



**Minutes of the Meeting of the Board held on
Tuesday 25th July 2006 at 5.00 p.m.
in the College.**

Present:

Dr G Hillier	(Chair) (Business Governor)
Mr R Darling	(Vice-Chair) (Business Governor)
Mr J Coulthard	(Community Governor)
Mr G Groom	(Principal Governor)
Mrs S Hall	(Foundation Governor)
Mr P Nightingale	(Foundation Governor)
Mr G Ritchie	(Business Governor)
Mr P Roe	(Business Governor)
Miss P Rutherford	(Foundation Governor)
Mr N Upton	(Business Governor)
Mr G Watts	(Staff Governor)
Cllr J White	(Local Authority Governor)

Apologies for absence

Mr G Flanagan	(Business Governor)
Prof B Hobbs	(Co-opted Governor)
Mr R Johnson	(Business Governor)
Mrs J Lewis	(Co-opted Governor)
Mr P Smith	(Staff Governor)
Cllr P Todd	(Local Authority Governor)
Mr D J Stevenson	(Professional Assistant to the Board)

Officers:

Miss D McFarlane	(Deputy Principal)
Mrs L Kettlewell	(PA to Executive)

Absent:

Mr D Healey	(Student Governor)
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The meeting was quorate throughout.

PART A – FOR PUBLICATION

2011 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.

2012 Minutes of the Board meeting held on 30th May 2006

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

2013 Matters arising from previous meetings

982 Meeting with TCP

The Principal is to arrange a visit.

Noted

2002(i) Health & Safety Incident

Further to his report to the previous meeting, the Principal reported that details of the incident were included in the H&S section of his Report to the Board. College insurers have visited the College and the member of staff involved has fully recovered although he needs to wear sunglasses during the summer to avoid eye strain. He has suffered no apparent physical damage.

A full investigation had been carried out by College, the equipment (boiler) isolated; a report was made to the HSE, and the insurance investigators have made a formal report to the Insurance company. There is no apparent reason why the incident occurred. A different ignition system is to be used in the future and full face visors are to be worn.

It was confirmed that full College procedures are in place to cover immediate investigations, that the procedure was followed and that this procedure will be brought to the next Board meeting.

Action : Principal to bring full College emergency/investigation procedures to the next Board meeting.

2002(ii) Specialised Diploma gateways

At the previous meeting the Principal had reported on the establishment of this process. This is the subject of further information in the Report of the Chief Executive/Principal, below (Minute 2015, ii).

2014 Board & Committee Decisions – Outstanding Actions

The Professional Assistant had circulated a report on those decisions on which actions were still outstanding, all of which are under control.

Noted

2015 Report of Chief Executive/Principal

(i) Health & Safety

The Principal reported one reportable, nine non-reportable incidents, and no 'near misses'. In respect of the reportable incident there are short-term but no long-term anticipated effects, and the matter is subject to investigation. The non-reportable incidents were of a minor nature.

Extensive discussion took place, including :

- the 14-19 curriculum means that there will be scope for more 'incidents' with youngsters. The Principal stated that he wanted the discipline of 14-19s dealt with on College premises, not at the schools and he is working with RACH to take this forward. As this is a significant cultural change within College, staff training is taking place.

- The Premises Manager and Site Services staff are to be encouraged to think about their own PPE, and about 'near misses' so that they are enthusiastic about looking after themselves and being self-regulatory and self aware. The Chair would be pleased to come in and talk to them personally.

The need for personal protective equipment for students has been emphasised, and further training for appropriate staff has been provided.

The Board was generally concerned about the lack of 'near miss' reporting, and the need to develop internally a culture which would be more proactive in health & safety issues

It was agreed that the Chair & Principal would bring a proposal to the next meeting.

Actions:

- i) **Principal to provide an update on the reportable incident.**
- ii) **Chair & Principal to report to next meeting on proposals for the development of a strengthened internal health & safety culture.**

ii) Briefings and Actions

The College and other providers, together with the local authority, have completed a submission for the Redcar & Cleveland 14-19 Consortium to become an approved Gateway for Provision, to deliver the first lines of the new Diplomas, including Engineering, Health & care, Media, Construction & IT. A Memorandum of Understanding has been agreed between the partners.

Noted

iii) Changes in Funding Methodology

The LSC has announced that there will be a new funding methodology with effect from 2007-08, using Student Learner Numbers (SLN), and operating independently of any census points. It is focused on the achievement of learners. A comparative indicator in relation to previous data was within 3% of a previous allocation.

Noted

iv) Financial Report

The report summarised the financial performance indicators which had been discussed by F & GP Committee. It is not anticipated that there will be any LSC clawback, since the current anticipated shortfall is at 1.55%, within the 3% tolerance of LSC. Details were also provided in respect of franchising, WBL/E2E, HE, full-cost and other headings.

In future, revised forecast from management accounts will be included together with original, to date and previous year.

The College has a £½ m Train to Gain (TTG) contract over the next 2 years. Last year Redcar & Cleveland was the only college to attain its ETP profile and request more.

The performance profile will be increasingly important.

Noted

v) **Marketing & Recruitment**

The report indicated little change since the last meeting, but there have been no reductions in learner numbers, and a small f.t.e. increase in part-time enrolments. Numbers should increase before September.

Details were provided on the enquiries and applications by curriculum area and by community school, with significant changes identified, and showing places offered following interview.

Applications from some schools are particularly disappointing, although no specific reason for this can be pin-pointed. It is hoped that students from these institutions may join under TTG.

Next year when visiting schools, the College will hold admissions sessions within the schools.

Noted

The Board felt that the new HE Prospectus was excellent and offered their congratulations to the Marketing Department.

vi) **Retention & Achievement**

By using DfES data as a benchmark, the College is now in a position in future to evaluate its position in respect of retention and achievement around the national mean and also around the relevant decile and quartile marks. Historical data indicated a significant improvement from 2004/05 to 2005/06, moving from the median to the upper decile in one year. Detailed information was provided.

Noted

Success rates this year are likely to be very much improved (assuming sustained levels of achievement) due to having launched successful retention strategies early in the year. The College is actively pursuing students being on the correct courses, and is more pro-active with regard to the opening and closing of courses, and their efficiency.

Success rates will be available when achievement data has been received and a report to the Board is expected in December.

2006/07 is critical for the development of the College Performance report which will be used for Inspection in 2008.

vii) **Staff Utilisation**

Savings on improved staff utilisation relate to some 2.9% of budget, including a reduction of the equivalent of 23 full-time staff. Next year's payroll has taken into account migration and harmonised pay

Noted

viii) **Progress against Development Plan**

The Development Plan was attached, showing progress to date. For 2006-07 the up-date will be drawn from the first year of the Strategic Plan. The position with regard to franchising was as set out in the report of May 2006.

Noted

ix) Review of 2005-06

The Principal reported in some detail on the considerable number of achievements made by the College in the past year, referring to the franchise arrangements, new build developments, staff re-structuring and a wide range of planning and curricular changes.

He also drew attention to the key focus areas for the next academic year, referring specifically to the New Build, to curriculum developments, to recruitment and retention and in particular to quality issues. He felt that 05/06 had been successfully used to put into place many new measures and systems, that there has been a change in culture and the College has moved on considerably and that the focus is now to be on quality management. Students' involvement will be much greater next year and stakeholders also will have a much greater involvement.

The Chair will address the next whole-College meeting, at 9 a.m. on 4th September.

Action: Chair to attend College meeting

The Report of the Chief Executive & Principal was discussed and noted, with any actions as shown against each item. The Board congratulated all staff who had contributed to a successful year. There has been a change in culture and the College has moved on considerably.

2016 Accommodation Strategy – up-date

This item is minuted separately in Part B.

2017 Strategic Plan 2006-09

This item is minuted separately in Part B.

2018 Report of Academic Board

A report had been circulated indicating the recent business of the Academic Board. The Academic Board had considered amongst other items improvements to teaching and learning observations, student retention, an analysis of leavers, work-based learning, and various quality issues.

Discussion was held concerning the revised Instrument and Articles of Government.

Following discussions, the Principal also proposed that the current Standards Sub-Committee of the Performance & Nominations Committee become a full Committee, reporting directly to the Board, to be known as the Quality & Standards Committee

The report was noted.

It was agreed that the proposal to establish a Quality & Standards Committee, replacing the existing Standards Sub-Committee, be supported, and that proposals regarding its terms of reference be submitted to the Audit Committee, whose responsibility it is to monitor such matters, with a view to making a recommendation to the Board.

Action: Professional Assistant and Audit Committee

2019 Communications Plan

The Principal had circulated a report detailing the planned communications strategy over the summer period, including advertising arrangements and the issue of the part-time prospectus. It was noted that because advertising in newspapers is so expensive, other methods tend to be used. This year's campaign is 'What If....'

With regard to the publicity for the New Build, the Principal and Marketing Manager have produced a marketing and PR strategy for the lead-up to the New Build opening; one key action is that the new part-time prospectus for 06/07 has a 3-page feature on the New Build (42,000 of these will be delivered door to door across the College catchment area over the Summer period).

Noted

2020 College Subsidiary Companies Gift Aid

The Deputy Principal, in accordance with accounting regulations (FRS21 (IAS10) reported on events after the balance sheet date, explaining that the two College-owned subsidiary companies had indicated that they may wish to covenant back to the College any surplus created each year, after the year end. The auditors had stated that this process should be approved formally by the Board and the subsidiary companies and that an annual minute is required for this purpose.

It was agreed that Redcar & Cleveland College would accept a gift aid from Cleveland College Ltd and Summary Sheet Ltd for the year end to 31st July and that the College would await this gift from the relevant companies

2021 Minutes of meeting of F & GP Committee: 11th July 2006

- a) It was noted that the management accounts show improvements to the predicted out turn with imbalances now redressed,
- b) **F06- 003 Sale of Land, Redcar Lane**
The Board had considered this matter earlier in the meeting and supported this Minute
- c) The Minutes of this meeting were otherwise adopted
- d) It was agreed that an extra F&GP meeting be held with a one-item agenda – 3 and 10 year forecasts, provisionally on 8 August at 5 pm., and that this Committee be given delegated power to approve the three year plan in accordance with the current budget approval.

2022 Minutes of P & N Committee, 6th June 2006

- a) **P06-013 - The Board approved the recommendation that the terms of office of Pat Rutherford (Foundation member), Richard Darling (Business member) and Ged Flanagan (Business member) be extended for a further period of four years from the date of their expiry of their current period of office.**
- b) **P06-014 – The Chair reminded members that the Committee wants everybody to undertake at least 3 of the self-managed AOC training modules each year. When a module has been completed then please inform the Clerk, for his records**
- c) **P06-015 - The Board was advised that the Sir William Turner Foundation had agreed a recommendation that its future membership be not fewer than two and not more than three**

members and the Clerk had replied to DfES with recommendations.

- d) The Minutes of this meeting were otherwise adopted.

2023 Minutes/report of Special Meeting of P & N Committee, 21st July 2006

a) Appointment of new member

The Chair reported that in accordance with the previous minutes on this matter, he, together with the Professional Assistant and two other members of the Committee, had reviewed the application of Mr. Stephen Childs, Director of Primary and Community Services, Langbaourgh PCT and met with him to discuss this application. It was recommended that he be appointed as a member of the Board.

It was agreed that Mr. Stephen Childs be appointed as a co-opted member of the Board for a period of four years with effect from 25th July 2006 to 24th July 2010.

Action: Professional Assistant

b) Governance self-assessment

The Committee had also received a report from the Professional Assistant, following a meeting of North-east Clerks, which had adopted for consideration by colleges in the region a model governance self-assessment pro-forma. The Committee considered that there was merit in using this model on a trial basis, with a view to seeking a standardised arrangement within the region.

It was agreed that the model self-assessment pro-forma be used in the next round of governance self-assessment at this College.

Action: Professional Assistant.

2024 Minutes of Audit Committee, 4th July 2006

- a) J Coulthard, Chair of Audit, noted that extra monitoring and controls have now been recognised by staff and internal auditors so all outstanding issues have been addressed.

- b) The report from the Learners' Eligibility and Existence (LEE) Audit which had been carried out noted that our system of controls had received the highest grading of 'satisfactory'

- c) A06-016 Audit Needs Assessment Update and Periodic Plans – Board approval is required to approve the cost of an extra day (c. 3.3% up on last year).

The Board approved this recommendation.

- d) A06-017 LSC Consultation on Amendment to Financial Memorandum, Pt 1.

The Board approved this minute

- e) The Principal is actively trying to persuade the LSC to accept electronic storage of documents and the College had investigated the use of a scanning and electronic archiving system which comes highly recommended

- e) The Minutes of this meeting were otherwise adopted.

2025 Minutes of Employment Committee

The Minutes of this Committee were adopted.

2026 Dates of Next Meetings

- i) The next ordinary meeting of the Board will take place at 5.00 p.m. on Tuesday 26th September 2006.

This will take place, as recommended by P & N Committee, at Connections Campus.

- ii) **There will be a Special meeting of the Board to consider the accommodation strategy at 5.00 p.m. on 5th September 2006 on the main College site.**

- iii) **It was agreed that an extra F&GP meeting be held with a one-item agenda – 3- and 10-year forecasts, provisionally on 8 August at 5 pm., and that this Committee**
 - a) **be given delegated power to approve the 3-year Plan in accordance with the current budget approval, and**
 - b) **make a recommendation to the Board on the 10-year Plan**

Note:

These Minutes follow the order of the agenda. The items were discussed in the order indicated below, to ensure quoracy for those issues which required decision. Although some members had to leave the meeting at different times, the meeting in fact remained quorate throughout.

Order of business:

<u>Order</u>	<u>Minute no.</u>			<u>Order</u>	<u>Minute no</u>
1	2011			9	2025
2	2012			10	2017
3	2016			11	2013
4	2021			12	2014
5	2020			13	2015
6	2024			14	2018
7	2022			15	2019
8	2023	16	2026		

