



# **Corporate Governance Annual Report 2007 / 2008**

To be approved by the Governing Body - 30 March 2009

**The Further Education Corporation of Middlesbrough College**

To be presented to the Governing Body at its meeting on  
Monday 30 March 2009

**Corporate Governance Annual Report  
(2007 & 2008)**

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The Further Education Corporation of Middlesbrough College



**Corporate Governance Annual Report  
(2007 & 2008)**

All major documents are contained on the Governors' Website located via the main Middlesbrough College Website at [www.mbro.ac.uk](http://www.mbro.ac.uk) or direct on [www.mbro.ac.uk/governors](http://www.mbro.ac.uk/governors).

**1 Purpose of the Report**

The shape of this report has been developed over previous years and as such incorporates previous recommendations of the Governing Body but for 2007 / 2008 the report has been reduced in length.

**2 Composition and Membership**

The Governing Body has previously agreed a composition to meet the requirements of the Instrument of Government and this was re-approved was approved on the 17 December 2007 reflecting the need to be ready for its move to Middlehaven and the changes to less nominated categories and hence the name change to "College Governor".

**Changes in Membership during 2007 / 2008**

Member	Category	Date Effective
Resignation of Ms V Bennett	Student	19 September 2007
Resignation of Mr M C Taylor	Business Governor	12 November 2007
Appointment of Mr R Brady	College Governor	17 December 2007
Re-appointment of Mr P Newbold	College Governor	17 December 2007
Re-appointment of Mr R Smith	College Governor	17 December 2007
Re-appointment of Mr B H Whitfield	College Governor	17 December 2007
Appointment of Mr L Booth	Student	17 December 2007
Appointment of Ms A Desmond	Student	17 December 2007
Re-appointment of Mr J Bate	College Governor	30 June 2008
Re-appointment of Mr J Autherson	College Governor	30 June 2008
Resignation of Mr A White	External Member	31 July 2008

The Governing Body composition as of the 30 June 2008 is detailed in **Appendix 1**.

### 3 Governing Body & Committee Attendance

Detailed Governor attendance for each Governing Body and Committee meetings held during the 2007 / 2008 is listed in **Appendix 2**. The Governing Body has previously agreed an overall benchmark for attendance of 80% and in 2007 / 2008 this figure was 75%, as detailed below.

<b>2007 / 2008</b>	<b>75%</b>
2006 / 2007	75%
2005 / 2006	75%
2004 / 2005	73%
2003 / 2004	77%
2002 / 2003	81%

The target percentage for individual attendance, as agreed by the Governing Body, is 75% and a summary of the attendance data is detailed below with further explanations available.

Attendance figures do not include External Members.

- Governing Body did not achieve the 80% benchmark.
- Nine Governors did not reach the 75% benchmark. *(seven in 2006 / 2007).*
- Four Governors reached 100% in 2007 / 2008. *(no Governors achieved this in 2006 / 2007)*
- Two Committees did not reach the 75% attendance rate. *(Employment Policy & Standards)*
- All Governors complied with the 6-month rule.

#### Total number of formal meetings

Year	Number of Meetings held
2003 / 2004	30
2004 / 2005	35
2005 / 2006	27
2006 / 2007	28
2007 / 2008	26

#### Recommendations (Decision item)

It is **recommended** that

- the Attendance Policy, which was previously approved on the 28 January 2008, is re-approved following some small textual modifications, as detailed in **Appendix 3**.

#### 4 Committee Structure & Terms of Reference

The present Committee structure as at the 31 July 2008 comprises the following Governing Body Committees, with their meeting schedules highlighted – these are subject to change.

<b>Committee</b>	<b>Notes</b>
Accommodation	3 meetings per year.
Appeals Committee (Senior Postholders)	<i>Meets as and when required.</i>
Audit	3 meetings per year.
Employment Policy	2 meetings per year.
Finance, Assets and General Purposes	3 meetings per year.
Remuneration	2 meetings per year.
Search	2 / 3 meetings per year depending on the business in hand.
Selection (Senior Posts)	<i>Meets as and when required.</i>
Settlement	<i>Meets as and when required.</i>
Special	<i>Meets as and when required.</i>
Staff Disciplinary Appeals	<i>Meets as and when required.</i>
Standards	3 meetings per year.

The Governing Body has devised Terms of Reference, which are approved annually – the next annual review is 30 March 2009. Please refer to the Governors' Website for further information at [www.mbro.ac.uk/governors](http://www.mbro.ac.uk/governors).

## 5 Committee Membership

Committee Membership was approved by the Governing Body on the 30 June 2008, as detailed in **Appendix 4**. The Committee Structure is likely to change in 2008 / 2009 following the appointment or re-appointment of Governors and External Members.

Governor membership of the Joint Consultative and Negotiating Committee (JCNC) is reviewed annually with the last designation of Governor Membership being as follows.

• Mrs H Pearson OBE	• Mrs A V Haskins
• Mrs C M Whatley	• Mr B H Whitfield

### Recommendations (Decision items)

- Governor membership of the JCNC is to be determined.

## 6 Calendar of Meetings

Governors approved the Calendar of Governing Body and Committee meetings for the Academic Year 2008 / 2009 at its meeting on the 30 June 2008 and this has since been circulated to all Governors and posted on the Governors' Website for reference – **Appendix 5**.

## 7 Standing Orders

The Governing Body has devised a set of Standing Orders, which are approved annually – the next annual review is 30 March 2009. Please refer to the Governors' Website for further information at [www.mbro.ac.uk/governors](http://www.mbro.ac.uk/governors).

## 8 Register of Members' Interests & Eligibility Declaration

From time to time individual Governors formally report changes to their Declaration of Interests and these reported changes are incorporated into the Register. This is available from the Assistant Principal - Registry, Estates & Governor Services for inspection as a public document and is available for consultation at each meeting.

The Governing Body has previously agreed that it wishes to review declarations on an annual basis and the present information is held manually and electronically by the Assistant Principal - Registry, Estates & Governor Services in respect of each member's current interests

The “Register of Interests” process now encompasses External Members, the Senior Management Team and also College Budget Holders (*including second signatories*) but this document only reports the Governors’ Register of Interests.

The latest Register of Interests can be viewed by contacting the Assistant Principal - Registry, Estates & Governor Services.

Annually a list of gifts / hospitality received by the Senior Management Team and / or College Budget Holders (*including second signatories*) during the Academic Year 2007 / 2008 is collated –this can be viewed by contacting the Assistant Principal - Registry, Estates & Governor Services.

## **9 Governance Training Activity 2007 / 2008**

A list of training activity for the Academic Year 2007 / 2008 is attached in **Appendix 6** and is regularly up-dated by the Assistant Principal - Registry, Estates & Governor Services and is then reported to every Search Committee meeting for information.

## **10 Governance Training Plan 2008 / 2009**

The Governance Training Plan for 2008 / 2009 was approved at the Governing Body at its meeting on the 30 June 2008 following a recommendation from the Search Committee - this is contained in **Appendix 7** for information.

## **11 Governance Self Assessment 2007 / 2008**

The Governing Body completed the 2007 / 2008 Governance Self Assessment and results were discussed at the Governing Body Meeting on the 26 January 2009.

## **12 Governance Performance Indicators 2007 / 2008**

The Governing Body Performance Indicators for 2007 / 2008 are attached in **Appendix 8** for information.

### **13 Management Information**

During the Academic Year Governors receive regular management and associated information from the Assistant Principal - Registry, Estates & Governor Services, which during 2007 / 2008 has been in the format of:

- Senior Management Team Minutes (*weekly*).
- Articles of Relevance & Importance e.g. TES, FeNow.
- Government and Learning & Skills Council Publications.

#### **Recommendation (Decision item)**

It is **recommended** that

- Governors consider the above information they receive as being relevant and / or appropriate to their needs and agree that this information continues to be sent to them on a regular basis at least fortnightly.
- Governors approve the use of e-mail to circulate all information detailed above wherever possible.



**Appendix 1 - Composition by Category**



## Membership & Composition

### Governing Body

Name of Governor	Term of Office	Category of Membership	Max / Min Number In the Category
Mr J Autherson Mr J Bate Mr R Brady Mrs A V Haskins Dr M Mehta Mr M McClintock Mrs H Pearson OBE Mr P I Newbold Ms S Shepherd Mr R Smith Mrs C M Whatley Mrs C A Wheatley Mr B H Whitfield	29 June 2012 29 June 2012 16 December 2011 17 December 2010 3 July 2009 25 March 2011 17 December 2010 16 December 2011 29 June 2012 16 December 2011 20 March 2009 20 March 2009 16 December 2011	College Governors x 13	Max 16 members

<b>Name Of Governor</b>	<b>Term Of Office</b>	<b>Category Of Membership</b>	<b>Max / Min Number In The Category</b>
Mrs D Turner Mrs J Hill	10 October 2008 19 December 2008	Academic x 1 Business Support x 1	Min 1 member Max 3 members
Vacant x 2	1 June 2008 to 31 May 2009 inclusive	Student x 2	Min 2 members Max 3 members
Mr J Hogg		Principal x 1	
<b>Total</b>		<b>18 members (16 in post)</b>	<b>Min 12 members Max 20 members</b>

### Other Notes

- 1 Minimum 12 members on the Governing Body.
- 2 Maximum 20 members on the Governing Body.
- 3 Staff members must be nominated and elected (*Only academic staff can nominate and elect an academic member*).
- 4 Student membership is determined by the Student's Union Constitution.
- 5 Quorum of 8 Governors.

Correct as of 30 June 2008.



**Appendix 2 - Attendance Data 2007 / 2008**

**The Further Education Corporation Of Middlesbrough College**

**Notes on Attendance Data**

These are summary notes relating to the attendance data with attendance data being taken off the minutes that have been recorded during 2007 / 2008. Vacancies that have existed on the committee / Corporation meetings count towards calculating the percentages.

i.e. more vacancies there are, then the higher the percentage of non attendance will be recorded including figures needed to achieve quoracy.

<b>Details</b>	<b>Reason</b>
1	Attended the meeting.
0	Not attended the meeting but gave apologies in advance.
Not Elected	Not elected at the meeting.
Left	Left the Governing Body but counted in the statistics for 2007 / 2008.
Vacant	Vacancy on the Governing Body and / or Committee.

## Autumn 2007 Attendance

	Audit	Gov Body	FA&GP	Gov Body	Search	Acc	Employ	Standards
	18-Sep	18-Sep	24-Sep	8-Oct	10-Oct	17-Oct	15-Nov	29-Nov
Mr J Autherson	1	1		1				
Mr J Bate	0	0		1	0			0
Ms V Bennett (*)		0						
Mr L Booth								
Mr R Brady (***)								
Ms A Desmond								
Mrs A V Haskins		0	0	1			1	1
Mrs J Hill (King)		1		0		1		
Mr J Hogg		1	1	1	1	1	1	1
Mr M McClintock	1	1		1		1		1
Dr M Mehta		0	1	0			0	1
Mr P I Newbold		1	1	0		0		1
Mrs H Pearson OBE		1	1	1	1	1	1	1
Ms S Shepherd	1	1		1	1			0
Mr R Smith	1	1		1				
Mr M C Taylor (**)		0		1				
Mrs D Turner		0		0		1		1
Mrs C M Whatley	0	0		0		1	0	
Mrs C A Wheatley		1		1			1	
Mr B H Whitfield		1	1	1	1	1	0	1
Vacancies				1				
<b>Total</b>	<b>4</b>	<b>10</b>	<b>5</b>	<b>11</b>	<b>4</b>	<b>7</b>	<b>4</b>	<b>8</b>
<b>Possible Total</b>	<b>6</b>	<b>17</b>	<b>6</b>	<b>17</b>	<b>5</b>	<b>8</b>	<b>7</b>	<b>10</b>

## Autumn 2007 Attendance (Continued)

	Audit	FA&GP	Gov Body	Total	Possible	Percentage
	4-Dec	6-Dec	17-Dec			
Mr J Autherson	1		1	5	5	100%
Mr J Bate	1		0	2	7	29%
Ms V Bennett (*)			Left	0	1	0%
Mr L Booth			1	1	1	100%
Mr R Brady (***)			1	1	1	100%
Ms A Desmond			1	1	1	100%
Mrs A V Haskins		1	1	5	7	71%
Mrs J Hill (King)			1	3	4	75%
Mr J Hogg		1	1	9	9	100%
Mr M McClintock	1		1	7	7	100%
Dr M Mehta		1	0	3	7	43%
Mr P I Newbold		0	0	3	7	43%
Mrs H Pearson OBE		1	1	9	9	100%
Ms S Shepherd	1		1	6	7	86%
Mr R Smith	1		1	5	5	100%
Mr M C Taylor (**)			Left	1	2	50%
Mrs D Turner			1	3	5	60%
Mrs C M Whatley	0		1	2	7	29%
Mrs C A Wheatley			1	4	4	100%
Mr B H Whitfield		1	1	8	9	89%
Vacancies				1	1	
<b>Total</b>	<b>5</b>	<b>5</b>	<b>15</b>	<b>78</b>	<b>106</b>	<b>74%</b>
<b>Possible Total</b>	<b>6</b>	<b>6</b>	<b>18</b>		<b>106</b>	

## Spring 2008 Attendance

	Gov Body	Acc	Search	Audit	Standards	FA&GP	Gov Body	Total	Possible	Percentage
	28-Jan	25-Feb	27-Feb	4-Mar	12-Mar	18-Mar	31-Mar			
Mr J Autherson	1			1			1	3	3	100%
Mr J Bate	0		1	1	0		1	3	5	60%
Ms V Bennett	Left						Left	0	0	n/a
Mr L Booth	1						1	2	2	100%
Mr R Brady	0				0	1	1	2	4	50%
Ms A Desmond	0						0	0	2	0%
Mrs A V Haskins	1				0	0	1	2	4	50%
Mrs J Hill (King)	0	0					0	0	3	0%
Mr J Hogg	1	1	1		1	1	1	6	6	100%
Mr M McClintock	1	1		0	0		1	3	5	60%
Dr M Mehta	0				0	0	0	0	4	0%
Mr P I Newbold	1	1			1	1	1	5	5	100%
Mrs H Pearson OBE	1	1	1		1	1	1	6	6	100%
Ms S Shepherd	1		1	1	1		0	4	5	80%
Mr R Smith	1			1			1	3	3	100%
Mr M C Taylor	Left						Left	0	0	n/a
Mrs D Turner	1	1			1		1	4	4	100%
Mrs C M Whatley	1	1		0			1	3	4	75%
Mrs C A Wheatley	1						1	2	2	100%
Mr B H Whitfield	1	1	1		1	1	1	6	6	100%
Vacancies								0	0	n/a
<b>Total</b>	<b>13</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>6</b>	<b>5</b>	<b>14</b>	<b>54</b>	<b>73</b>	<b>74%</b>
<b>Possible Total</b>	<b>18</b>	<b>8</b>	<b>5</b>	<b>6</b>	<b>11</b>	<b>7</b>	<b>18</b>		<b>73</b>	

## Summer 2008 Attendance

	Gov Body	Search	Standards	Acc	Employ	Rem	FA&GP	Gov Body	Total	Possible	Percentage
	14-May	21-May	4-Jun	11-Jun	12-Jun	12-Jun	21-Jul	21-Jul			
Mr J Autherson	0							1	3	4	75%
Mr J Bate	0	0	0					0	2	6	33%
Ms V Bennett	Left							Left	0	0	n/a
Mr L Booth (**)	1							Left	1	1	100%
Mr R Brady	1		1				1	1	6	6	100%
Ms A Desmond (**)	1							Left	1	1	100%
Mrs A V Haskins	0		0		0	0	1	1	2	8	25%
Mrs J Hill (King)	1			0				0	2	4	50%
Mr J Hogg	1	1	1	1	1		1	1	9	9	100%
Mr M McClintock	1		1	0				0	4	6	67%
Dr M Mehta	1		1		1		1	1	7	7	100%
Mr P I Newbold	1		1	0			1	1	6	7	86%
Mrs H Pearson OBE	1	1	1	1	1	1	1	1	10	10	100%
Ms S Shepherd	1	1	1					1	6	6	100%
Mr R Smith	0							1	3	4	75%
Mr M C Taylor	Left							Left	0	0	n/a
Mrs D Turner	1		1	1				0	4	5	80%
Mrs C M Whatley	0			1	1	1		0	4	7	57%
Mrs C A Wheatley	1				1	1		1	5	5	100%
Mr B H Whitfield	1	1	1	1	1	1	1	1	10	10	100%
Vacancies								2	4	4	100%
<b>Total</b>	<b>13</b>	<b>4</b>	<b>9</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>7</b>	<b>11</b>	<b>85</b>	<b>110</b>	<b>77%</b>
<b>Possible Total</b>	<b>18</b>	<b>5</b>	<b>11</b>	<b>8</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>18</b>		<b>110</b>	

## Committee Attendance 2007 / 2008 (Excluding External Members)

Name Of Committee	Number of Governors Attended	Possible Number of Governors Attended	Percentage
<b>Accommodation</b>	19	24	<b>79%</b>
<b>Audit</b>	18	24	<b>75%</b>
<b>Employment</b>	10	14	<b>71%</b>
<b>Finance, Assets &amp; General Purposes</b>	28	33	<b>85%</b>
<b>Remuneration</b>	4	5	<b>80%</b>
<b>Search</b>	13	15	<b>87%</b>
<b>Standards</b>	23	32	<b>72%</b>
<b>Governing Body</b>	102	142	<b>72%</b>
<b>Total</b>	<b>217</b>	<b>289</b>	<b>75%</b>

## Overall Governor Attendance 2007 / 2008 (Excluding External Members)

	Number of Meetings Attended	Possible Number Of Meetings	Percentage
<b>Mr J Autherson</b>	11	12	92%
<b>Mr J Bate</b>	7	18	39%
<b>Ms V Bennett</b>	0	1	0%
<b>Mr L Booth</b>	4	4	100%
<b>Mr R Brady</b>	9	11	82%
<b>Ms A Desmond</b>	2	4	50%
<b>Mrs A V Haskins</b>	9	19	47%
<b>Mrs J Hill (King)</b>	5	11	45%
<b>Mr J Hogg</b>	24	24	100%
<b>Mr M McClintock</b>	14	18	78%
<b>Dr M Mehta</b>	10	18	56%
<b>Mr P I Newbold</b>	14	19	74%
<b>Mrs H Pearson OBE</b>	25	25	100%
<b>Ms S Shepherd</b>	16	18	89%
<b>Mr R Smith</b>	11	12	92%
<b>Mr M C Taylor</b>	1	2	50%
<b>Mrs D Turner</b>	11	14	79%
<b>Mrs C M Whatley</b>	9	18	50%
<b>Mrs C A Wheatley</b>	11	11	100%
<b>Mr B H Whitfield</b>	24	25	96%
<b>Vacancies</b>	n/a	5	n/a
<b>Total</b>	<b>217</b>	<b>289</b>	<b>75%</b>



## **Appendix 3 - Attendance Policy**

## The Further Education Corporation of Middlesbrough College



### Attendance Policy

1. Governors are required to attend meetings of the Governing Body on a regular basis and it is planned for the 2008 / 2009 Academic Year that there will be five ordinary and one Training Meeting of the full Governing Body, of which each Governor will be expected to attend on at least five occasions to reach the benchmark for the Governing Body meetings. This is based upon the Calendar of Meetings document approved by the Governing Body on the 30 June 2008.
2. Under special circumstances if members cannot meet the requirements of paragraph 1, other Special Meetings of the Full Governing Body and meetings of the main Governing Body Committees will count for attendance requirements in the meeting cycle.
3. Members because of such unforeseen or unavoidable circumstances may apply for leave of absence, in writing to the Assistant Principal - Registry, Estates & Governor Services for consideration by the Governing Body at the next available meeting, if they are unable to fulfill the attendance requirement.
4. Apologies for absence should be submitted to the Assistant Principal - Registry, Estates & Governor Services in advance of a meeting. This will then be submitted to the relevant Committee / Governing Body meeting by the Assistant Principal - Registry, Estates & Governor Services.

5. If a member is in breach of the Attendance Policy the Corporation will consider Instrument of Government (para. 10(2)(a) & (b) which states that

**If at any time the Corporation is satisfied that any member**

**is unfit or unable to discharge the functions of a member;**

**or**

**has been absent from meetings of the Corporation for a period longer than 6 consecutive months without the permission of the Corporation;**

**the Corporation may by notice in writing to that member remove the member from office and the office shall become vacant.**

6. The Assistant Principal - Registry, Estates & Governor Services will maintain a register of attendance for Governing Body Members for publication as part of the Assistant Principal - Registry, Estates & Governor Services' Annual Report for the previous Academic Year.

Such a register will include details of the total numbers of Governing Body and Committee meetings held during the period and the total number of meetings attended by each individual member of those Committees and a breakdown of overall Committee and Governing Body attendance.

Details of the percentages and average attendance of individual members and the whole Governing Body will be given and it is expected that the attendance rate as initially agreed by Governors in the Standing Orders (June 2001) will be at least.

- Corporation Attendance (overall) 80%
- Governor benchmark 75%
- Quorum (Committee and Governing Body) 40%

7. This Policy will be reviewed by the Governing Body as part of the Assistant Principal - Registry, Estates & Governor Services' Annual Report and any changes submitted thereon.

- 8 Members of the public can attend the meetings of the full Corporation as observers and should not attempt to take part in discussion. Members of the public are made aware of meeting arrangements via the Calendar of Meetings held with agenda papers in the Learning Resources Centres and via details from minutes available on the Governors' Website, located at [www.mbro.ac.uk/governors](http://www.mbro.ac.uk/governors).

The Policy on "Attendance at Meetings" and the document "Calendar of Meetings" are posted on the Governors' Website accessed via the main Middlesbrough College Website on [www.mbro.ac.uk/governors](http://www.mbro.ac.uk/governors).

At any committee meeting the attendance of non-members, other than designated officers, must be determined by that Committee prior to the consideration of the Committee's business.



## **Appendix 4 - Committee Membership**



## Governing Body Committee Structure and Membership

<b>Accommodation (7)</b>	<b>Employment Policy (7)</b>	<b>Remuneration (5)</b>	<b>Standards (13)</b>
<p>Mrs J King Mr J Hogg Mr M McClintock Mr P I Newbold Mrs H Pearson OBE Mrs C M Whatley Mr B H Whitfield</p>	<p>Mrs A V Haskins Mr J Hogg Dr M Mehta Mrs H Pearson OBE Mrs C M Whatley Mrs C A Wheatley Mr B H Whitfield</p>	<p>Mrs A V Haskins Mrs H Pearson OBE Mrs C M Whatley Mrs C A Wheatley Mr B H Whitfield</p>	<p>Mr J Bate Mr R Brady Mrs A V Haskins Mr J Hogg Mr R Johns Mr M McClintock Mrs V Mcfarquhar (<i>External Member</i>) Dr M Mehta Mr P I Newbold Mrs H Pearson OBE Ms S Shepherd Mr B H Whitfield</p>
<p><b>Audit (8)</b></p> <p>Mr J Autherson Mr J Bate Mr M McClintock Ms S Shepherd Mr R Smith Ms A Tonge (<i>External Member</i>) Mrs C M Whatley Mr D Whitaker (<i>External Member</i>)</p>	<p><b>Finance, Assets &amp; General Purposes (8)</b></p> <p>Mr M Bashir (<i>External Member</i>) Mr R Brady Mrs A V Haskins Mr J Hogg Dr M Mehta Mr P I Newbold Mrs H Pearson OBE Mr B H Whitfield</p>	<p><b>Search (6)</b></p> <p>Mr J Bate Mr F Hayes (<i>External Member</i>) Mr J Hogg Mrs H Pearson OBE Ms S Shepherd Mr B H Whitfield</p>	<p>Vacancy</p>

<p><b>Selection (Senior Posts) (6)</b></p> <p>Chairman of Governors Vice Chairman of Governors Principal / Chief Executive Chairmen of Committees</p> <p><i>(For this Committee, the Chairman of Governors is empowered to select a substitute when a Chairman of Committee cannot be available)</i></p> <p><b>Settlement (3)</b></p> <p>Chairman of Governors Vice Chairman of Governors Chairman of Remuneration Committee</p>	<p><b>Special (3)</b></p> <p>Mr J Autherson Mrs A V Haskins Ms S Shepherd Mrs C M Whatley Mrs A Wheatley</p> <p><i>(the membership is three from any five Governors and the Assistant Principal - Registry, Estates &amp; Governor Services s is charged with ensuring that there is sufficient availability from among the five members.)</i></p> <p><b>Staff Disciplinary Appeals (3)</b></p> <p>Chairman of Employment Policy Committee Chairman of Finance, Assets &amp; General Purposes Committee Dr M Mehta</p>	<p><b>Appeals Committee (Senior Postholders) (3)</b></p> <p>John Bate Morgan McClintock Mani Mehta Philip Newbold Robert Smith Vacancy</p> <p><i>(the membership is three from any six Governors and the Assistant Principal - Registry, Estates &amp; Governor Services is charged with ensuring that there is sufficient availability from among the six members.)</i></p>
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Correct as of 11 October 2008



**Appendix 5 - Calendar of Meetings 2008 / 2009**  
***(as approved 30 June 2008)***



**Governing Body and Committees  
Calendar of Meetings 2008 / 2009**

**Autumn Term 2008**

<b>Committee</b>	<b>Proposed Date</b>	<b>Time</b>
Audit Committee	Tuesday 16 September 2008	4.15 pm
Remuneration Committee	Thursday 18 September 2008	2.30 pm
Governing Body Training Day	Wednesday 24 September 2008	10.00 am
Governing Body	Monday 6 October 2008	6.00 pm
Search Committee	Wednesday 15 October 2008	4.00 pm
Employment Policy Committee	Thursday 20 November 2008	2.00 pm
Standards Committee	Thursday 27 November 2008	4.00 pm
Audit Committee	Tuesday 2 December 2008	4.15 pm
Finance, Assets & General Purposes Committee	Thursday 4 December 2008	2.00 pm
Governing Body	Monday 15 December 2008	6.00 pm



**Governing Body and Committees  
Calendar of Meetings 2008 / 2009**

**Spring Term 2009**

<b>Committee</b>	<b>Proposed Date</b>	<b>Time</b>
Governing Body	Monday 26 January 2009	6.00 pm
Audit Committee	Tuesday 3 March 2009	4.15 pm
Standards Committee	Wednesday 11 March 2009	4.00 pm
Finance, Assets & General Purposes Committee	Tuesday 17 March 2009	2.00 pm
Governing Body	Monday 30 March 2009	6.00 pm



**Governing Body and Committees  
Calendar of Meetings 2008 / 2009**

**Summer Term 2009**

<b>Committee</b>	<b>Proposed Date</b>	<b>Time</b>
Governing Body Training Day	Wednesday 13 May 2009	10.00 am
Search Committee	Wednesday 20 May 2009	4.00 pm
Audit Committee	Tuesday 2 June 2009	4.15 pm
Standards Committee	Wednesday 10 June 2009	4.00 pm
Employment Policy Committee	Thursday 11 June 2009	2.00 pm
Remuneration Committee	Thursday 11 June 2009	2.30 pm
Finance, Assets & General Purposes Committee	Thursday 9 July 2009	2.30 pm
Governing Body	Monday 13 July 2009	6.00 pm



## **Appendix 6 - Training Activity 2007 / 2008**



**Training Activity 2007 / 2008**  
*(as of 31 July 2008)*

**OO - Operating Objective**  
**SO - Strategic Objective**

This details the training activity of all Governors, undertaken by the Head of Registry & Governor Services (Assistant Principal - Registry, Estates & Governor Services as of the 1 January 2008) and any other associated activity taken place by the Governors on their own. Some training for the Head of Registry & Governor Services (Assistant Principal - Registry, Estates & Governor Services) may be contained with the Registry & Governor Services' Training Activity due to being specific to the needs of the department, as opposed to specific to Governance.

<b>Date Of Event</b>	<b>Description</b>	<b>Governors/Clerk Who Attended</b>	<b>Identified</b>
18 Sep 2007 (Meeting) SA 4 OO 17	Special Governing Body to discuss Governance Self Assessment.	Circulation list as per the confirmed minutes of the 18 September 2007.	Governing Body Recommendation 2 & 16 July 2007.
25 Sep 2007 (Course) SA 5 OO 15	Managers into leaders course ( <i>day 6</i> ). Course run across the Tees Valley for Management Spine staff within the College.	Mr Richard Atkinson (Head of Registry & Governor Services).	Workforce Development Initiative.

Date Of Event	Description	Governors/Clerk Who Attended	Identified
20 Nov 2007 (Course) SA 5 OO 15	Managers into leaders course ( <i>day 7</i> ). Course run across the Tees Valley for Management Spine staff within the College.	Mr Richard Atkinson (Head of Registry & Governor Services).	Workforce Development Initiative.
20/22 Nov 2007 (Conference) SA 5 OO 13/14	AoC National Conference 2007.	Mr John Hogg. Mrs Hazel Pearson OBE.	Training Plan 2007 / 2008.
3 Dec 2007 (Seminar) SA 1 OO 1	Tees Valley Governor Training Workshop ( <i>Role of Governance in Fe</i> ) run by the AoC / CEL and co-ordinated by FE Plus ( <i>Tees Valley Clerks</i> ).	Mr Robert Brady.	Tees Valley Governor Training.
3 Dec 2007 (Seminar) SA 16 OO 4	Learning & Skills Council's Single Equality Scheme.	Mrs Zandra Haskins.	Invited from SKILL / National Institute of Adult Continuing Education.

Date Of Event	Description	Governors/Clerk Who Attended	Identified
28 Feb 2008 (Seminar) SA 1 OO 1	Tees Valley Governor Training Workshop (FE Self Regulation, Framework for Excellence, OfSTED) run by the AoC / CEL and co-ordinated by FE Plus ( <i>Tees Valley Clerks</i> ).	Mr Philip Newbold	Tees Valley Governor Training.
1 Mar 2008 (Seminar) SA 16 OO 4	Skill National Meeting	Mrs Zandra Haskins.	Training Plan 2007 / 2008.
6/8 Mar 2008 (Conference) SA 5 OO 13/14	Annual Governance Conference 2008.	Mr Richard Atkinson (Assistant Principal - Registry, Estates & Governor Services).	Training Plan 2007 / 2008.
25 Mar 2008 (Course) SA 5 OO 15	Managers into leaders course ( <i>day 9</i> ). Course run across the Tees Valley for Management Spine staff within the College.	Mr Richard Atkinson (Assistant Principal - Registry, Estates & Governor Services).	Workforce Development Initiative.
26 Mar 2008 (Seminar) SA 1 OO 1	Tees Valley Governor Training Workshop ( <i>Role of Governance in Fe</i> ) run by the AoC / CEL and co-ordinated by FE Plus ( <i>Tees Valley Clerks</i> ).	Mrs Hazel Pearson OBE.	Tees Valley Governor Training.

Date Of Event	Description	Governors/Clerk Who Attended	Identified
14 May 2008 (Meeting) SA 5 OO 13/14	Governor Training Event – to discuss OfSTED, Self Assessment, Standards Committee.	Circulation list as per the confirmed minutes of the 14 May 2008.	Calendar of Meetings 2007 / 2008.
20 May 2008 (Course) SA 5 OO 15	Managers into leaders course ( <i>day 10</i> ). Course run across the Tees Valley for Management Spine staff within the College.	Mr Richard Atkinson (Assistant Principal - Registry, Estates & Governor Services).	Workforce Development Initiative.



**Appendix 7 – Governance Training Plan 2008 / 2009**



**The Further Education Corporation of Middlesbrough College**  
**Governance Training Plan 2008 / 2009**

**Faculty/Dept**            **Assistant Principal – Registry, Estates & Governor Services & Governing Body**

**No of Staff**            **1 Clerk & 18 Governors**

**Prepared By**            **Richard Atkinson**  
**Assistant Principal - Registry, Estates & Governor Services**

**This Breakdown of Funding Applied for Equals**

<b>Assistant Principal – Registry, Estates &amp; Governor Services</b>	<b>£ 1,000</b>	<i>(Mainstream Governing Body Training)</i>
<b>Governing Body</b>	<b>£ 2,500</b>	<i>(Mainstream Governing Body Training)</i>
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<b>Total Requested</b>	<b>£ 3,500</b>	
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### Governance Training Plan 2008 / 2009 (continued)

Identify which college performance indicator is being met i.e. strategic plan, operating statement ref.	Name of Staff	Training/Development Activity	Method by which need is identified	Method of Delivery (place and provider if known)	Resources	Estimated Cost
	Richard Atkinson (Assistant Principal – Registry, Estates & Governor Services)	Annual Governance Conference 2009 <i>(date to be advised)</i>	External Event	External Course CEL	2 Days	£600 (Total)
	Richard Atkinson (Assistant Principal – Registry, Estates & Governor Services)	Governance Workshops <i>(Topics be advised as and when available)</i> <i>(dates to be advised)</i>	Workshops	External Courses	3 days (3 x 1)	£400 (Total)

### Governance Training Plan 2008 / 2009 (continued)

Identify which college performance indicator is being met i.e. strategic plan, operating statement ref.	Name of Staff	Training/Development Activity	Method by which need is identified	Method of Delivery (place and provider if known)	Resources	Estimated Cost
	Chairman & Vice Chairman Of Governing Body (2)	AOC 2008 Annual AOC Conference (Chairman & Vice Chairman) <i>(date to be advised)</i>	External Event	External Course AOC	3 days	£750 (Total)
	Governing Body (2)	Annual Governance Conference 2009 <i>(date to be advised)</i>	External Event	External Course CEL	2 days	£600 (Total)
	Governing Body (1)	Good Governance Forums 2008 / 2009 <i>(dates to be advised)</i>	External Event	External Course CEL	2 days	£400 (Total)

### Governance Training Plan 2008 / 2009 (continued)

Identify which college performance indicator is being met i.e. strategic plan, operating statement ref.	Name of Staff	Training/Development Activity	Method by which need is identified	Method of Delivery (place and provider if known)	Resources	Estimated Cost
	Governing Body (Mrs A V Haskins)	<i>SKILL National Meetings &amp; Annual Conference (dates to be advised)</i>	External Event	External Meetings / Conference	2 days	£350 (Total)
	Governing Body (Staff Governor) (1)	<i>Staff Governor Conference 2008 / 2009 (date to be advised)</i>	External Event	External Course NATFHE	1 day	£100 (Total)
	Governing Body (Student Governor) (2)	<i>Student Governor Conference / Forum 2008 / 2009 (dates to be advised)</i>	External Event	External Course CEL	2 days	£300 (Total)

**Governance Training Plan 2008 / 2009 (continued)**

Identify which college performance indicator is being met i.e. strategic plan, operating statement ref.	Name of Staff	Training/Development Activity	Method by which need is identified	Method of Delivery (place and provider if known)	Resources	Estimated Cost
	Governing Body (18)	Tees Valley Governor Training Events 2008 / 2009	External Event	External Events Presentations Discussion Groups Workshops	3 / 4 evening sessions during the Academic Year	FOC (Total)

### Governance Training Plan 2008 / 2009 (continued)

Identify which college performance indicator is being met i.e. strategic plan, operating statement ref.	Name of Staff	Training/Development Activity	Method by which need is identified	Method of Delivery (place and provider if known)	Resources	Estimated Cost
	Governing Body (18)	Governor Training Sessions identified by Assistant Principal – Registry, Estates & Governor Services, Chairman & Principal / Chief Executive	In house training	In house training	1 day	FOC (Total)
	Governing Body (18)	Development of Individual Training Plans where appropriate and requested	In house training	In house training (Assistant Principal – Registry, Estates & Governor Services to assist in the development of the Training Plans)	Various (if required)	FOC (Total)



**Appendix 8 - Governance Performance Indicators 2007 / 2008**



## Governance Performance Indicators 2007 / 2008

Performance Indicator	Target/Measure	Target Met	Comment
<p><b>Membership</b></p> <ul style="list-style-type: none"> <li>• Achievement of composition.</li> <li>• Annual comparison of skills/experience against template.</li> </ul>	<p>100% filled against vacancies being filled within one termly cycle.</p> <p>To be undertaken every year.</p>	<p></p>	<p>There were no vacancies during the 2007 / 2008 Academic Year.</p> <p>The Template of Skills &amp; Experience was up-dated by the Assistant Principal - Registry, Estates &amp; Governor Services in 2007 / 2008. This was presented to the Search Committee on the 27 February 2008.</p>





## Governance Performance Indicators 2007 / 2008

Performance Indicator	Target/Measure	Target Met	Comment
<b>Training/Development</b>			
<ul style="list-style-type: none"> <li>• Annual Training Needs Analysis.</li> </ul>	To be undertaken each year.	Yes	<p>The 2008 / 2009 Training Plan was discussed and recommended for approval at the Search Committee on the 21 May 2008 and the Governing Body approved this on the 30 June 2008 for implementation in 2008 / 2009.</p> <p>Analysis takes place at each Search Committee meeting with regular additions to the Training Activity being undertaken by the Assistant Principal - Registry, Estates &amp; Governor Services in liaison with the Chairman of Governors and / or the Tees Valley Clerks.</p>

Performance Indicator	Target/Measure	Target Met	Comment
<ul style="list-style-type: none"> <li>Annual Training Plan</li> </ul>	Was the plan achieved?	Yes	The 2007 / 2008 Governance Training Plan was achieved with a full and detailed report being submitted to the Workforce Development Manager prior to the 31 July 2008. The Training Activity Summary report for 2007 / 2008 is attached in Appendix 6 of the Assistant Principal - Registry, Estates & Governor Services' Annual Report.
<b>Mission/Strategic Direction</b> <ul style="list-style-type: none"> <li>Annual review of mission and strategic objectives.</li> </ul>	To be undertaken each year.	Yes	The Governing Body re-approved its Mission Statement & Strategic Aims on the 30 June 2008.



## Governance Performance Indicators 2007 / 2008

Performance Indicator	Target/Measure	Target Met	Comment
<p><b>Target Setting/Monitoring (contd)</b></p> <ul style="list-style-type: none"> <li>• Financial performance (<i>achievement of budget and maintenance of category C status college</i>).</li>   <li>• Academic performance (<i>as via the Standards Committee and full Governing Body</i>).</li> </ul>	<p>Did the financial outturn meet budget and was category C status maintained?</p> <p>Was the report presented to the Governing Body?</p>	<p>Yes</p> <p>Yes</p>	<p>At its meeting on the 15 December 2008, the Governing Body received the Financial Statements, which indicated a category B status and an operating surplus of £252,000 for 2007 / 2008.</p> <p>Student Achievement for 2007 / 2008 was presented to the Governing Body on the 6 October and the 15 December 2008 respectively.</p>

Performance Indicator	Target/Measure	Target Met	Comment
<p><b>Contact with Stakeholders</b></p> <ul style="list-style-type: none"> <li>• Annual Public Meeting</li>   <li>• Termly meetings of the Advisory Committee?</li> </ul>	<p>Did the meeting take place?</p> <p>Did the meetings take place?</p>	<p>Yes</p> <p>Yes</p>	<p>The 2007 / 2008 Annual General Meeting took place on Monday 26 January 2009 at 6.00 pm to formally approve the 2007 / 2008 Financial Statements and the Annual Report, which are now posted on the Governors' Website at <a href="http://www.mbro.ac.uk/governors">www.mbro.ac.uk/governors</a>.</p> <p>The Directorate Advisory Committees met where planned and full details of the minutes are available from the appropriate Directorate of Programme. During 2007 / 2008 there were two College Committees (<i>excluding Directorate Advisory Committees</i>), which had Governor representation:</p> <ul style="list-style-type: none"> <li>• <b>Health &amp; Safety</b> (Mr P I Newbold)</li> <li>• <b>Equality &amp; Diversity</b> (Mrs A V Haskins) (Mr P I Newbold)</li> </ul>