



**Minutes of the Meeting of the Board held on  
Tuesday 3<sup>rd</sup> April 2007 at 5.00 p.m.  
at the College.**

**Present:**

Dr G Hillier	(Chair) (Business Governor)
Mr R Darling	(Vice-Chair) (Business Governor)
Mr C Brayfield	(Student Governor)
Mr S Childs	(Co-opted Governor)
Mr G Flanagan	(Business Governor)
Mr G Groom	(Principal Governor)
Mr R Johnson	(Business Governor)
Mr P Nightingale	(Foundation Governor)
Mr G Ritchie	(Business Governor)
Mr P Roe	(Business Governor)
Miss P Rutherford	(Foundation Governor)
Mr G Watts	(Staff Governor)
Cllr J White	(Local Authority Governor)

**Apologies for absence:**

Mr J Coulthard	(Community Governor)
Prof B Hobbs	(Co-opted Governor)
Mrs J Lewis	(Co-opted Governor)
Mr N Upton	(Business Governor)

**Absent:**

Mr P Smith	(Staff Governor)
Cllr P Todd	(Local Authority Governor)

**Officers:**

Mr D J Stevenson	(Professional Assistant to the Board)
Miss D McFarlane	(Deputy Principal)

The meeting was quorate throughout. The Minutes indicate the times of arrival and departure of some members.

**PART A – FOR PUBLICATION**

Rod Johnson was welcomed back after his period of leave of absence.

**2083 Declarations of Interest**

Members present were asked to declare in advance any matters on the agenda in which they had an interest.

**The Principal and the Professional Assistant declared an interest in the reports of the Remuneration Committee. Otherwise no interests were declared.**

#### **2084 Focus on.....The Student Council**

The Principal and the Student Governor made a joint presentation outlining the role of the Student Council in College affairs, how it had changed recently and how it interfaced with other College committees and processes. The thrust of the business was to improve communication with the student body and to develop the students' own abilities in this direction. It was noted that a separate but related facility for HE students was planned. Members were able to ask questions of the Principal and Carl Brayfield. They were thanked for the presentation.

**It was agreed**

- i) that the Chair would write to the students who had been nominated for awards at the recent FE+ event; and**
- ii) that there should be a reception for these students and for members of the Student Council**

**Actions: Principal & Chair**

#### **2085 Minutes of the Board meeting held on 5<sup>th</sup> February 2007**

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

#### **2086 Matters arising from previous meetings**

##### **(i) 2072 Membership**

The Professional Assistant reported that Rod Johnson had resumed membership of the Board and its Committees after a period of leave. The P & N Committee had determined to seek representation from the Youth & Community Service of the Council and an application from Mr Rod Weston-Bartholomew had been received; an interview would be arranged shortly. Both Jenny Lewis and Brian Hobbs would be resigning at the end of the academic year, and the P&N Committee had indicated that replacements should be sought from the sectors they had represented, if possible. It was noted that Pat Rutherford would remain as the College's 'Child Protection Governor' when Jenny Lewis resigned.

**Noted**

#### **2087 Board & Committee Decisions – Outstanding Actions**

The Professional Assistant had circulated a report on those decisions on which actions were still outstanding.

**Noted**

**It was agreed that there was no further need for these reports to be produced.**

#### **2088 Report of Chief Executive/Principal**

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

It was reported at the meeting that the College had been awarded the RoSPA Gold Star. The Principal had circulated a report which indicated that there had been no reportable incidents in the period from January to March 2007. There had been 12 minor injuries, identified in the report. No near misses were reported. Graphs attached to the report provided a detailed breakdown of the statistics from various perspectives, indicating *inter alia* the need for close attention to be given to the Construction area.

There was discussion concerning strategies to address student behaviour both in respect of younger, school-based, students and 16+ College-enrolled students.

**The report was noted.**

ii) **Briefings and Actions**

a) **Collaborative provision**

The Principal reported on the outcome of the Wave 1 Gateway application for Redcar & Cleveland. Further discussion continues on the funding mechanisms for 14-16 year olds.

The College is part of a national development group for the Quality Improvement Agency Quality Framework.

The University Expressway package continues to be developed.

b) **Funding Methodology changes**

The College is involved in discussions with LSC in respect of a funding model from 2008.

c) **Other changes**

The Principal reported that there were an increasing number of changes being introduced, not seeming to benefit College students in all cases, and sometimes apparently lacking consistency. He referred in particular to the discrepancy in the awarding of Gateway Diplomas.

**It was agreed that the Chair write to the relevant Minister at DfES to express the concern of the Board specifically and generally.**

**Action: Chair & Principal**

iii) **Financial Report**

The full Management Accounts are circulated to the Board three times *per annum*. At this meeting the Principal provided a report in revised format of the current position including a summary of the LSC funding, WBL/E2E income, HE and full cost activities and European grants. The prediction is that the College will achieve 94% of its LSC allocation (shortfall of £502k), but that there will be no clawback. General and full-cost income is expected to exceed target by £62k. Train to Gain had provided significant income. A number of non-pay savings will be made. In view of the fact that there will be no clawback, it is anticipated that there will be a surplus of some £140,000.

**Noted**

*Stephen Childs arrived during this item*

iv) **Marketing & Recruitment**

It was reported that the full-time and part-time enrolments for the 16-18 group were at 105% and 80% of target, and that the comparable figures for the 19+ groups were at 104% and 51%, giving an overall position of 105% and 54%. There was some discussion on the reasons for the shortfall in adult enrolments. Some small improvement in recruitment will also take place. Recruitment enquiry figures for the following year were also provided by school and division, indicating an increased conversion from enquiries to applications.

v) **Retention & Achievement**

Retention in the year 2006-07 shows all values in the upper decile, and a considerable improvement over the previous years, by a total of some 170 percentage points. 88% of programme groups are at the median or better, of which 60% are in the upper decile. Details on achievement will be available later.

- vi) **Staff Utilisation**  
The predicted out-turn for payroll expenditure is almost exactly on budget. Detailed information was provided.
- vii) **Progress against Development Plan**  
The College continues to make good progress against the Development Plan, with further work being carried out to improve the development planning cycles.
- viii) **Franchising**  
There is now only one franchise partner, TTE. Detailed franchise arrangements have been finalised, in which TTE has confirmed that there will be a static contract value for 2007-08, after considering the possibility of further growth.

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

**2089 Review of College Performance/Annual Scale Adjustments**

This item is minuted separately in Part B in view of its confidential nature.

*Pat Rutherford left at the start of this item, Phil Roe left during this discussion, and Carl Brayfield at the end of it.*

**2090 Accommodation Strategy – up-date**

This item is minuted separately in Part B in view of its confidential nature.

**2091 Minutes of Audit Committee, 20<sup>th</sup> March 2007**

- i) **Minute A07-004 CRB Checks for Board members**  
The Committee had recommended that the Board give consideration to the need for such checks to be made.  
**It was agreed that Board members be checked for this purpose in view of their increasing involvement with students.**  
**Action: Principal**
- iii) **The Minutes of this Committee were otherwise approved**

**2092 Minutes of F & GP Committee, 6<sup>th</sup> March 2007**

The Board had received earlier an update on the Management Accounts.  
**The Minutes of this Committee were approved**

**2093 Minutes of P & N Committee, 19<sup>th</sup> February 2007**

- i) **P06-015 Revised Articles & Instrument of Government**  
The Professional Assistant had had correspondence with the DfES on the instruction of the P & N Committee and the Chair, and the attached proposed revised Articles had now been circulated to the College for approval. There remained some issues on which a number of Colleges continued to comment, especially with regard to the management of personnel arrangements, and a further review was in progress. It was noted that the requested revision in respect of the Trust membership was now in place.  
**It was agreed to advise DfES that the Board had approved the draft proposals and wished to have them approved.**  
**Action: Professional Assistant.**

- ii) P07-004(e) **John Coulthard**  
The Board approved the recommendation that the appointment of John Coulthard as a community representative be extended for a further term of office of four years from the expiry of the current term.
- iii) P07-004(f) **Cllr. Mrs . Jean White**  
It was agreed that Cllr. Mrs. White become a member of the Audit Committee, to replace Mrs. Hall
- iv) **The Minutes of this Committee were otherwise approved.**

**2094 Minutes of Quality & Standards Committee, 16<sup>th</sup> March 2007**

- i) Q07-003 **Appointment of Vice-Chair**  
It was agreed that Stephen Childs be appointed as Vice-Chair of this Committee.
- ii) Q07-008 **Policy Statements**  
At the strategic planning meeting of the Board a process had been agreed whereby each Committee would consider and recommend its policy statements to the Board. This Committee had made such a recommendation.  
**This recommendation was noted and it was agreed to approve these statements for all committees at the next Board meeting in July.**
- iii) **The Minutes of this Committee were otherwise approved.**

**2095 Confidential Business**

It was agreed that minutes 2089, 2090, and the subsequent minute 2096, should not be for publication.

**2096 Minutes of Remuneration Committee – 30<sup>t</sup> January 2007**

*This minute is not for publication or for distribution to staff or student members and is recorded separately in Part C*

**2097 Date of Next Meeting**

**The next meeting is on Tuesday 3<sup>rd</sup> July 2007 at 5.00 p.m.**