



**Minutes of the Meeting of the Board held on
Tuesday 26th September 2006 at 5.00 p.m.
at Connexions Campus, Redcar Lane.**

Present:

Dr G Hillier	(Chair) (Business Governor)
Mr R Darling	(Vice-Chair) (Business Governor)
Mr S Childs	(Co-opted 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 Nightingale	(Foundation Governor)
Mr G Ritchie	(Business Governor)
Mr P Roe	(Business Governor)
Miss P Rutherford	(Foundation Governor)
Cllr P Todd	(Local Authority Governor)
Mr N Upton	(Business Governor)
Mr G Watts	(Staff Governor)
Cllr J White	(Local Authority Governor)

Apologies for absence

Mrs S Hall	(Foundation Governor)
Mr R Johnson	(Business Governor)
Mr P Smith	(Staff Governor)

Officers:

Mr D J Stevenson	(Professional Assistant to the Board)
Miss D McFarlane	(Deputy Principal)
Ms. Patricia Oswald	(item 2033 only)

The meeting was quorate throughout.

2031 Welcome

Stephen Childs was welcomed to his first meeting and introduced to other members.

2032 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.

2033 Focus on Employer Engagement

Patricia Oswald presented information relating to the three main areas of employer engagement, namely full cost work, 'Train to gain'; and workplace activity; supporting documentation had been tabled. Local and international activity was identified and key stakeholders listed, opportunities for development and new developments described; the work undertaken with

employers was discussed. Promotional materials were circulated. There was an opportunity for discussion, and Patricia Oswald was thanked for her contribution

2034 Minutes of the Board meetings held on

- i) **25th July 2006**
- ii) **6th September 2006**

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

2035 Matters arising from previous meetings

982 Meeting with TCP

It was anticipated that a meeting with TCP would have taken place before the next meeting of the Board.

2015 i Health & safety Procedures

A flow chart was tabled which indicated the processes followed in the event of an incident, the actions to be taken and the corrective action to be followed.

The procedure was noted; governors were additionally invited to make any further comments to the Principal, who is responsible for managing the process.

2015 vii Staff Utilisation

The Principal advised that the significant savings made reflected previously unsatisfactory staff utilisation levels.

2022 b Governor Training

Governors were reminded of their undertaking to complete at least one module per term of the AoC Training modules adopted. These can be found on the website at www.fegovernance.org.

(‘Downloads’ ‘Training’ section)

It was agreed as follows:

- i) **that members be reminded of the website address, and that a link be put on the College governance web page;**
- ii) **that a hard copy of module 2 be sent out to members;**
- iii) **that an email copy of module 2 be sent to members.**

2036 Board & Committee Decisions – Outstanding Actions

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

Noted

2037 Report of Chief Executive/Principal

(i) Health & Safety

The Principal had circulated a report which indicated no reportable incidents or near misses. It was noted that the reporting period would be adjusted to match the academic year from August to July. The Chair had successfully met all staff at the beginning of term, and had taken the opportunity to emphasise the Board’s commitment to improving the health & safety culture of the college. The Health & Safety Committee had reviewed its remit and calendar of activity. Further consideration would be given to any issues relating to students under 16 years.

It was agreed that the Health & Safety Officer make a presentation to 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 two different quality initiatives in relation to (a) 'Pursuing Excellence', and (b) the LSC's consultation paper on 'Framework for Excellence'. The College would develop Key Performance Indicators in line with para 25 of the LSC document. The lack of consistency between these initiatives, the lack of consistency between the LSC document and the common inspection framework and the significantly increased demands on staff to manage these different processes were noted.

It was also noted that the College was participating with the LEA in a pilot area-wide survey of the 14-19 provision, but that this process appeared at this stage to be developing into an inspection, although its findings would not be published.

The proposed new funding methodology had been deferred for a further year.

It was agreed that the College participate in a joint Tees Valley Colleges' response to the LSC consultation on 'Framework for Excellence', but that a separate response from the College itself be made, to include the following issues:

- i) the Framework for Excellence should incorporate all colleges and providers within the sector, and not simply the FE colleges;**
- ii) any initiative needs to be integrated with other similar proposals and with the common inspection framework; and**
- iii) the grading system should be standard across all inspection systems.**

Action: Principal

iii) Financial Report

The Principal reported that at this stage of the year there were no accounts available, but he reported that the outturn for last year would, without any increase in expenditure, be within 1% of the LSC target. The potential increase in the 'Train to Gain' allocation for the current year was noted.

iv) Marketing & Recruitment

It was reported that the outturn for last year indicated that the College had achieved 104% of its full-time target, and 76% of its part-time target, in reaching 99% of its overall target.

The current recruitment figures, for which a revised report was tabled, showed at this early stage that the College had reached 105% and 94% of its 16-18 and 19+ full-time student targets respectively (102% in total), and 73% and 40% of its 16-18 and 19+ part-time targets (43% in total). This represented a strong start to the year.

v) Retention & Achievement

At this stage of the year there were no details to report.

- vi) **Staff Utilisation**
Information was provided which showed a preliminary and efficient utilisation of teaching staff, by department.
- vii) **Progress against Development Plan**
The revised format of the report of progress against the Development Plan was still in preparation. An exemplar was tabled.
Action: Principal to prepare report
- viii) **Franchising**
There is now only one franchise partner, TTE. Target and learner numbers are still under review. It was noted that the payment terms were unchanged.

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

2038 Accommodation Strategy – up-date

The Principal reported that the detailed application had been supported by the local LSC capital committee and that a recommendation would now be made to a meeting of the national committee on 5th October that the College's proposals for a new-build be supported, with an LSC funding intervention rate of 54%. This level of support anticipated that the College would continue to pursue issues of sustainability. In the event of the proposal being finally approved, a special meeting of the Board would be necessary to appoint a contractor and determine its financial arrangements.

It was agreed that a Special meeting be held at 5.00 p.m. on Thursday 30th November 2006 in the College.

2039 Performance Indicators – pay review

In determining revised staffing arrangements, the College had initiated a pay review system which required the setting of key performance targets. To implement the pay review a methodology for the Board to determine the level of achievement and the level of reward is required. The targets proposed by the Principal were discussed and supported, though it was recognised that there were further discussions necessary both to refine the achievement criteria and to determine pay trigger points, including consideration of either overall staffing expenditure or the difference between all income and expenditure. It was considered appropriate that within the achievement targets there should also be a health & safety target, to be recommended by the Principal. The key performance target will be reviewed after the first year of operation and the use of 'customer-based' quality measures to bring the targets in line with the 'Framework for Excellence' could be considered then. In future years specific groups of employees may have their own targets.

It was agreed to refer this matter to the next meeting of F & GP Committee, which would consider the issue and make a recommendation to the Board.

Actions:

- i) **Principal to prepare revised report**
- ii) **Professional Assistant to refer to F & GP Committee**

2040 Membership

i) Resignations

It was reported that the student member had resigned by virtue of his leaving college, and that a resignation had been received from Rod Johnson, for business reasons.

It was noted that arrangements were in hand to oversee the election of a student member.

It was agreed that if he was willing to do so, Rod Johnson be granted leave of absence from his duties until April 2007, to enable him to continue his term of office.

ii) Quality and Standards Committee membership

The terms of reference of this Committee would be referred to the Audit Committee. However, to enable the new committee to operate as quickly as possible,

the membership was determined as follows:

Brian Hobbs, Pat Rutherford, Gary Watts, Gary Groom, Phil Smith, and the student member.

iii) Member records

The Professional Assistant reminded members that he would be corresponding with them shortly for them to review their declared interests, and other information held.

Noted

2041 Staff Appeals Committee

The Staff Appeals Committee has delegated authority to determine an appeal. The Minutes of a meeting of the Staff Appeals Committee which had considered an appeal against summary dismissal of an employee had been circulated. The appeal had not been upheld.

The Minutes were noted

2042 Schedule of Meetings 2006-07

A draft revised schedule of meetings had been tabled and the Principal indicated possible changes to the pattern of meetings this year and for future years.

A revised schedule was approved for distribution to all members.

2042 Dates of Next Meetings

There will be a Special Meeting on THURSDAY 30th November 2006 at 5.00 p.m.

The next Ordinary meeting is on MONDAY 18th December 2006 at 5.00 p.m.

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