



REDCAR &
CLEVELAND
COLLEGE

**Minutes of the Meeting of the Board held on
Tuesday 29th March 2011 at 5.00 p.m.
at the College**

Present:

Mr. John Coulthard	(Chair; Chair, P & N, & Rem)
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)
Mr Andrew Twineham	
Mr Colin Vaux	(Foundation Governor)

Officers:

Miss Denise McFarlane	(Deputy Principal)
Mr. David Stevenson	(Clerk to the Corporation)

Apologies for absence:

Dr. Debbie Trebilco	(Vice-chair) (Chair, F & GP)
Cllr. Ray Goddard	
Mr Daniel Hall	(Student Governor)
Dr. Graham Hillier	
Mr. Tony Hobbs	
Mr. Rod Johnson	(Chair, Audit)
Ms Kath Taylor	
Miss Alys Tregear	(Staff Governor - Support)

Absent

Mr. Luke Graham	(Student Governor)
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The meeting was quorate throughout.

PART A – FOR PUBLICATION

2556 Membership

i) Minutes of P & N Committee – Minute no. P10-030

The Clerk opened the meeting by tabling the minutes of the P & N meeting. As a result of the postponement of this Committee's scheduled meeting, it

was noted that the opportunity to review the membership of John Coulthard had passed by. Recommendation of his re-appointment was contained within this minute, which also recommended the re-appointment of three other governors whose terms of office would expire during the calendar year. All had agreed to be re-considered for a further period of office. In accepting the nomination, John Coulthard indicated that he was unlikely to serve a full four years. It was also noted that at the end of the summer term the offices of Chair & Vice-chair would come up for election.

Minute 2568, below, also refers.

It was agreed to appoint for a further term of four years, upon the expiry of their existing terms of office the following members: John Coulthard; Ray Goddard; Bruce Harrison; and Simon Hodgson.

Action: Clerk

ii) Resignation of member

The Clerk advised members that he had that day received the resignation of Rod Johnson, for personal reasons. The Board expressed its thanks to Rod for his support over an extended period of time. The Chair & the Principal had already corresponded with him. Consequent vacancies on the Audit Committee and the Employment Committee were noted.

John Coulthard resumed as Chair of the meeting

2557 Declarations of Interest

No interests were declared.

2558 Minutes of the Board meeting held on 7th February 2011

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

2559 Matters arising from previous meetings

i) Minute 2548 Leavers' Report

The Principal tabled a copy of this report, the details of which had already been seen by members of the Q & S Committee. The proposed actions were noted.

ii) Minute 2549 EMA and Discretionary Fund

The Principal advised members that there was now a proposal, without implementation guidance, to set up a bursary fund to be made available to deal with hardship, travel, free meals, etc. It appeared that there would be transitional arrangements from the EMA provision. It was considered desirable for there to be a Tees Valley scheme available. John Lowther was also able to provide further details.

A further report would be prepared

Action: Principal

2560 Focus on Student Services and Support – Lee Russell

Lee Russell gave a presentation on the services and support offered to students in the college over a wide range of issues. These included the information, application and interview process for new students; the centralised admissions service; careers advice and guidance, including HE support; financial advice; the mentoring service; student liaison and enrichment. He referred, too, to the Matrix Quality standard which had been

achieved in October 2010. The value of the service provided to all students, including those going on to higher education was recognised in the discussion. Lee was thanked for the presentation, and for the support which he and his team continued to provide.

2561 Report of Chief Executive/Principal

(i) Health & Safety

A summary report had been circulated, and detailed information provided in attached appendices. There were no reportable incidents, and 13 non-reportable incidents, identified in the Appendix. Although there had been an increase in non-reportable incidents in the Autumn Term, there appeared to be no rationale for this.

The report was noted.

ii) Briefings and Actions

In his briefings the Principal made reference to a wide range of issues considered since the last meeting. These included the Wolf Report, on which there was further discussion. This Report provided scope for the collaborative delivery of programmes in the 14-19 ages, especially in respect of vocational courses.

Reference was also made to a LSIS regional project bid; to the regional STEM conference; to WIC; and to other matters, including an update on the position with regard to Libyan students, and the associated funding issues.

iii) Financial Report

A report was provided, with explanatory notes attached, similar to the information given to the meetings of the F & GP Committee, reported in its attached Minutes, showing the summary financial position. This report was discussed in detail during consideration of the F & GP minutes.

iv) Marketing & Recruitment

Detailed information was provided in the report. It was noted that Year 11 numbers were falling in the feeder schools, and that as a consequence the number of applications was lower, but represented the same percentage of the age group as in the previous year.

v) Retention & Achievement

Information was provided in the detail of the report. Of concern, and therefore being addressed, were the retention levels for a two-year course from the first to the second year, at level 2.

vi) Staff Utilisation

There was over-expenditure on payroll, and it was clear that insufficient hours of teaching were being delivered by comparison with the numbers of staff employed. The reasons for this had been difficult to analyse, but external consultants had been engaged, and an analytical program was being used to identify the cause of this. As a consequence it was anticipated that less work would need to be passed to external organisations in the following year.

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.

It was noted, following the special meeting of GP Committee, that further additional contracts had been let.

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

viii) Freedom of Information requests

No requests had been received since the last report.

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

2562 Academic Board – Term 2

There had been one meeting of the Academic Board since the previous report. The Principal made reference to the issues which had been considered, which had included Observation of Teaching & Learning grades; retention, and other academic matters; the success of the STEM event was also noted.

The report was noted

2563 Student Representative Council (SRC)

In the absence of the student governors, the Principal reported on the structure and activities of the SRC. Whilst many of the issues discussed are not of strategic purport, bringing this report to the Board does enable members to keep in touch with student issues.

The report was noted

2564 Link Governor feedback

Other than Bruce Harrison's continued contact, Angela Foster indicated that she had had discussions with staff in the finance department, and John Coulthard with members of the IT department. Pat Rutherford was also a regular visitor to college. The Principal commented on the value to staff of the interest shown by governors.

Noted

2565 Minutes of F & GP Committee

The Minutes of this Committee are not for publication and they are considered in Part B of these Minutes

2566 Minutes of Quality & Standards Committee, 1st March 2011

The Minutes were presented by Pat Rutherford, as Chair of the Committee.

The Minutes were adopted

2567 Minutes of Audit Committee, 8th March 2011

The Minutes of this Committee were presented by Bruce Harrison, in the absence and resignation of the Chair, and the absence of the Chair of the meeting, who is an external member.

The Minutes were adopted

2568 Minutes of Performance & Nominations Committee – 24th March 2011

These Minutes were tabled. Minute 2556, above, approves the recommendations with regard to members. The current Register of Members was attached for information, and the attention of members was drawn to the attendance registers which had been reviewed by the Committee.

In the context of the resignation of Rod Johnson, it was noted that this not only created a vacancy on the Board, but also on the Audit, Employment and Remuneration Committees. There was already a vacancy on the Q & S Committee.

It was agreed to make the following appointments to Committees with immediate effect:

Audit Committee: Colin Vaux

Q & S Committee: Daniel Hall

Employment Committee: vacancy

Remuneration Committee: vacancy

The Minutes of this Committee were otherwise adopted

Action: Clerk

2569 Minutes of Staff Appeals Committee

It was agreed that the staff member and other staff present should withdraw from the meeting, and that this item should not be for publication

2570 Determination of Confidentiality of Business

It was agreed that the detail in the Principal's report in of the Outward Collaborative arrangements should not be published. The Minutes of F & GP Committees (2568) have previously been determined as confidential, and the Minutes of the Staff Appeals Committee (2569) are confidential and not for publication

2571 Date of Next Meeting

Tuesday 17th May 2011 at 5.00 p.m. at the College

2572 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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