

# REDCAR & CLEVELAND COLLEGE

## Minutes of the Meeting of the Board held on Thursday 16<sup>th</sup> February 2006 at 5.00 p.m. at Gisborough Hall Hotel.

### Present:

|                    |                                  |
|--------------------|----------------------------------|
| Dr. G. Hillier     | (Chair) (Business Governor)      |
| Mr R. Darling      | (Vice-Chair) (Business Governor) |
| Mr G. Groom        | (Principal Governor)             |
| Prof. B. Hobbs     | (Co-opted Governor)              |
| Mrs J. Lewis       | (Co-opted Governor)              |
| Mr. P Nightingale  | (Foundation Governor)            |
| Mr P. Roe          | (Business Governor)              |
| Miss P. Rutherford | (Foundation Governor)            |
| Mr P. Smith        | (Staff Governor)                 |
| Mr G. Watts        | (Staff Governor)                 |
| Cllr. J. White     | (Local Authority Governor)       |

### Apologies for absence

|                 |                            |
|-----------------|----------------------------|
| Mr J. Coulthard | (Community Governor)       |
| Mr G. Flanagan  | (Business Governor)        |
| Mr. D. Healey   | (Student Governor)         |
| Mr R. Johnson   | (Business Governor)        |
| Mr. G. Ritchie  | (Business Governor)        |
| Cllr. P. Todd   | (Local Authority Governor) |
| Mr N. Upton     | (Business Governor)        |

### Officers:

|                   |   |
|-------------------|---|
| Mr D. Stevenson   | (Professional Assistant and Clerk to the Board)     |
| Mrs J. Judge      | (Assistant Principal, Students & Quality Assurance) |
| Miss D. McFarlane | (Assistant Principal, Resources)                    |

The meeting was quorate throughout.

### 1164 Resignation of member

The Professional Assistant reported that he had received the resignation of Bruce Harrison (Community Member) on account of his continuing ill-health

**It was agreed**

**i) that the Chair write to Bruce Harrison to thank him for his work and to wish him well.**

**Action : Graham Hillier**

**ii) to refer the vacancy to the next meeting of the P & N Committee, giving consideration to the appropriate skills and contributions from the community member.**

**Action: Professional Assistant**

### 1165 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.**

- 1166 Minutes of the Board meeting held on 20<sup>th</sup> December 2005**  
The Minutes of this meeting were approved and signed as a correct record.
- 1167 Board & Committee Decisions – Outstanding Actions**  
The Professional Assistant had circulated a report on those decisions on which actions were still outstanding.  
**Noted**
- 1168 Matters arising from previous meetings, 27/09/05 and 19/10/05**
- 982 Meeting with TCP**  
It was reported that there had been no further developments in arranging the proposed meeting  
**Action: Principal to arrange meeting**
- 1069 Membership – Foundation members**  
Pat Rutherford reported that the Foundation had nominated Mrs. Sylvia Hall to the vacancy. That appointment completed the Foundation membership.  
**It was agreed that Mrs Sylvia Hall be appointed as Foundation Member for a period of 4 years with effect from 16<sup>th</sup> February 2006 to 15<sup>th</sup> February 2010.**
- 1150 Annual Review of Policies**  
The Principal reported that he intended to produce a review of policies in the Summer Term.  
**It was agreed that pending the review of policies it would be helpful to receive an indicative list of those policies under consideration.**  
**Action: Principal**
- 1152 Staffing Review**  
The Principal reported that he had held briefing meetings and made a presentation to all members of staff and that he was now in negotiation with the recognised trades unions over his proposals concerning revised contractual terms and conditions of employment. He would after the proposed special meeting of the F&GP preceding the next full board meeting report to confirm the financial viability of the arrangements with a view to introducing revised arrangements for the next academic/financial year.  
**Action: Principal**
- 1157 Student Representative Council**  
The Principal reported that he had met with the Council and put in place appropriate arrangements.  
**Noted**
- 1158 Child Protection Governor**  
At the previous meeting governors had approved the appointment of Mrs. Jenny Lewis as the nominated Child Protection Governor. Subsequently Pat Rutherford had indicated that she, too, was interested in assisting in this function, and the Chair had agreed that she be approved as a second nominated person.  
**The action of the Chair was approved.**

## 1169 Report of Chief Executive/Principal

### (i) Health & Safety

A report had been circulated. There had been one reportable incident and a significant reduction in the number of non-reportable incidents. There was a discussion on the actions taken in these incidents.

#### **It was agreed**

i) **that a summary of the off-site placement arrangements be provided to the Board; and**

ii) **that an up-date be provided of the Health & Safety strategy in these circumstances**

**Action: Principal**

### ii) Briefings and Actions

The Principal had circulated a summary of the activities in which the College was involved. He drew attention specifically to the 14-19 curriculum reforms and the emphasis on collaborative provision, and to the issue of enterprise training and the associated bid for a 'Business Point' model.

### iii) Financial Report

The Board having received at its last meeting the full financial accounts, at this meeting a summary of key financial data had been circulated for consideration and discussion.

### iv) Marketing & Recruitment

The target enrolment for the 16-19 full-time group had been achieved, and even though the part-time adult sector may not achieve its student number target, it was anticipated that it would achieve its financial target.

A report had been circulated indicated the status of enquiries, applications and the conversion of applications to offers made for 2006-07, by school.

### v) Retention & Achievement

There had been a significant increase in retention against the national benchmarking statistics, from 67% in the previous year to some 93% currently. Achievement data will be provided at a later meeting.

**The College staff were further congratulated on this achievement.**

### vi) Staff Utilisation

A detailed report on significantly improved staff utilisation had been circulated, with comparative figures for the same period in 2004-05.

### vii) Progress against Development Plan

A report had been circulated to the previous meeting indicating the position from September 2005 to December 2005. Updated data was provided indicating where there had been changes

### viii) Franchising

There was no significant change in the franchising data from previous reports. Discussion took place regarding the anticipated arrangements for the next year with TTE, which may involve a reduction in activity. There was also a discussion on the CoVE provision and on the relationships with industry and with the University of Teesside

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

**1170 Accommodation Strategy – up-date**

Richard Darling and the Principal up-dated members with regard to developments which had taken place. It was reported that the issue of the 'village green' status of the Redcar Lane land had been resolved in favour of the College, and that the College now had planning permission in relation to the development of the site. There was a report of a public meeting held to explain the 'new build' proposals, and that the Foundation had agreed to invest the proceeds of the sale of the land in the development of the Corporation Road site, as appropriate. It was also noted that discussions were continuing with NWA re compensation for the work currently being undertaken. The process in relation to the sale of land was in hand, and would need to be completed before the next meeting of the Board.

**The report was noted. It was agreed to delegate to the F & GP Committee approval of the sale of the land at the Redcar Lane site.**

**Action: Professional Assistant to advise F & GP Committee.**

**1171 Date of Next Meeting**

**The next meeting will be held at 5.00 p.m. on Tuesday 4<sup>th</sup> April 2006 in the College.**

David Stevenson  
Professional Assistant to the Board  
Redcar & Cleveland College  
[david.stevenson@synergybroadband.co.uk](mailto:david.stevenson@synergybroadband.co.uk)  
07973 934257