

2168 Minutes of Audit Committee, 23rd October 2007

The Minutes of this Committee had been circulated.

- i) **It was agreed that the Terms of Reference of F & GP Committee would now include responsibility for overseeing Estates & Environmental Input.
Action: Professional Assistant**
- ii) **It was agreed that all Committee Terms of Reference be amended so that each Committee elects its own Chair and recommends the appointment to the Corporation for approval.
Action: Professional Assistant**
- iii) **The Minutes of this Committee were otherwise approved.**

2169 Minutes of F & GP Committee, 23rd October 2007

The Minutes of this meeting had been circulated together with a copy of the proposed revised Financial Regulations. Members were made aware of the small number of changes, mainly in the area of investment deposits.

- i) **The revised Financial Regulations were adopted.**
- ii) **The Minutes of this Committee were otherwise approved.**

2170 Minutes of P & N Committee, 30th October 2007,

The Minutes of this meeting had been circulated. It was noted that there remained a vacancy on F & GP committee. The Governance Self-Assessment action plan was circulated.

- i) **It was agreed that no action be taken to fill the F & GP vacancy until the Board membership was complete.**
- ii) **The Governance Self-Assessment action plan was approved.**
- ii) **The Minutes of this Committee were otherwise approved.**

2171 Minutes of Employment Committee, 27th November 2007

The Minutes of this meeting had been circulated. It was the responsibility of the Board to approve the College's Disciplinary and Grievance procedures for Senior Post-holders as part of their responsibility under the Articles and Instrument of Government, and draft copies of these procedures had been circulated, recommended by the Employment Committee.

- i) **The Disciplinary & Grievance Procedures for senior post-holders were approved.**
- ii) **The Minutes of this Committee were otherwise approved.**

2172 Minutes of Quality & Standards Committee, 6th November 2007

The Minutes of this Committee were approved.

2173 Confidential Business

It was agreed that part of minute 2161 should not be for publication.

2174 Date of Next Meeting

The next meeting is on Monday 11th February 2008 at Gisborough Hall at 5.00 p.m.) to be followed by a Strategic Planning Day on Tuesday 12th February at 9.00 a.m.

2162 Management Accounts

Detailed management accounts had been circulated which had also been the subject of consideration by the F & GP Committee. They identified that the College was currently showing a shortfall against mainstream LSC income of £0.801M; it was assumed that the whole of the mainstream LSC income will be achieved.

The report was noted

2163 Staff Survey

This report was tabled. It was noted that recent changes to the process had meant that some issues were no longer capable of being bench-marked. The principal indicated the follow up arrangements in place, and that he would update the Development Plan to include some whole college activities for further consideration, especially in the area of internal communications. The Board would be updated on progress, and a similar survey undertaken next year.

The report was noted.

2164 Report of Academic Board

A report was made of the key activities of the Academic Board meeting of 20th September 2007

The report was noted.

2165 FE+ Proposal – Tees Valley Colleges collaboration

The position of this Board following discussion at the previous meeting was reported to a joint meeting of Chairs and Principals, at which it was agreed to report to Corporations proposals for an options appraisal. This further report was attached. All of the costs for such an appraisal will be borne at this stage by LSC. At any stage any College will have the right to withdraw from the process.

It was agreed that the College should participate in the options appraisal in accordance with the proposed arrangements for consultation.

Action: Principal to confirm participation to FE+.

2166 Attendance of members

A report had been circulated detailing the attendance records of members, by Committee and Board meetings, as presented to the last meeting of the P & N Committee. The Chair reminded members of the importance of their attendance at meetings.

Noted

2167 Minutes of Joint F & GP/Audit Committee, 4th December 2007

This joint meeting had received and recommended to the Board for approval and signature by the Chair, the Consolidated Financial Statement, 2006-07; 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. It was noted that Summary Sheet Ltd. was closing down.

The recommendations were approved.

Actions: Principal and Chair

- iii) **Financial Report**
A full set of management accounts is part of the information given at this meeting, showing a current potential shortfall against the LSC target of some £534k.
- iv) **Marketing & Recruitment**
In respect of 2007-08, the 16-18 full-time numbers have recruited at 106% of target, and the part-time at 98%. The respective figures for 19+ are 60% and 36%. An indication of additional programmes from January was given. An early indication of enquiries and applications for 2008-09 was included, listed by feeder school, and by College division.
- v) **Retention & Achievement**
At the appropriate LSC census point retention for 2007-08 stands at 94%.
- vi) **Staff Utilisation**
The predicted substantive salaries out-turn for payroll expenditure currently stands at £6.993M (pay award excluded) against a budget of £7.131M, (pay award included).
- vii) **Progress against Development Plan**
Recent reviews of operational plans show that development plans have been effectively formed in curriculum areas, and that non-teaching departments are in the process of finalising their development plans
- 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.

2161 Accommodation - new build

A circulated report indicated that numerous meetings have been held with the construction company during the term. The College had indicated that it would be able to manage enrolments in the present building, if necessary, to enable a September 2008 opening. A review of the cost plan, taking into account different positive and negative adjustments, had identified a broadly break-even budget. More detailed and current figures had meant that much lower risk financial assumptions were now built in to the calculations. No draw down of loans had yet been necessary. The Principal indicated that it would now be appropriate for a further meeting with the Trust to discuss financial issues.

An up-dated oral report also identified the planning stages which indicated the progress and activities necessary to enable the opening to take place as planned.

The report was noted and it was agreed that the Principal make arrangements for a further meeting with the Trust.

Action: Principal

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

2158 Minutes of the Board meeting held on 27th November 2007

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

2159 Matters arising from previous meetings

2091 Criminal Background checks for Governors

There still 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.

2135 Official Opening

The Principal reported that he still had had no response from his enquiry.

Noted

2138 Future of Level 3 Provision

Following the previous decision of the Board, the Principal and Chair had met with the Foundation, and had responded further with more detailed information in respect of enrolments and retention on A Level courses. LSC had also been informed, and the staff were now aware of the decision to cease to provide As & A Level courses.

Noted

2139 Strategic Planning event

This would be held on Monday/Tuesday 11th & 12th February at Gisborough Hall. It would focus particularly on developing a new three year plan in the context of LSC strategy, on curriculum knowledge and on corporate governance documents.

Noted

Action: Professional Assistant to advise members of the event.

2160 Report of Chief Executive/Principal

(i) Health & Safety

There were no reportable incidents for the period, ten minor injuries and two reported near misses. These were discussed, in the context of their deriving in the main from school-based pupils at the College. Appropriate graphs and statistics were included with the report.

The report was noted.

It was agreed that the Principal would discuss with the Academic Board the need for College-based sanctions in respect of pupils not enrolled at the College.

Action: Principal

ii) Briefings and Actions

The full report of the Ofsted monitoring visit had been circulated, indicating 'reasonable progress' since the last visit, with such progress having a beneficial impact on learners. The need for appraisal/capability issues to be a part of follow-up in appropriate circumstances was recognised and under discussion at JNC. It was reported that the post-14 strategy for the Borough was under consideration through a strategic planning group. The grant letter to LSC from government was also reported, indicating the priorities for 2008/09, which were identified in the report.



**Minutes of the Meeting of the Board held on
Tuesday 18th December 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) |
| Cllr R Goddard | (Local Authority representative) |
| Mr G Groom | (Principal Governor) |
| Rev. B. Harrison | (Co-opted Governor) |
| Mr R Johnson | (Business Governor) |
| Mr P Nightingale | (Foundation Governor) |
| Miss P Rutherford | (Foundation Governor) |
| Mr P Smith | (Staff Governor) |
| Mr G Watts | (Staff Governor) |

Apologies for absence:

| | |
|----------------|----------------------------------|
| Mr G Flanagan | (Business Governor) |
| Prof S Hodgson | (Co-opted Governor) |
| Cllr J Keenan | (Local Authority representative) |
| Mr G Ritchie | (Business Governor) |

Absent:

| | |
|-------------------------|---------------------|
| Mr R Weston-Bartholomew | (Co-opted 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

2156 Declarations of Interest

No interests were declared.

2157 Student Council Members

The Principal reported that he had advised the student who would become a governor when the revised Articles & Instrument were received that there was a delay in the process and that he should not attend until that time.

Noted