.

2135 (iii) Official Opening

The Principal reported that there still had been no response from his initial enquiries and that he now intended to seek to make these arrangements through a different mechanism.

Action: Principal

2160 Health & Safety – Injury to School Pupil - update

The Principal reported that there had been discussions in this case with the pupil and parents, and wider general discussions with the head teachers of collaborating schools.

Noted

2188 Sir William Turner’s Foundation – Correspondence

A copy of a letter from the Chairman of the Trustees, on a personal basis, to the Chair of the Corporation had been circulated. It indicated the continuing support of the Foundation and their delight that the name of their founder would continue to be used to identify the library and learning centre in the new college.

Noted

2189 Report of Chief Executive/Principal

(i) Health & Safety

There was one reportable incident for the period, undergoing investigation, and seven minor injuries/non-reportable injuries and no reported near misses. Members continued to express their concern at the significant number of incidents involving 16 year old pupils, considered against the standards of safety in the industrial sector. Appropriate graphs and statistics were included with the report. The Principal reported that the College had recently been awarded the RoSPA Gold Star award for the second consecutive year. The College was congratulated on this achievement and Peter Ross, Estates Manager, was thanked for his work in the submission of the application.

The report was noted.

- ii) **Briefings and Actions**
The Principal reported receipt of a consultation White Paper, jointly issued by the Department for Innovation, Universities & Skills (DIUS) and the Department for Children, Schools & Families (DCSF). It set out the proposals for responsibility and funding, the increase in participation age, a new National Young Peoples' Learning Agency; a new National Apprenticeship Service (NAS); a new Adult Skills Funding Agency (ASFA); a new National Employer Service (NES); a new Adult Advancement & Careers Service (AACCS); and a new quality improvement organisation within the sector. The remainder of this Minute is in Part B, not for publication
It was agreed
(i) **that a draft response to the consultation be brought to the next meeting of the Board.**
Action: Principal
(ii) ***see part B, not for publication***
- iii) **Financial Report**
A summary of the current position, effectively now a half-year report, was provided, together with detailed explanatory notes. The current LSC income shows an improved deficit outturn by some £100,000 from the previous report. LSC income targets will be achieved but adult recruitment will fall short of target. No clawback is anticipated.
- iv) **Marketing & Recruitment**
In respect of 2007-08, the 16-18 full-time numbers have recruited at 98% of target, and the part-time at 122%. The respective figures for 19+ are 73% and 58%. Further recruitment campaigns are planned for the summer term, though these will not add significantly to the enrolments. A chart was provided showing the comparison of part-time enrolments by year. The college was likely to reach its financial targets if not its student enrolment targets, as a result of increasing the number of work-based learners. An early indication of enquiries and applications for 2008-09 was included, listed by feeder school, and by College division. Applications at this stage were about the same as the previous year despite the withdrawal of 'A' levels.
- v) **Retention & Achievement**
Retention for 2007-08 stands at 91%. In-year retention rates are above the outturn retention rates of the previous year, and in the top decile of colleges.
- vi) **Staff Utilisation**
The predicted substantive salaries out-turn for payroll expenditure currently stands at £6.958M (pay award excluded) against a budget of £7.131M, (pay award included). Hourly paid expenditure is at £143.828 against a predicted outturn of £316k by the end of the year. This all converts to a further reduction in spend of some £107,000 in the overall budget. Detailed information was provided to members.
- vii) **Progress against Development Plan**
A detailed report was circulated dealing with recruitment, adult learners, training, HE provision and planned capital development, quality models and responsiveness to employers through 'Pro-Engage'. It was reported that with effect from March 2008 the Redcar & Cleveland Collaborative has been approved, to offer specialist diplomas.

viii) Franchising

The target numbers proposed, and their contract value in respect of the franchise with TTE were identified and are monitored throughout the year. The monetary value of the contract has been exceeded.

The opportunity for the growth of Train to Gain through franchising has been the subject of discussion with LSC and the Audit Committee. It was noted that the Internal Auditors would be reviewing these arrangements in their first report of next year.

It was agreed:

i) **subject to appropriate risk assessments, that the sub-franchising of Train to Gain operation be undertaken as proposed.**

Action: Principal

ii) **that reports be submitted to the F & GP Committee on the operation of these arrangements, and to the Audit Committee on the quality monitoring process.**

Action: Deputy Principal

See also Part B – not for Publication

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

2190 Accommodation - new build

A circulated report indicated that good progress continues to be made, with no expected changes to the completion date, allowing for the College to open on 15th September 2008. Work continues in respect of the highways construction, but subject to further clarifications. The current cost plan shows an overspend variance, with anticipation, as described in the previous minutes, that this may be reduced.

Attached to the report was a detailed costing analysis.

The remainder of this Minute is not for publication and is included in Part B

2191 Strategic Planning – away day feedback

A report had been circulated of the discussions and conclusions arising from the Strategic Planning meeting. It was intended that these actions be carried forward into the preparation of the full draft strategic plan for 2008 -2011 to be presented to the next meeting.

Noted

See also part B – not for publication

2192 Minutes of P & N Committee 26th February 2008,

The Minutes had been circulated, and in part their recommendations had been considered earlier at item 2183(ii).

In addition to the decisions taken earlier it was agreed to adopt these Minutes.

2193 Quality & Standards Committee – 26th February 2008

The Minutes had been circulated.

These Minutes were adopted

2194 Minutes of F & GP Committee – 19th March 2008

The Minutes had been circulated. The issues regarding sustainability were noted for future consideration

These Minutes were adopted

2195 Minutes of Audit Committee – 25th March 2008

These Minutes were tabled.

It was agreed as follows:

- (i) **that the cost of the additional work to be undertaken by the Internal Auditor in the current year, to enable a Corporate Governance report, be approved;**
- (ii) **that the current Financial Statement auditors be re-appointed for a further three years, subject to annual review;**
- (iii) **these Minutes were adopted**

2196 Confidential Business

a) Previous Minutes

It was a requirement of the revised Articles & Instrument of Government that the Corporation give consideration as to whether minutes previously determined as not for publication can now be published. A report had been circulated identifying the minutes not published in the academic year 2006-07.

It was agreed

- (i) **that all minutes of the Remuneration Committee should as a matter of practice remain unpublished;**
- (ii) **that all minutes and supporting papers relating to the accommodation strategy should for the time being remain unpublished;**
- (iii) **that Minute 2089 dealing with annual scale adjustments can now be published;**
- (iv) **that the minute 2113 dealing with the FE+ proposal should remain unpublished.**

b) Items from this meeting

It was agreed that

- i) **part of item 2189 dealing with future planning should not be published;**
- ii) **part of item 2190 should not be for publication, and that the supporting papers in respect of the new build financial statement should also be restricted in circulation;**
- iii) **the supporting papers for item 2191 – Strategic Planning – should not be published.**

2197 Date of Next Meeting

The next meeting is on Tuesday 20th May 2008 at the College at 5.00 p.m.

David Stevenson

Clerk & Professional Assistant to the Board

Redcar & Cleveland College

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