



**Minutes of the Meeting of the Board held on
Monday 5th February at 5.00 p.m.
at Gisborough Hall.**

Present:

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| Dr G Hillier | (Chair) (Business Governor) |
| Mr R Darling | (Vice-Chair) (Business Governor) |
| Mr J Coulthard | (Community Governor) |
| Mr G Flanagan | (Business Governor) |
| Mr G Groom | (Principal Governor) |
| Mr P Nightingale | (Foundation Governor) |
| Mr P Roe | (Business Governor) |
| Cllr J White | (Local Authority Governor) |

Apologies for absence:

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|-------------------|----------------------------|
| Mr. C Brayfield | (Student Governor) |
| Mr S Childs | (Co-opted Governor) |
| Mrs S Hall | (Foundation Governor) |
| Prof B Hobbs | (Co-opted Governor) |
| Mrs J Lewis | (Co-opted Governor) |
| Miss P Rutherford | (Foundation Governor) |
| Mr G Ritchie | (Business Governor) |
| Mr P Smith | (Staff Governor) |
| Cllr P Todd | (Local Authority Governor) |
| Mr N Upton | (Business Governor) |
| Mr G Watts | (Staff Governor) |

Leave of absence:

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|--------------|---------------------|
| Mr R Johnson | (Business Governor) |
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Officers:

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

The meeting was quorate throughout.

PART A – FOR PUBLICATION

2072 Membership

i) Sylvia Hall

The Chairman reported that Sylvia Hall (a Foundation member) had submitted her resignation. The proposed revision to the Articles & Instrument of Government meant that the Trust could either replace her, or reduce their membership to two members. The Trust had already considered this matter and determined that they would not replace Mrs. Hall. The Board had previously determined that in the event of a vacancy occurring it would seek to add a second student governor.

It was agreed

- (a) that the Principal raise with the Student Council whether it wished to take a second place on the Board, and
- (b) that Mrs Hall be thanked for her service to the College.

Actions: Professional Assistant; Principal

ii) Professor Brian Hobbs

The Professional Assistant reported that Brian Hobbs had also indicated his intention to resign later in the year. He had indicated his willingness to try to find a replacement member from the University.

It was agreed that it would be helpful if a replacement member could be recommended from the University of Teesside, and that this possibility be discussed with him by the Chair

Action: Chair/ Brian Hobbs.

iii) Committee membership

Brian Hobbs is Chair of the Employment and a member of the Remuneration Committees, and this will need to be addressed when Prof. Hobbs resigns. Sylvia Hall was a member of Audit Committee, which is already temporarily reduced in number, due to the leave of absence granted to Rod Johnson.

It was agreed that the Professional Assistant review the position with Rod Johnson and report to the next meeting of the P & N Committee

Action: Professional

2073 Declarations of Interest

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

No interests were declared.

2074 Focus on.....Health & Safety

The College Health & Safety Officer, David Morgan, made a presentation to the Board identifying the College's policies and procedures and their management. This included the structure of reporting, the availability of the policy, policies for learners and staff, the extended H & S Committee, risk assessment, control of contractors, and auditing and benchmarking. He also raised issues for future planning. Members were able to ask questions. He was thanked for his report.

It was agreed that the number of reports to be presented to the Board should be reduced, and limited to all incidents and reportable incidents frequency rates by group of employee, by curriculum area and by age, and that these be assessed against the current RoSPA silver and the target RoSPA gold benchmarks.

Action: Health & Safety Officer

2075 Minutes of the Board meeting held on 18th December 2006

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

2076 Matters arising from previous meetings

i) 2059 FE+ Proposal

The Principal reported that he had progressed this matter through FE+
Noted

ii) P06-030 Public Access Policy

The policy approved by P & N Committee had been circulated with the agenda, and was considered by members.

It was agreed that the policy be approved for publication

iii) 'Focus on.....' schedule

This matter was discussed, the previous list of items having been completed.

It was agreed that the Principal make arrangements for a series of briefings on the curriculum by the Heads of Faculty.

Action: Principal

2077 Board & Committee Decisions – Outstanding Actions

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

Noted

2078 Report of Chief Executive/Principal

(i) Health & Safety

The Principal had circulated a report which indicated that there had been no reportable incidents in this period. The main issues had been considered in the earlier item.

The report was noted.

ii) Briefings and Actions

The Principal reported on the proposals in respect of change, regional strategy, the skills agenda and future funding, most of which would be considered in detail at the Strategic Planning event, to follow.

iii) Financial Report

The full Management Accounts had been circulated to the previous meeting, and the Principal provided a summary of the current position including a summary of the LSC funding, WBL/E2E income, HE and full cost activities and European grants. He indicated that a revised format would be used for future reports. It was noted that there was a reduction in the number of part-time adult learners. Budget adjustments would be made as appropriate

Noted

iv) Marketing & Recruitment

It was reported that the full-time and part-time enrolments for the 16-18 group were at 104% and 79% of target, and that the comparable figures for the 19+ groups were at 103% and 47%, giving an overall position of 105% and 50%. Further enrolment to short-course provision in the current term will have improved this position. Recruitment enquiry figures for the following year were also provided by school and division.

v) Retention & Achievement

Retention in the year 2006-07 shows all values in the upper decile, and a considerable improvement over the previous years. Work continues to improve this performance.

vi) Staff Utilisation

The predicted out-turn for payroll expenditure is almost exactly on budget. Expenditure on hourly paid staff as a percentage of total payroll expenditure has decreased from 5.61% to 3.51%. It was proposed to release monies to the payroll budget to reflect the

additional staffing activity in respect of Work-based Learning and Train to Gain activities.

vii) Progress against Development Plan

Progress against the development plan was to be reviewed as part of the Strategic Planning meeting, to follow.

viii) Franchising

There is now only one franchise partner, TTE. Detailed franchise arrangements have been finalised, including the additional recruitment which will fulfil the allocated contract value. Discussions are taking place in respect of future activity, and will be part of further meetings including LSC.

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

2079 Accommodation Strategy – up-date

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

2080 Minutes of Remuneration Committee – 30th January 2007

The minutes of this Committee and the Minutes of a Special Meeting held following this meeting of the Board will be presented to the next meeting of the Board, since, upon the withdrawal of the Principal, the meeting would have been inquorate.

2080 Confidential Business

It was agreed that minute 2079 should not be for publication.

2081 Focus on FE+

Shaun Place, Director of Operations of FE+, had been invited to make a presentation to the Board.

He described the partnership of the six Tees Valley FE colleges, as a collaboration which recognised at the same time the inherent competitive nature of the relationship. There is a Memorandum of Understanding underpinning the operation, and an infrastructure involving the FE+ Board, Operations activities and sub-groups, and work is done through groups and Committees. The Board was also informed of various projects and successes associated with the operation, and of current initiatives. The next main development was a full review of the sector within the framework of FE+ to be carried out by external consultants. Members had the opportunity to ask questions.

Mr. Place was thanked for his presentation

2082 Date of Next Meeting

The next meeting is on Tuesday 3rd April 2007 at 5.00 p.m.

David Stevenson
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