



**Minutes of the Meeting of the Board held on  
Tuesday 30th May 2006 at 5.00 p.m.  
in the College.**

**Present:**

Mr R Darling	(Chair of meeting) ( <i>Vice-Chair</i> ) (Business Governor)
Mr J Coulthard	(Community Governor)
Mr G Groom	(Principal Governor)
Prof B Hobbs	(Co-opted Governor)
Mr R Johnson	(Business Governor)
Mr P Nightingale	(Foundation Governor)
Mr G Ritchie	(Business Governor)
Miss P Rutherford	(Foundation Governor)
Cllr P Todd	(Local Authority Governor)
Cllr J White	(Local Authority Governor)

**Apologies for absence**

Mr G Flanagan	(Business Governor)
Dr G Hillier	( <i>Chair</i> ) (Business Governor)
Mrs S Hall	(Foundation Governor)
Mrs J Lewis	(Co-opted Governor)
Mr P Roe	(Business Governor)
Mr P Smith	(Staff Governor)
Mr N Upton	(Business Governor)
Mr G Watts	(Staff Governor)

**Officers:**

Mr D J Stevenson	(Professional Assistant to the Board)
Miss D McFarlane	(Deputy Principal)

**Absent:**

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

**1198 Declarations of Interest**

Members present were asked to declare in advance any matters on the agenda in which they had an interest.

**The Professional Assistant declared an interest in one item within the Remuneration Committee Minutes of 16<sup>th</sup> May 2006. No other interests were declared.**

**1199 Minutes of the Board meeting held on 16<sup>th</sup> May 2006**

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

**2000 Matters arising from previous meetings**

**982 Meeting with TCP**

There had been no progress on this matter

**1150 Annual Review of Policies**

Arrangements were in hand for a thorough review of policies to be brought to the July meeting of the Board.

**Action: Principal**

**1164 Board vacancy**

The Professional Assistant reported that the Chair had made an attempt to contact a representative of the Health Authority, Mr. Stephen Childs, and was awaiting a response.

**Action: Chair to contact potential member with a view to calling him to an interview through P & N Committee**

**1177(ix) Health & Safety – Work-based learning**

The Principal reported that the College representative was leading on a Tees Valley Colleges' initiative to bring into place satisfactory and consistent arrangements.

**Noted**

**1179 Performing Arts courses**

Arrangements had been made for the closure of this course. Staff were being supported in various ways, local schools had been informed, and current students had been introduced to the CoVE at Stockton Riverside College with opportunities for transfer.

**Noted**

**2001 Board & Committee Decisions – Outstanding Actions**

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

**Noted**

**2002 Report of Chief Executive/Principal**

**(i) Health & Safety**

The Principal had circulated a report which indicated one reportable incident and seven non-reportable incidents. Appropriate steps had been taken with regard to the reportable incident, and an independent investigation was in progress. The injured employee was in a satisfactory condition.

**Action: Principal to report further to next meeting**

**ii) Briefings and Actions**

The circulated report focussed on a detailed analysis of the collaborative developments which were taking place in respect of 'Specialised Diploma Gateways' and the Principal made reference to the bidding arrangements which had to be in place for the end of June 2006. Diploma studies in 11 subject areas would be available from 2008. The College was working closely with the Local Authority on the programme.

**Action: Principal to report further.**

iii) **Financial Report**

The Principal presented a summary of the financial position to 31<sup>st</sup> March 2006. The loss of ETP monies and Full Cost International income had previously been reported. The anticipated net deficit was of the order of £103k., which took into account the current LSC shortfall of £275k. It had been established that the College would need to increase income by £25k to bring the deficit within 3% of budget and thus avoid clawback from LSC, but a more recent further allocation of achievement funding had already brought the LSC position to within 1.9% of budget.

The meeting also considered at this point the issues arising from the Management accounts presented to F & GP Committee (Minute F06-015). Savings of £93k on payroll and £70k of non-pay expenditure were noted. Those areas underachieving had been recognised in the budget plan for 2006-07.

**Noted**

iv) **Marketing & Recruitment**

The number of full-time learners in total exceeds forecast by 9%, although the 19+ group is below target. There will be some increase in part-time numbers, including with franchisers.

Details were also provided in respect of 2006-07 performance on recruitment planning, with a considerable increase in the number of applications received. Information was presented by school, and by area of study.

v) **Retention & Achievement**

Current overall in-year retention for 05/06 is 86%, compared to 67% in the previous year, with a consequential improvement against the national benchmark. Within the year the College has moved from the lowest decile to the highest decile. The Principal indicated that he wished to bring a revised reporting format to the next meeting, so that members could determine which model they preferred.

**Action: Principal to prepare revised report.**

vi) **Staff Utilisation**

The budget showed savings of some £94k mainly as a result of not releasing the pay award (£70k), and partly due to improved utilisation arrangements.

vii) **Progress against Development Plan**

The report showing progress from April to May was noted. Future reports were to be made in relation to the College strategic plan progress rather than the one year Development plan. The draft Strategic plan was to be presented at the next meeting

**Action: Principal to prepare report**

viii) **Franchising**

There were no changes since the last report and targets were being achieved. Changes in the delivery pattern at TTE meant that some of the earned income would not appear until the 2006-07 budget..

**The report was noted.**

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

### **2003 Accommodation Strategy – up-date**

Richard Darling and the Principal up-dated members with regard to the developments which had taken place. The exchange of contracts for the sale of land at Redcar Lane was imminent, and would involve the Trust, and subsequent discussions with LSC over funding. Planning permission, subject to normal constraints, had now been received for the new build. The main design was finalised but the design brief for the interior was now being worked on. Environmental and energy considerations, including the possible use of a fuel cell, were under detailed discussion, with the possibility of grant aid. The Board would need to consider the recommendations more fully at its next meeting

**The report was noted and all those involved in enabling the process to reach this stage were thanked for their efforts.**

**Action: Principal to prepare report to next meeting.**

### **2004 Staffing Arrangements**

The Principal reported in detail on the negotiations which had taken place since the last meeting of the Board. As a result of adopting a mechanism for allowing annual increments to be paid to those teaching staff for whom there remained incremental progress, a collective agreement had been signed with NATFHE on the basis of the previously circulated model documents. It was recognised that exceptional agreements had been reached with seven employees. As a consequence, in view of the desirability of having a similar agreement for all employees, an approach had been made to Unison to ask them to reconsider their previously agreed position, and adopt a similar position to that accepted by NATFHE. The Principal reported that that had been achieved in respect of the main terms and conditions of employment, subject to the finalisation of some wording in respect of the Collective Agreement itself.

**The report was noted**

### **2005 Report of Academic Board**

A report had been circulated and the Principal commented upon the successful operation of the Academic Board. He proposed a change in membership to replace the former post of Assistant Principal (Quality & Customer Services) by the new post of Director of Quality & Standards (Sue Rae)

**The report was noted.**

**It was agreed to change the membership of the Board, as recommended.**

### **2006 Schedule of Meetings 2006-07**

A draft schedule of meetings had been tabled.

**Subject to further consideration of the proposal by the Principal, the schedule was approved for distribution to all members.**

### **2007 Minutes of meeting of F & GP Committee: 16<sup>th</sup> May 2006**

- a) **The Board had considered and noted the Financial Management report earlier in the meeting (Minute 2002 (iii) refers)**
- b) **The Board approved the draft budget for 2006-07, as recommended by this Committee**
- c) **The Minutes of this meeting were otherwise adopted.**

**2008 Further reports**

The Principal indicated that at the next meeting he would wish to bring a report reviewing the activities of the current year, and also consider further key strategic issues, taking into account feedback from staff on College values.

**It was agreed to receive these reports**

**Action: Principal to prepare reports**

*Staff members did not participate further in the meeting which remained quorate.*

**2009 Remuneration Committee meetings**

(i) **4<sup>th</sup> April 2006**

**These Minutes were adopted, having previously been approved following an oral presentation of them.**

*The Professional Assistant did not participate in the item of business dealing with his fee.*

(ii) **16<sup>th</sup> May 2006**

**These Minutes were adopted.**

**2010 Date of Next Meeting**

**In view of the need to consider in detail the proposals for the new build, it was agreed that a separate meeting for this purpose would be held at 3.00 p.m. on Tuesday 25<sup>th</sup> July, and that the formal Board meeting scheduled for that date will then be held at 5.00 p.m.**