



**Minutes of the Meeting of the Board held on  
Monday 11<sup>th</sup> February 2008 at 5.00 p.m.  
at Gisborough Hall.**

**Present:**

Dr G. Hillier	(Chair) (Business Governor)
Mr J. Coulthard	(Vice-Chair) (Community Governor)
Mr F. Connorton	(Business Governor)
Mr R. Darling	(Business Governor)
Mr G. Flanagan	(Business Governor)
Cllr R. Goddard	(Local Authority representative)
Mr G. Groom	(Principal Governor)
Rev. B. Harrison	(Co-opted Governor)
Prof S. Hodgson	(Co-opted Governor)
Cllr J. Keenan	(Local Authority representative)
Mr G. Ritchie	(Business Governor) (Item 2180 ff)
Miss P. Rutherford	(Foundation Governor)
Mr G. Watts	(Staff Governor)
Mr R. Weston-Bartholomew	(Co-opted Governor)

**Apologies for absence:**

Mr C. Brayfield	(Student Governor)
Mr S. Childs	(Co-opted Governor)
Mr R. Johnson	(Business Governor)
Mr P. Nightingale	(Foundation Governor)
Mr P. Smith	(Staff Governor)

**Officers:**

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

The meeting was quorate throughout.

**PART A – FOR PUBLICATION**

**2175 Declarations of Interest**

**No interests were declared.**

**2176 Minutes of the Board meeting held on 18<sup>th</sup> December 2007**

With regard to Minute 2160, it was considered that the discussion concerning the laboratory assault incident which may have resulted in a potentially serious injury warranted inclusion in these Minutes. The Principal reported that the matter had been resolved between the pupil, parents and the school concerned.

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

## **2177 Matters arising from previous meetings**

### **2135 (iii) Official Opening**

The Principal reported that there still had been no response from his initial enquiries.

**It was agreed that the Principal attempt once more to seek support by the previously agreed route, and then consider alternative means of inviting the proposed guest.**

**Action: Principal**

### **2160 Health & Safety – School Pupils**

The Principal reported that the Academic Board had not yet met to consider this situation.

**Noted**

### **2165 FE+ Proposal – Tees Valley Colleges collaboration**

The Principal reported that he had participated in an appointments panel with the Learning & Skills Council and the Principals of Darlington and Stockton Riverside Colleges, and that KPMG had been appointed to conduct a strategic options appraisal on behalf of the colleges and LSC. It was anticipated that the options for each Board to consider would be presented to meetings in June & July 2008.

**Noted**

## **2178 Report of Chief Executive/Principal**

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

There were no reportable incidents for the period, six minor injuries and two reported near misses. These were itemised, and discussed. Appropriate graphs and statistics were included with the report. The Chair requested that a graph showing trends in each of these areas should be provided. It was noted that there had been a significant decrease in the number of incidents involving the 14-16 age group, but concern was expressed that this was the area continuing to give most concern. The Principal recognised this difficulty and indicated that he had provided additional staff training in respect of dealing with the behavioural problems of the 14 – 16 years age group. It was recognised that Incident no. 5 was potentially serious and that progress on this matter would be a part of the Principal's report to the next meeting.

**The report was noted.**

### **ii) Briefings and Actions**

No detailed report was included with this agenda, since the issues were to be discussed as part of the Strategic Planning event.

### **iii) Financial Report**

A summary of the current position was provided, together with detailed explanatory notes. The current LSC income shows a shortfall of some £671k against a target of £9.598M. It is anticipated that additional learning support will bring in a further sum of £266k, leaving a shortfall of £405k, attributable to additional adult learner part-time activity.

*George Ritchie arrived at this point*

- 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 114%. The respective figures for 19+ are 73% and 50%. Further recruitment campaigns are planned. 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 only slightly reduced despite the withdrawal of 'A' levels. It was noted that the ability to provide appropriate collaborative advice about provision with the agreed schools in the Borough was frustrated by an unwillingness on the part of the schools with developing sixth forms to allow the Colleges involved proper access to advise the schools' pupils on the range of options available. The LSC was aware of the issue.
- v) **Retention & Achievement**  
At the LSC census point on 1<sup>st</sup> November 2007 retention for 2007-08 stands at 94%, unchanged from the previous report. 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 £6.974M (pay award excluded) against a budget of £7.131M, (pay award included). Hourly paid expenditure is at £76,551 against a predicted outturn of £316k by the end of the year. Detailed information was provided to members.
- vii) **Progress against Development Plan**  
A detailed report was circulated dealing with recruitment, Level3 achievements, training, HE provision, quality models and responsiveness to employers.
- viii) **Franchising**  
The target numbers proposed, and their contract value in respect of the franchise with TTE were identified and will be monitored throughout the year.

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

**2179 Accommodation - new build**

A circulated report indicated that good progress continues to be made, with no expected changes to the completion date. Work continues in respect of the highways construction. The current cost plan shows a small overspend variance, with an anticipation, as described in the previous meeting, that this may be reduced. There had been a meeting with the Sir William Turner Foundation, as noted in the confidential part of this Minute.

Attached to the report was a detailed costing analysis.

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

**2180 Minutes of F & GP Committee 29<sup>th</sup> January 2008,**

The Minutes had been circulated. Additional information had been provided in respect of the recommendation from F & GP committee with regard to the proposed increased marketing costs. It was reported that the additional items could be funded from savings made on anticipated but unpaid interest on the capital project

**It was agreed as follows:**

- (i) to note the expenditure committed to the 'Plunge' project and agree the proposed virement of £60,000;**
- (ii) to note the additional expenditure proposed in respect of the revised marketing arrangements, and agree that the budget be amended to include these proposed costs to a limit of £140,000;**
- (iii) otherwise to adopt these Minutes.**

**2181 Confidential Business**

It was agreed that part of item 2179 should not be for publication, and that the supporting papers in respect of the new build financial statement should also be restricted in circulation.

**2182 Date of Next Meeting**

The next meeting is Tuesday 1<sup>st</sup> April 2008 at the College at 5.00 p.m.

*David Stevenson*  
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