



REDCAR &  
CLEVELAND  
COLLEGE

**Minutes of the Meeting of the Board held on  
Tuesday 14<sup>th</sup> December 2010 at 5.00 p.m.  
at the College**

**Present:**

Mr. John Coulthard	(Chair; Chair, P & N, & Rem)
Dr. Debbie Trebilco	(Vice-chair; Chair, F & GP)
Mrs. Angela Foster	
Mr. Gary Groom	(Principal)
Rev. Bruce Harrison	
Prof. Simon Hodgson	(Chair, Employment)
Mr. John Lowther	
Mr. Peter Nightingale	(Foundation Governor)
Miss Pat Rutherford	(Foundation Governor)
Mr. Phil Smith	(Staff Governor - Academic)
Ms Kath Taylor	
Mr Andrew Twineham	

**Officers:**

Miss Denise McFarlane	(Deputy Principal)
Mr. David Stevenson	(Clerk to the Corporation)
Mr. Harry Teasdale	(Head of Division) item 2521 only

**Apologies for absence:**

Cllr. Ray Goddard	
Dr. Graham Hillier	
Mr. Tony Hobbs	
Mr. Rod Johnson	(Chair, Audit)
Miss Alys Tregear	(Staff Governor - Support)

**Absent:**

Miss Jasmine Craggs	(Student Governor)
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The meeting was quorate throughout.

**PART A – FOR PUBLICATION**

**2518 Declarations of Interest**

John Lowther declared an interest in Minute 522 (ii). No other interests were declared.

**2519 Minutes of the Board meeting held on 23<sup>rd</sup> November 2010**

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

**2520 Matters arising from previous meetings**

**2514 Wilton Innovator Connection**

The Principal reported that although he had formally withdrawn the College's involvement in the project, there had been a continued attempt to ensure its survival. However, the other parties had now similarly recognised that the terms for continuing could not be met, and the University and Borough Council had also withdrawn. In that context, the major partner, TTE, was attempting to ensure the continuation of the Project, and would be seeking revised funding arrangements and new partnerships.

**Noted**

**2516 Governance Self-Assessment**

The completed pro-forma from the meeting on November 23<sup>rd</sup> 2010 had been circulated, with the amendments identified, together with those items which would form the basis of an action plan throughout the year. The Clerk had also summarised and circulated the individual self-assessment returns completed at the last meeting. The essence of this Report had been built into the relevant parts of the College self-assessment report which had been reviewed by the Quality & Standards Committee, and the recommended Grade 2 noted.

**Noted**

**2521 Focus on ..... The ECO House and the Regional Hub**

The Principal introduced Harry Teasdale, (Head of Division), who gave a presentation on this subject, and invited members to discuss the developments which were taking place within the College and the region. He referred to the development of the retro-fitted caretaker's house, fully sponsored by Weissman, which, it was anticipated, would be fully operational early in the new year. The relationship with the Sector Skills Council and other organisations in the region and nationally were described, which should lead to the development of full-cost work, with all accredited training to come through the north-east hub, in line with Government policy in respect of renewable energy sources. Members also raised other opportunities for development in this area.

**Harry Teasdale was thanked for his presentation, the work he was undertaking and the achievements made.**

**2522 Report of Chief Executive/Principal**

**(i) Health & Safety**

A summary report had been circulated, and detailed information provided in attached appendices. In the period covered by the report there had been a slight upward trend in incidents in the 16-18 age group with 2 students logging 2 separate incidents, one of which was a repeat. The Sports & Public Services division, the largest for student numbers this year, is being monitored.

There were no reportable incidents, and 11 non-reportable incidents, identified in the Appendix, with 2 near-miss reports, both acted upon promptly.

**The report was noted.**

**ii) Briefings and Actions**

*Not for publication, and recorded in Part B*

**iii) Financial Report**

A report was provided, similar to the information given to the recent F & GP meeting, reported in its attached Minutes, showing the summary financial position to the end of October 2010. A re-valuation of 16-18 courses would mean that those targets will be achieved.

There was a discussion on the removal of the EMA, with concern expressed for existing students as well as in respect of future enrolments.

**It was agreed that a discussion paper be brought to the next meeting on the issue of EMAs.**

**Action: Principal**

**iv) Marketing & Recruitment**

In respect of the 'learner responsive' enrolments, as at October 2010, the 16-19 recruitment was at 93% of target and 97% of the Student Learner Numbers (SLN); 19+ enrolments stood at, respectively, 61% and 67%, with the overall figures at 82% and 90%. Information was given in respect of actions being taken to increase these enrolments in January start programmes.

Application information for 2011 and by comparison with the previous two years was included, by school and by division. The fluctuations, from the previous year and by reference to subject areas, were noted.

**v) Retention & Achievement**

As included in the self-assessment report, the % retention rate by age-group and by level of study was provided at 6 December 2010, and as compared with the same information a year previously. It was noted that the retention data showed a reduction from the previous year, which was being monitored.

**vi) Staff Utilisation**

Staff utilisation is monitored regularly by SMT, and a summary was included in the report. The predicted outturn stands at £6.7M against a budget of £6.7M. Total salary costs expended stand at 23.3% of budgeted payroll after 3 out of 12 months of the financial year. More work is being undertaken to analyse the utilisation of staff within the hours allocated to contribute to the College's earning capacity in respect of Government-funded income, as well as in respect of full-cost delivery, through individual timetable assessments..

**vii) Outward Collaborative Provision (OCP)**

Details were given of individual providers, and the range of learners and courses and contract values involved with each provider. Detailed information was provided in respect of the quality assurance process.

A report of OCP monitoring was also given for each provider which identified the outcomes of the visits and proposed actions, together with the planned schedule of further visits.

*The detailed information in the Principal's report is not for publication*

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

**2533 Freedom of Information**

A check-list had been circulated which identified those items currently available under this legislation.

**The Register of Information was approved.**

**It was agreed that requests for information be included in the principal's report to each meeting.**

**Action: Principal**

**2534 Link Governor feedback**

Other than Bruce Harrison's continued and successful contacts, no other visits had taken place since the last meeting.

**2535 Minutes of P & N Committee – 2<sup>nd</sup> November 2010**

The Minutes of this Committee had been circulated and were presented by John Coulthard, Chair.

It was reported by the Clerk that the student election process had subsequently been completed and that Daniel Hall had been elected as a student governor. The postponed induction training would be re-arranged.

**It was agreed that Daniel Hall be appointed as a governor for a period of 4 years to 13<sup>th</sup> December 2014, or until such time as he ceases to be a student at the College.**

**These Minutes were otherwise adopted.**

**Action: Clerk**

**2536 Minutes of F & GP Committee – 9<sup>th</sup> November 2010**

The Minutes of this Committee had been circulated and were presented by Debbie Trebilco, Chair.

**These Minutes were adopted.**

**2537 Minutes of Q & S Committee, 30<sup>th</sup> November 2010**

The Minutes of this Committee had been circulated and were presented by Pat Rutherford, Chair. A copy of the SAR and a summary of the College Self-Assessment report had been circulated. The rigour of this process was drawn to the attention of members. Detailed discussions had taken place, and some changes made as a result. Thanks were expressed to the consultant who had assisted in the process.

**These Minutes and the associated reports were adopted.**

**2538 Minutes of F & GP Committee – 7<sup>th</sup> December 2010**

The Minutes of this Committee were tabled and presented by Debbie Trebilco, Chair.

**These Minutes were adopted.**

**2539 Minutes of Joint Meeting of Audit F & GP Committees – 7<sup>th</sup> December 2010**

The Minutes of this Committee were tabled and presented by Debbie Trebilco, in the absence of the appointed Chair of this meeting. A copy of the final accounts for 2009-10 had also been circulated, together with a copy of the Letters of Recommendation from the External Auditors.

**i) Financial Statement – Redcar & Cleveland College**

As a result of discussions at the Committee meeting a small number of adjustments had been made and a revised Financial Statement was tabled for consideration and approval..

**This Statement was approved for submission.**

**ii) Financial Statement – Cleveland College**

This item refers to a small subsidiary company established for the purposes of managing lettings and similar arrangements. There had been minimal activity during the year.

**This statement was approved for submission.**

**iii) Letters of Representation**

Letters of Representation had also been considered at the meeting and recommended to the Board.

**It was agreed that the Letters of Representation be signed.**

**iv) Annual Report of Audit Committee**

This report had been approved by members of the Audit Committee at the Joint meeting. Subsequently it had been circulated to the Board.

**The Report was received.**

**2540 Determination of Confidentiality of Business**

**It was agreed that the detail in the Principal's report with regard to Briefings and Actions, and Outward Collaborative arrangements should not be published.**

**2541 Date of Next Meeting**

**Gisborough Hall - residential**

**i) Monday 7<sup>th</sup> February at 5.00 p.m. – Board meeting**

**ii) Tuesday 8<sup>th</sup> February at 8.45 a.m. (to 4.00 p.m.) - Strategic Planning event**

**2542 Code of Conduct summary**

A summary of the Code of Conduct and the 'Nolan' principles had been circulated. It is a standing report on the agenda of each Board meeting to remind members of their duties and responsibilities.

*David Stevenson*

*Clerk to the Corporation*

*Redcar & Cleveland College*

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