



**Minutes of the Meeting of the Board held on
Tuesday 16th October 2007 at 5.00 p.m.
at the College.**

Present:

Dr G Hillier	(Chair) (Business Governor)
Mr J Coulthard	(Vice-Chair) (Community Governor)
Mr C Brayfield	(Student Governor)
Mr S Childs	(Co-opted 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)
Prof S Hodgson	(Co-opted Governor)
Mr R Johnson	(Business Governor)
Mr P Nightingale	(Foundation Governor)
Mr G Ritchie	(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)

Apologies for absence:

Cllr J Keenan	(Local Authority representative)
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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

2128 Appointment of Chair & Vice-chair, 2007-08

Graham Hillier and John Coulthard were nominated respectively as Chair & Vice-Chair for the coming academic year.

It was agreed that Graham Hillier be appointed as Chair of the Corporation and John Coulthard as Vice-Chair of the Corporation until the equivalent meeting in 2008.

2129 Welcome to new members

At its last meeting the Board had delegated to P & N Committee the authority to appoint new members. Following application and interview the appointments for a four year period of Frank Connorton (Business member) and Prof Simon Hodgson (University of Teesside; Co-opted Member) had been made.

The Committee had also taken the view that the proposal to appoint a senior officer from the Borough Council was not now appropriate, in view of the changing funding relationships which would involve the local authority and may be seen to compromise either the Board or the Authority. A vacancy remained.

The new members were welcomed to the meeting, and their appointments by the P & N Committee noted.

2130 Declarations of Interest

No interests were declared.

2131 Student Council Members

Election to membership of the Student Council was taking place and the opportunity would then exist for them to meet with the Board.

Action: Principal

2132 Minutes of the Board meeting held on

- i) 3rd July 2007, and
- ii) 11th September 2007

The Minutes of these meetings were approved and signed as correct records, subject to the alteration of the date to '2008' in Minute no. 2105.

2133 Matters arising from previous meetings

2091 (i) Criminal Background checks for Governors

There remain a number of Governors who have not yet had these checks processed

Governors were requested to ensure that this was done as soon as possible.

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

The issue of the Revised A & Is was to be in conjunction with a new Training Bill, and this had been delayed. It was anticipated that the revised document would be available later in the term or early in the new year.

Noted

2134 Report of Chief Executive/Principal

(i) Health & Safety

There were no reportable incidents for the period, three minor injuries and one reported near miss. Appropriate graphs and statistics were included with the report, showing an improvement at the start of the academic year

The report was noted..

ii) Briefings and Actions

Major items of interest have been included as separate items on the agenda. In addition, the College had been notified of the annual OfSTED monitoring visit, and the Principal is actively involved in the strategy for education and training in Redcar, post-14.

iii) Financial Report

At this stage of the year no full management accounts can be produced. The College is not expecting to have achieved its total LSC allocation for 2006-07, and this was reported in detail to the F & GP Committee recently (see Minutes, below). It is now known that there will be no in-year clawback.

Noted

iv) Marketing & Recruitment

Details were provided of the year end recruitment position for 2006-07.

In respect of 2007-08, the 16-18 full-time numbers have recruited at 102% of target, and the part-time at 99%. The respective figures for 19+ are 60% and 36%, with some full-time learners to be added, and some franchise enrolments still to be included. It is anticipated that this will come within the allowable 3% LSC shortfall by the year end.

v) Retention & Achievement

Reports on retention in the current year will commence with the information provided at the next ordinary Board meeting.

vi) Staff Utilisation

The predicted substantive salaries out-turn for payroll expenditure currently stands at £6.967M (pay award excluded) against a budget of £7.131M, (pay award included). Hourly paid costs are not available at this stage.

vii) Progress against Development Plan

The College Strategic Management Team continues to monitor the Development Plan progress and any revisions will be reported to the Board.

viii) Franchising

The contract with TTE has been let at the currently prevailing rate, as agreed by the recent meeting of the Board, and performance against target will continue to be reported.

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

2135 Accommodation - new build

Sections (i) & (iii) of this item are minuted separately in Part B in view of their confidential nature.

ii) Site visits

Arrangements had been made for governors and staff to visit the new building now that it was in a state where most parts could be accessed. Further visits could be arranged through Lesley Kettlewell.

Noted

2136 Policy Statements

In accordance with previous considerations, a complete series of policy statements had been developed in the context of three over-arching policies. Where it was appropriate, these had been considered for approval by the relevant Committees, and recommended for approval by the Board. These recommendations are shown in the Minutes of Special Meetings of these Committees, held earlier in the term. A number of policy statements, identified in the report, had not previously been considered by the Board, and therefore were for consideration at this meeting for the first time. The Statements had been developed following widespread consultation within the College, and were being issued in conjunction with a revised Quality Manual.

A set of Statements had been circulated, and the Statement in respect of Student Facilities and Enrichment was tabled. They were considered by the Board and a number of observations were made. It was noted that the procedures relating to the Statements were also under review where necessary, and that these reviews were referred to in the Statements.

i) **Subject to the textual amendments noted at the meeting, it was agreed to approve the policies and policy statements.**

Action : Principal

ii) **It was further agreed that the Risk Register Process be the subject of consideration at a future meeting of the Audit Committee.**

Action: Clerk

P. Smith left during this item; the meeting remained quorate

2137 Board membership of College Committees

There was a vacancy for a Governor on the College's Diversity & Equality Committee. The Board was also reminded that Pat Rutherford is its representative on the Student Representative Committee (CSRC) and is the Board's nominated Child Protection Governor.

It was agreed

i) **that Rod Weston-Bartholomew be appointed to the Diversity & Equality Committee, transferring from the Quality & Standards Committee, and that his place on the Quality & Standards Committee be taken by Simon Hodgson and**

ii) **that Pat Rutherford continue in membership of the CSRC and as the Child Protection Governor.**

2138 Future of Level 3 Provision

This Minute is recorded separately in Part B.

2139 FE+ Proposal

This Minute is recorded separately in Part B.

G Ritchie, R Weston-Bartholomew & . Childs left during this item; the meeting remained quorate

2140 Strategic Planning event – 11/12th February 2008 – Gisborough Hall

Members discussed the Strategic Planning event for this academic year.

It was agreed that it would take the same format as previously, and that its focus be the subject of discussion between the Principal and the Chair.

Action: Principal

2141 Minutes of Audit Committee, 10th September 2007

The Minutes of this meeting had been circulated. It was noted that the Annual Report would be taken to the next meeting of the Committee.

The Minutes of this Committee were approved.

2142 Resignation/Appointment of Auditors

It was reported to this meeting by the Chair of Audit that the College's Financial Services Auditors, Robson Rhodes had been merged with Grant Thornton LLP with effect from 2nd July 2007. As a consequence Robson Rhodes had resigned as auditors of the College and its subsidiaries on 9th July 2007, thus creating a casual vacancy. The College had been advised that under the new management arrangements the College would continue to be serviced by the same field staff.

It was agreed to fill this casual vacancy with the appointment of Grant Thornton UK LLP, on the same terms.

2143 Minutes of F & GP Committee, 25th September 2007

The Minutes of this meeting had been circulated. It was noted that it had now been confirmed that there would be no in-year clawback from the LSC allocation.

The Minutes of this Committee were approved.

The Chair of this Committee, Nick Upton, whose last Board meeting it would be, was thanked for the extended and valuable contribution he had made to the College.

2144 Minutes of P & N Committee,

a) 18th September 2007

The Minutes of this meeting had been circulated. It was noted that two appointments had been made.

The Minutes of this Committee were approved. The Committee was authorised to make a further appointment to the existing vacancy.

b) 16th October 2007

The Minutes of this meeting were tabled.

The Minutes of this Committee were approved.

2145 Minutes of Employment Committee, 11th September 2007

The Minutes of this meeting had been circulated. It was the responsibility of the Board also to approve the College's Disciplinary and Grievance procedures as part of their responsibility under the Articles and Instrument of Government, and draft copies of these procedures in respect of senior post-holders and other employees had been circulated, following consultation with trades unions. The report of the Staff Survey would be distributed to the next Special Meeting of the Board.

i) The Disciplinary & Grievance Procedures for all employees other than senior post-holders were approved; in the case of the Procedures for Senior Post-holders, they were approved in principle subject to further consideration by the Employment Committee;

ii) The Minutes of this Committee were otherwise approved.

2146 Governor Training

A schedule of the planned Governor training events for Tees Valley colleges was circulated.

2147 Confidential Business

It was agreed that minutes 2135, 2138, and 2139, should not be for publication.

2148 Date of Next Meeting

The next meeting is 27th November 2007 at 5.00 p.m. (SAR meeting)