



**Minutes of the Meeting of the Board held on
Monday 18th December 2006 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 J Coulthard	(Community Governor)
Mr G Flanagan	(Business Governor)
Mr G Groom	(Principal Governor)
Prof B Hobbs	(Co-opted Governor)
Mrs J Lewis	(Co-opted Governor)
Mr P Roe	(Business Governor)
Miss P Rutherford	(Foundation Governor)
Mr P Smith	(Staff Governor)
Cllr P Todd	(Local Authority Governor)
Mr N Upton	(Business Governor) (items 2050-2053, 2065-2066)
Mr G Watts	(Staff Governor)
Cllr J White	(Local Authority Governor)

Apologies for absence:

Mr S Childs	(Co-opted Governor)
Mr P Nightingale	(Foundation Governor)
Mr G Ritchie	(Business Governor)
Mrs S Hall	(Foundation Governor)

Leave of absence:

Mr R Johnson	(Business Governor)
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Officers:

Mr D J Stevenson	(Professional Assistant to the Board)
Miss D McFarlane	(Deputy Principal)
Ms. S. Rae	(Director of Quality & Standards (until item 2053)
Mr. D Allen	(and J Boddy; S Bibby) (all of DTW) (until item 2052)

The meeting was quorate throughout.

2050 Welcome and appointment

The Principal advised the Board that the previously elected student had withdrawn from membership and that Carl Brayfield was nominated in his place. Mr. Brayfield was welcomed to his first meeting.

It was agreed that Carl Brayfield be appointed as student governor for a period of four years or until such time as he ceases to be a student.

2051 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.

2052 Corporate Identity

A presentation was made by Doug Allen of DTW indicating the outcomes of a research project which identified a range of opinions, perceptions and responses in relation to current and future college provision and then identified three possible logos for use in the new college. The focus groups used had expressed clear support for the design labelled 'Cliffland'. The summary report was tabled and a full copy made available.

It was agreed that the design 'Cliffland' be adopted for the new College, and that further appropriate work be undertaken in relation to its wide range of uses in respect of the College identity.

Action: Principal & DTW

2053 College Self-assessment Report

The Quality and Standards Committee had considered in detail the proposed final grades for the self-assessment report, following a series of internal meetings, and external inputs from Board members and managers from other colleges, in a process of validation which was new to the College, and considered to be successful.

A report summarising the proposed grades, strengths and weaknesses in respect of leadership and management and the various curriculum areas had been circulated and recommended to the Board, and the complete document was available to members for inspection.

The process and the grades were discussed. Sue Rae was thanked for her work.

The report was approved by the Board

2054 Minutes of the Board meetings held on

i) **26th September 2006**

ii) **30th November 2006**

The Minutes of these meetings were approved and signed as correct records.

2055 Matters arising from previous meetings

982 Meeting with TCP

The Principal reported that he had now met with TCP and that in addition to work with TCP currently being undertaken some additional work had been arranged, and that there were now on-going links.

Noted

2056 Board & Committee Decisions – Outstanding Actions

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

Noted

2057 Annual Assessment Visit (AAV) Report and Re-Inspection

The detailed report of the College and ALI inspectors had been circulated, dealing with the AAV process and the re-inspection of the Creative Arts area following the 2004 inspection.

In summary there had been significant improvement since the last visit, providing a stronger evidence base for the purpose of measuring improvement. Relevant actions were in place in the Development Plan to address any recommendations. Creative Arts was now graded as satisfactory.

The report was noted

2058 Report of Chief Executive/Principal

(i) Health & Safety

The Principal had circulated a report which indicated that there had been one reportable incident involving a student at the CoVE, and fifteen minor injuries and no near misses during the reporting period. Details were provided of these incidents. Further statistical reports were provided, which may be reduced in detail in future.

The report was noted.

It was agreed that the deferred presentation by the Health & Safety Officer would take place at the next meeting as part of the 'Focus on...' arrangements.

Action: Principal to advise the Health & Safety Officer.

ii) Briefings and Actions

The Principal reported on a range of significant government proposals and initiatives which may have implications for the College and indicated how the College is addressing or will address these issues.

iii) Financial Report

The full Management Accounts had been circulated with this agenda, to be considered later in the meeting, together with the final accounts for 2005-06, and the Principal provided a summary of the current position.

The College had achieved its 2005-06 LSC allocation within 1% of target. Detailed information was given in respect of the various income and expenditure targets both for the previous year and the current year. It was agreed that a single page extracted from the Management Accounts would suffice for this report in future.

Action: Principal/Deputy Principal

iv) Marketing & Recruitment

It was reported that the full-time and part-time enrolments for the 16-18 group were at 105% and 84% of target, and that the comparable figures for the 19+ groups were at 98% and 47%. Further enrolment to short-course provision will improve this position. Recruitment enquiry figures for the following year were also provided by school and division.

v) Retention & Achievement

Comparative figures in respect of the previous and current year were provided showing a significant improvement in retention to the 2005-06 out-turn.

vi) Staff Utilisation

The predicted out-turn for payroll expenditure is almost exactly on budget.

vii) Progress against Development Plan

The revised format of the report of progress against the Development Plan was circulated.

It was agreed that in future this report should measure progress against the Strategic Plan.

Action: Principal

viii) Franchising

There is now only one franchise partner, TTE. Detailed franchise arrangements had been agreed and were set out in the report, which involved securing additional student numbers to achieve the totals contract value.

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

2059 FE+ Proposal

It had been proposed by the principals within the FE+ group that research be undertaken to consider what further collaborative provision could assist the current and potential future work of the Tees Valley colleges. The regional LSC had agreed to fund a project. The Board considered the proposal document which was tabled.

It was agreed

- a) **that the College should participate in this project and that Principal be authorised to collaborate with other colleges in the preparation of a brief for the consultancy.**
- b) **That Shaun Place be invited to a future meeting as part of the 'Focus on....' arrangements to provide an overview of the work of the FE+ group.**

Actions: Principal

2060 Accommodation Strategy – up-date

Following the meeting of the Board which authorised the arrangements for the appointment of the contractors and the banking facilities, the Principal reported that the recommendations of the Board had been put in place. Discussions were still taking place between the consultants and the contractor to finalise the contract, but a letter of intent had been issued. Similarly the banking arrangements were being progressed. Some monies had been received in respect of the land sale, which had been proportionately distributed between the College and the SWT Trust.

Noted

2061 Report of the Academic Board

A report of the Principal had been circulated, indicating that there had been two meetings of the Academic Board, one to review self-assessment proposals, the other a regular meeting.

Noted

2062 Governor Training – Annual Report

The Professional Assistant had circulated the records of governor training which had been reviewed by the Performance & Nominations Committee, showing the training activities of each governor against the targets set by this Committee. The Chair again emphasised the importance of governors being properly trained for their role.

The report was noted.

2063 Minutes of Audit Committee

i) 31st October 2006

- a) **A06-025 Annual Report of Audit Committee**
The annual report of the Audit Committee had been circulated and was recommended for approval by the Board
The report was approved.
- b) **A06-027 Terms of Reference – Q & S Committee**
see item (ii)(a) below.
- c) **A06-029 Appointment of Internal Auditors**
The Audit Committee had recommended that Bentley Jennison be re-appointed as Internal Auditors until 31st July 2007, and that as part of normal arrangements that a tender for a further 3-year appointment be put in place for an appointment effective from 1st August 2007. The Deputy Principal was thanked for her work.
The recommendation was approved.
Action: Deputy Principal
- d) **These Minutes were otherwise adopted.**

ii) 5th December 2006

- a) **A06-033 (A06-027) Terms of Reference – Q & S Committee**
Following a review of their proposed Terms of Reference by the Q & S Committee, (see also Q & S Minutes, below) it had recommended to the Audit Committee that the constitution of the previous proposal be amended to permit another Board member to replace the student member on this Committee.
A The Board approved the revised Terms of Reference and Constitution as recommended by the Q & S and Audit Committees.
B The Board appointed Stephen Childs as a member of this Committee.
Action: Professional Assistant
- b) **A06-034 Appointment of Financial Statement Auditors**
The Committee had recommended the appointment of the current auditors, RSM Robson Rhodes, for a further period of 12 months from 1st January 2007 to 31st December 2007.
The Board approved the recommendation.
Action: Deputy Principal.
- c) **These Minutes were otherwise adopted.**

2064 Minutes of Employment Committee, 20th November 2006

These Minutes were adopted.

2065 Minutes of F & GP Committee

i) October Management Accounts

It is the practice of the Board to receive three times per annum a full set of the management accounts, as seen and approved by the F & GP Committee. The accounts had been circulated. The Deputy Principal was thanked for the work involved in the preparation of these accounts.

These accounts were noted

ii) Minutes- 10 October 2006

a) F06-036 KPIs re Pay Scale Adjustment

The Board had asked this Committee to review the indicators it felt appropriate to trigger a pay scale review. The F & GP Committee had made proposals in respect of both quantitative and qualitative targets, and Health & Safety considerations. It was recognised that the financial position was paramount before the Board could give consideration to the qualitative factors, and that in this first year only those qualitative factors which were capable of being measured since the introduction of the scheme in the current academic year could be applied.

The Board requested that staff are made aware of the KPIs they are being monitored against, and that there is a mechanism for them to understand the progress against the KPIs at appropriate intervals.

The Board approved the recommendation.

Action: Principal.

b) These Minutes were otherwise adopted.

iii) Minutes – 5th December 2006

These Minutes were adopted.

2066 Minutes of Joint Meeting, F & GP/Audit Committees, 5 December 2006

This meeting had received and recommended to the Board for approval and signature by the Chair the Consolidated Financial Statement, 2005-06; and the accounts of the two subsidiary companies, Cleveland College Ltd., and Summary Sheet Ltd., together with the Management Letter of the Financial Statement auditor. The accounts of the subsidiary companies had been signed off by their Directors. The Chair proposed a number of textual amendments, and a revised copy of the letter was tabled.

The recommendations were approved, subject to the proposed textual amendments being acceptable to the auditors.

Actions: Deputy Principal and Chair

2067 Minutes of P & N Committee, 7th November 2006

i) P06-026(iv) Board member at Student Council

It had been recommended that a Board member attend future meetings of the Student Council, to maintain a link with that body.

It was agreed that Phil Roe and Pat Rutherford attend the Student Council on behalf of the Board.

Action: Principal to arrange attendance.

ii) P06-030 Public Access Policy

The Committee had recommended the policy for approval as the Board's position in relation to public access to meetings and the

publication of and access to Board and Committee papers and Minutes.

The policy was approved in principle, subject to a copy being distributed to members with these Minutes, and approved at the next meeting.

Action: Professional Assistant

iii) **These Minutes were otherwise adopted.**

2068 Minutes of Q & S Committee

i) **7 November 2006**

a) **Q06-001 Appointment of Chair**
The Board approved the appointment of Pat Rutherford as Chair of this Committee.

b) **Q06-009 Committee membership**
see item 2062 (a)(A) above.

c) **These Minutes were otherwise adopted.**

ii) **11 December 2006**

a) **College self-assessment report**
See item 2052, above

b) **These Minutes were otherwise adopted.**

2069 Remuneration Committee

It was noted that this meeting had been deferred until the New Year.

2070 Future arrangements

It was recognised that the following arrangements needed to be put in place:

i) **Regular agenda item re confidential business;**
Action: Professional Assistant

ii) **Revised 'Focus on....' schedule**
Action: Principal with Professional Assistant

iii) **Date for Strategic Planning 'away day' event (mid February)**
Action: Principal with Professional Assistant

2071 Date of Next Meeting

The next meeting is on Tuesday 6th February 2007 at 5.00 p.m.

(Note: Last year this meeting was part of the Strategic Planning event: the date may therefore change)

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