



**Minutes of the Meeting of the Board held on
Tuesday 3rd July 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 J Coulthard	(Community Governor)
Mr G Flanagan	(Business Governor)
Mr G Groom	(Principal Governor)
Mr R Johnson	(Business Governor)
Mrs J Lewis	(Co-opted Governor)
Mr P Nightingale	(Foundation Governor)
Mr G Ritchie	(Business Governor)
Mr P Roe	(Business Governor)
Miss P Rutherford	(Foundation Governor)
Mr P Smith	(Staff Governor)
Mr N Upton	(Business Governor)
Mr G. Watts	(Staff Governor)
Mr R Weston-Bartholomew	(Co-opted Governor)
Mrs J White	(Local Authority Governor)

Apologies for absence:

Mr P Todd	(Local Authority Governor)
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Absent:

Prof B Hobbs	(Co-opted Governor)
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Officers:

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

The meeting was quorate throughout, although two members left during the meeting. The items on the agenda were taken out of order to assist members. These Minutes reflect the agenda order.

PART A – FOR PUBLICATION

2098 Declarations of Interest

The Principal and the Deputy Principal declared an interest in the Minutes of the Remuneration Committee.

No other interests were declared.

2099 Membership

Rod Weston-Bartholomew

Rod Weston-Bartholomew had been interviewed by P & N Committee on 5th June and it was recommended that he be appointed as a Co-opted Governor.

It was agreed that he be appointed for a period of 4 years until 2nd July 2011, and he was welcomed to his first meeting.

2100 Appraisal of Chair

The Professional Assistant reported that as a result of the completion of the responses in respect of the appraisal of the Chair, a summary document had been prepared and an appraisal follow-up undertaken by the Vice-chair, Richard Darling. He advised members that in the main the matters discussed focussed upon a more effective time-management of Board meetings. Members were thanked for their participation.

The report was noted

2101 Minutes of the Board meeting held on 3rd April 2007

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

2102 Matters arising from previous meetings

(i) 2084 Student Council matters

The Chair reported that he had written to students involved in the Tees Valley Colleges Awards Dinner. No arrangements had been made to meet with the Student Council

It was agreed that members of the new Student Council be invited to meet with governors at the next Board meeting.

Action: Principal

(ii) 2088(ii)(c) Correspondence with DfES

In accordance with the Minute, the Chair had written to members of Government who, despite a reminder, had not responded.

In view of the passage of time and the changes in Government it was decided not to pursue the matter.

(iii) 2089 (ii) Revisions to Pay KPIs

A report on this item was considered later on the agenda.

(iv) 2091 (i) Criminal Background checks for Governors

It was reported that governors would shortly be receiving documentation in respect of these checks and that some original papers would be required as identification.

Noted

2103 Report of Chief Executive/Principal

(i) Health & Safety

There were no reportable incidents for the period, nine minor injuries and no near misses. Revised graphs and statistics were included with the report

The report was noted. The College was congratulated on the report, received at the last meeting, that it had achieved the RoSPA Gold Award standard.

- ii) **Briefings and Actions**
 - a) **Framework for Excellence: Raising Standards**

The Framework strategy jointly produced with LSC, OfSTED, DfES and the Quality Improvement Agency (QIA) is intended to provide a new approach to quality assurance in the sector, in the areas of Responsiveness, Effectiveness and Finance. It is currently being tested and piloted with a view to its introduction in 2009
 - b) **Matrix Accreditation**

The College as a whole, rather than in respect of its Student Services facility only, has undergone a full audit to achieve MATRIX standard in the provision of Information & Guidance, as part of the pre-requisite for LSC funding. The award was made to the whole college, which was noted as a centre of outstanding practice.
The report was noted and the College was congratulated on this achievement.

- iii) **Financial Report**

The full Management Accounts are circulated to the Board three times *per annum*, and were distributed for consideration later in this meeting. The Principal's report contained a summary of the accounts.
Noted

- iv) **Marketing & Recruitment**

It was reported that the full-time and part-time enrolments for the 16-18 group were at 105% and 85% of target, and that the comparable figures for the 19+ groups were at 105% and 62%, giving an overall position of 105% and 63%. There will be no funding clawback. In respect of future funding the College has been allocated student numbers which consolidate and allow for further growth for under-19 provision and some reduction in adult learner numbers, but with an overall higher target. Recruitment enquiry figures for the following year were also provided by school and division, and by course areas, 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. In-year retention continues to be monitored. Details on achievement will be available later.

- vi) **Staff Utilisation**

The predicted outturn for payroll expenditure will show an underspend of some £30,000.00 due to vacancy management and the reconciliation of hourly paid staffing costs.

- vii) **Progress against Development Plan**

The College continues to make good progress against the current Development Plan. The Plan for 2007-08 is part of this agenda.

- viii) **Franchising**

The Engineering contract with TTE will be let at the currently prevailing rate, although the final value of the contract has yet to be agreed.

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

2104 Review of Performance Indicators, 2007-08

A report had been circulated indicating the KPIs for 2006-07 in comparison to the outturn, and the proposed KPIs for 2007-08. These included some new measures.

It was agreed that

- (i) **these KPIs be adopted generally to manage pay reviews for 2007-08, and that the Principal advise the staff accordingly.**
Action: Principal
- (ii) **that in applying these measures at the appropriate time, the Board takes specifically into account:**
 - (a) **Learner numbers**
 - (b) **The overall measure of affordability including income and payroll costs;**
 - (c) **The overall College retention data;**
 - (d) **long course success and**
 - (e) **the fact of a submission to EFQM rather than an achievement outcome.**
- (iii) **that the Remuneration Committee takes these measures into account in reviewing the salaries of senior post-holders.**

2105 Accommodation up-date

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

2106 Report of the Academic Board

A report had been circulated of the meeting of the Academic Board on 10th May indicating those items considered. Its Minutes are available on the College intranet.

Noted

2107 Development Plan 2007-08

The Development Plan for next year had been circulated and was in line with the proposed budget, the planned KPIs and other indicators.

The Plan was approved

2108 Budget Proposal 2007-08

The F& GP Committee had previously considered this matter and its Minutes (item 2115) recommended the adoption of this proposal, subject to confirmation of the LSC budget. Although there were matters outstanding in respect of Work Based Learning and Train to Gain, confirmation had now been received in respect of mainstream funding. Operationally there is a small surplus planned, but the interest to be paid in servicing the loan for the new build will result in a planned loss.

The budget was approved

2109 Three-year financial forecast

The three-year forecast had been tabled. It was built upon the assumptions within the recently approved budget for the following year and was in line with the previously approved three-year budget and the ten-year plan, subject to the intervening changes which had become necessary.

The Forecast was approved

2110 Fees Policy 2007-08

The proposed fees policy had previously been considered by F & GP and recommended to the Board for approval. Its main variation was to charge at the rate of 30%, raising this progressively over a number of years to 100%, the fees for full-time 19+/adults, and to require them to pay in full the associated costs of the courses.

The Fees Policy was approved

2111 Management Accounts

Three times per year the Board receives a full set of management accounts, and these had been circulated. They had also been previously considered and noted by the F & GP Committee. There had been a steady improvement in the general outturn position. The College was not expecting to meet its LSC allocation but there would be no clawback, with the result that all LSC income is included in the predicted outturn.

The attention of the Board was also drawn to the College Subsidiary Companies which 'gift aids' any profit to the College. The Financial Auditor had recommended that the Board approve a minute in the following terms to ensure compliance with FRS 21 regulations, and that the subsidiary companies' directors (Nick Upton & Gary Groom) adopt a similar minute:

'Cleveland College Ltd and Summary Sheet Ltd will Gift Aid all of their profits for the year to 31 July 2007 to Redcar & Cleveland College.'

It was noted that the company 'Spreadsheet Ltd.' was no longer active and was likely to be closed down

The Management Accounts were noted, and the recommendation of the Financial Auditor, as set out above, was approved.

Action: Deputy Principal

2112 Revised Articles & Instrument of Government (A & Is)

The Professional Assistant had circulated a paper which identified that the proposals to change the current constitution of the Board, with the Trust optionally having two or three members, and a consequential adjustment in the number of co-opted governors at either three or four members had been approved by DfES.

A revised set of A & Is would not be issued, since following further consultation within the sector, more substantial revisions were proposed, to be effective later in the year. The paper circulated had identified the main changes and their implications, if any, on the governance of the College.

The report was noted. It was agreed to consider the actions required when the revised A & Is were received.

Action: Professional Assistant

2113 FE+ Proposal

This item is recorded separately in Part B and is not for publication.

2114 Proposed Schedule of meetings 2007-08

The draft schedule which had been circulated was withdrawn and a revised proposal tabled.

This was approved for circulation to all members.

Action: Professional Assistant

2115 Minutes of Audit Committee, 29th June 2007

The Minutes of this meeting were tabled. The meeting had considered the appointment of the Internal Auditor following the expiry of the previous contract. It was recommended by the Committee that Bentley-Jennison be appointed for a period of three years to 31st July 2010, subject to annual review.

The Minutes of this Committee approved

2116 Minutes of F & GP Committee,

(i) **15th May 2007**

(a) **Minute F07-010: Franchise arrangements. This recommendation was approved;**

(b) **Minute: F07-012: Purchase of Gym Equipment. This recommendation was approved**

(c) **The Minutes of this Committee were otherwise approved**

(ii) **20th June 2007**

The Minutes of this Committee were approved

2117 Minutes of P & N Committee, 5th June 2007

In respect of the various recommendations of this Committee it was agreed as follows:

(i) **that the Chair discuss with Graham Henderson the replacement of Brian Hobbs;**

Action: Chair

(ii) **that in respect of the Business member vacancy created by the resignation of Phil Roe, Phil Roe & Ged Flanagan consider the submission of possible new members to the Professional Assistant.**

Action: PR & GF

(iii) **that the recommendations in respect of Committee membership be approved (G Ritchie to chair Employment; S Childs to join Employment; P Nightingale to join Audit)**

Action: Professional Assistant

(iv) **The Minutes of this Committee were otherwise approved.**

In addition the Professional Assistant raised membership issues which had occurred since the last meeting of this Committee and the Board determined as follows:

(v) **Councillors Ray Goddard & Joe Keenan**

The Professional Assistant reported that he had been advised that these Councillors should be the local authority nominations, following the recent local authority elections. It was also reported that during the course of this year there would be a change in the Articles & Instrument of Government to the effect that various categories of membership would be deleted including the local authority nominees.

In view of the proposed changes in membership, it was agreed to appoint Councillors Goddard & Keenan for a period of one year in the first instance, until 2nd June 2008.

Action: Professional Assistant

(vi) **Frank Connorton & Marian Simmons**

P & N Committee had noted a number of anticipated changes in Board membership and had instigated a search for new members. These two persons had indicated an interest in joining the Board.

It was agreed that P & N be given delegated authority on behalf of the Board to interview these potential members and make appointments to the Board, and to the F & GP Committee in the case of one of the candidates.

Action: Professional Assistant to arrange meeting.

2118 Minutes of Employment Committee, 19th June 2007

The Minutes of this Committee were presented by George Ritchie
The Minutes of this Committee were adopted

2119 Minutes of Quality & Standards Committee, 8th June 2007 2007

The Minutes of this Committee were presented by Gary Watts
The Minutes of this Committee were adopted

2120 Governance Self-assessment

The Professional Assistant had circulated the previously approved self-assessment documentation for completion by members. It was felt that there were elements of this process in which members may need further support.

It was agreed to hold a workshop for all governors early in the Autumn Term to assist in the completion of this assessment.

Action: Professional Assistant.

2121 Confidential Business

It was agreed that minutes 2105, 2113, and the subsequent minute 2123, should not be for publication.

2122 Thanks to members

It was noted that this would be the last meeting for Brian Hobbs, Jenny Lewis, Phil Roe, Peter Todd and Jean White.

The Board wished to record its thanks to all of these members for the valuable contribution that they had made to the work of the College

2123 Minutes of Remuneration Committee – 3rd July 2007 – oral report

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

2124 Date of Next Meeting

The next meeting is 16th October 2007 at 5.00 p.m.

David Stevenson
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