



Corporate Governance Annual Report 2008 / 2009

To be approved by the Governing Body - 29 March 2010

The Further Education Corporation of Middlesbrough College

To be presented to the Governing Body at its meeting on
Monday 29 March 2010

Corporate Governance Annual Report (2008 & 2009)

Contents	Page No
Purpose of Report	3
Composition & Membership	3
Governing Body & Committee Attendance	4
Committee Structure & Terms Of Reference	6
Committee Membership	7
Calendar of Meetings	7
Standing Orders	7
Register of Interests & Eligibility Declaration & Gifts/Hospitality	7
Governance Training Activity 2008 / 2009	8
Governance Training Plan 2009 / 2010	8
Governance Self Assessment 2008 / 2009	8
Governance Performance Indicators 2008 / 2009	8
Management Information	9

Appendices	
Appendix 1 – Composition by Category	11
Appendix 2 – Attendance Data 2008 / 2009	15
Appendix 3 – Attendance Policy	27
Appendix 4 – Committee Membership	31
Appendix 5 – Calendar of Meetings 2009 / 2010	35
Appendix 6 – Governance Training Activity 2008 / 2009	41
Appendix 7 – Governance Training Plan 2009 / 2010	47
Appendix 8 – Governance Performance Indicators 2008 / 2009	55

The Further Education Corporation of Middlesbrough College



Corporate Governance Annual Report (2008 & 2009)

All major documents are contained on the Governors' Website located via the main Middlesbrough College Website at www.mbro.ac.uk.

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 2008 / 2009 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 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 2008 / 2009

Member	Category	Date Effective
Mr Mohammed Bashir	External Members	Resigned 8 January 2009
Mrs Sheila Bates	College Governor	Appointed 30 March 2009
Mr Ben Fallis	Student Governor	Appointed 15 December 2008 Resigned 31 May 2009
Mr A Hanif	College Governor	Appointed 30 March 2009
Mr Francis Hayes	External Member	Appointed 13 May 2009
Mr Ray Johns	Staff Governor	Appointed 11 October 2008
Mrs Julie King	Staff Governor	Resigned 19 December 2008

Member	Category	Date Effective
Dr Mani Mehta	College Governor	Re-appointed 30 March 2009
Mr Phil Newbold	College Governor	Resigned 31 December 2008
Mr Gary Rogers	Staff Governor	Appointed 20 December 2008
Mr Robert Smith	College Governor	Resigned 10 December 2008
Mr Kyle Simms	Student Governor	Appointed 15 December 2008 Resigned 31 May 2009
Mrs Alyson Tonge	External Member	Resigned 31 July 2009
Mrs Diane Turner	Staff Governor	Resigned 10 October 2008
Mrs Maureen Whatley	College Governor	Resigned 30 March 2009
Mrs Ann Wheatley	College Governor	Re-appointed 15 December 2008
Mr David Whitaker	College Governor	Appointed 30 March 2009

The Governing Body composition as of the 1 August 2009 is detailed in **Appendix 1**.

3 Governing Body & Committee Attendance

Detailed Governor attendance for each Governing Body and Committee meetings held during the 2008 / 2009 is listed in **Appendix 2**. The Governing Body has previously agreed an overall benchmark for attendance of 80% and in 2008 / 2009 this figure was 72%, as detailed below.

2008 / 2009	72%
2007 / 2008	75%
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.
- Eight Governors did not reach the 75% benchmark. *(nine in 2007 / 2008).*
- Six Governors reached 100% in 2008 / 2009. *(four Governors achieved this in 2007 / 2008)*
- Two Committees did not reach the 75% attendance rate. *(Audit & 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
2008 / 2009	25

Recommendations (Decision item)

It is **recommended** that

- the Attendance Policy, which was previously approved on the 30 March 2009, 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 2009 comprises the following Governing Body Committees, with their meeting schedules highlighted – these are subject to change.

Committee	Notes
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 29 March 2010. Please refer to the Governors' Website for further information at www.mbro.ac.uk.

5 Committee Membership

Committee Membership was last approved by the Governing Body on the 5 October 2009, as detailed in **Appendix 4**. The Committee Structure is likely to change in 2009 / 2010 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
• 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 2009 / 2010 at its meeting on the 13 July 2009 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 29 March 2010. Please refer to the Governors' Website for further information at www.mbro.ac.uk.

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 2008 / 2009 is collated –this can be viewed by contacting the Assistant Principal - Registry, Estates & Governor Services.

9 Governance Training Activity 2008 / 2009

A list of training activity for the Academic Year 2008 / 2009 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 2009 / 2010

The Governance Training Plan for 2009 / 2010 was approved at the Governing Body at its meeting on the 13 July 2009 following a recommendation from the Search Committee - this is contained in **Appendix 7** for information.

11 Governance Self Assessment 2008 / 2009

The Governing Body did not complete the 2008 / 2009 Governance Self Assessment as the document was being overhauled – this process is now underway in 2010 following a change to the process and questionnaire. Results will be discussed at the Governing Body Training Day on the 12 May 2010.

12 Governance Performance Indicators 2008 / 2009

The Governing Body Performance Indicators for 2008 / 2009 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 2008 / 2009 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.
- AoC Briefings.

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 continue to approve the use of e-mail to circulate all information detailed above.



Appendix 1 - Composition by Category



Governing Body Committee Structure and Membership

<p>Accommodation (6)</p> <p>Mr A Hanif Mr J Hogg Mr M McClintock Mrs H Pearson OBE Mr G Rogers Mr B H Whitfield</p> <p>Audit (7)</p> <p>Mr J Autherson Mr J Bate Mrs S Bates Mr F Hayes (<i>External Member</i>) Mr M McClintock Ms S Shepherd Mr D Whitaker</p>	<p>Employment Policy (7)</p> <p>Mrs S Bates Mrs A V Haskins Mr J Hogg Dr M Mehta Mrs H Pearson OBE Mrs C A Wheatley Mr B H Whitfield</p> <p>Finance, Assets & General Purposes (9)</p> <p>Mr R Brady Mr A Hanif Mrs A V Haskins Mr J Hogg Mrs A McLaren (<i>External Member</i>) Dr M Mehta Mrs H Pearson OBE Mr G Rogers Mr B H Whitfield</p>	<p>Remuneration (5)</p> <p>Mrs S Bates Mrs A V Haskins Mrs H Pearson OBE Mrs C A Wheatley Mr B H Whitfield</p> <p>Search (6)</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>Standards (12)</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 Mrs H Pearson OBE Ms S Shepherd Mr D Whitaker Mr B H Whitfield</p>
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<p>Selection (Senior Posts) (6)</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><i>(The Principal / Chief Executive is excluded from any recruitment for the post of Principal / Chief Executive and hence the membership profile will reduce to 5)</i></p> <p>Settlement (3)</p> <p>Chairman of Governors Vice Chairman of Governors Chairman of Remuneration Committee</p>	<p>Special (3)</p> <p>Mr J Autherson Mrs A V Haskins Ms S Shepherd Mrs A Wheatley</p> <p><i>(Membership is three from any four Governors and the Assistant Principal - Registry, Estates & Governor Services is charged with ensuring that there is sufficient availability from among the five members.)</i></p> <p>Staff Disciplinary Appeals (3)</p> <p>Chairman of Employment Policy Committee Chairman of Finance, Assets & General Purposes Committee Dr M Mehta</p>	<p>Appeals Committee (Senior Postholders) (3)</p> <p>John Bate Morgan McClintock Mani Mehta</p>
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Correct as of 1 August 2009.



Appendix 2 - Attendance Data 2008 / 2009

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 2008 / 2009. 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.

Details	Reason
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 2008 Attendance

	Aud	Rem	GB	Search	STDS	Audit	FA&GP	EPC	GB	Total	Possible	Percentage
	16-Sep	18-Sep	6-Oct	15-Oct	27-Nov	9-Dec	12-Dec	15-Dec	15-Dec			
Mr J Autherson	1		1			1			1	4	4	100%
Mr J Bate	1		0	0	0	0			1	2	6	33%
Mr R Brady			1		1		1		1	4	4	100%
Mr B Fallis									0	0	1	0%
Mrs A V Haskins		0	1		1		1	1	1	5	6	83%
Mr J Hogg			1	1	1			1	1	5	5	100%
Mr R Johns					1				1	2	2	100%
Mrs J King			1						0	1	2	50%
Mr M McClintock	0		0		0	0			0	0	5	0%
Dr M Mehta			1		0		0	1	1	3	5	60%
Mr P I Newbold			1		0		1		1	3	4	75%
Mrs H Pearson OBE		1	1	1	1		1	1	1	7	7	100%
Ms S Shepherd	1		1	1	0	1			1	5	6	83%
Mr K Simms									1	1	1	100%
Mr R Smith	0		0			1			Left	1	3	33%
Mrs D Turner			1						Left	1	1	100%
Mrs C M Whatley	1	1	1			0		0	0	3	6	50%
Mrs C A Wheatley		1	1					1	1	4	4	100%
Mr B H Whitfield		1	0	1	1		1	1	1	6	7	86%

Autumn 2008 Attendance (Continued)

	Aud	Rem	GB	Search	STDS	Audit	FA&GP	EPC	GB	Total	Possible	Percentage
	16-Sep	18-Sep	6-Oct	15-Oct	27-Nov	9-Dec	12-Dec	15-Dec	15-Dec			
External Present	1			1	1	1				4	4	100%
External Absent	1					1	1			3	3	100%
External Vacancies					1					1	1	100%
Vacancies			2						1	3	3	100%
Total	4	4	12	4	6	3	5	6	13	57	82	70%
Possible Total	6	5	18	5	10	6	7	7	18		82	

Spring 2009 Attendance

	GB	Search	Audit	STDS	FA&GP	Search	GB	Total	Possible	Percentage
	26-Jan	11-Feb	3-Mar	11-Mar	17-Mar	30-Mar	30-Mar			
Mr J Autherson	1		1			0	1	3	4	75%
Mr J Bate	1	1	0	0			0	2	5	40%
Mr R Brady	1			1	0		1	3	4	75%
Mr B Fallis	0						0	0	2	0%
Mrs A V Haskins	1			1	1		1	4	4	100%
Mr J Hogg	1	1		1	1	1	1	6	6	100%
Mr R Johns	1			1			1	3	3	100%
Mrs J King	left	left	left	left	left	left	left	0	n/a	n/a
Mr M McClintock	1		0	0			0	1	4	25%
Dr M Mehta	0			1	1		1	3	4	75%
Mr P I Newbold	left	left	left	left	left	left	left	0	n/a	n/a
Mrs H Pearson OBE	1	1		1	1	1	1	6	6	100%
Mr G Rogers	1				1		1	3	3	100%
Ms S Shepherd	1	1	1	0		1	1	5	6	83%
Mr K Simms	0						0	0	2	0%
Mr R Smith	left	left	left	left	left	left	left	0	n/a	n/a
Mrs D Turner	left	left	left	left	left	left	left	0	n/a	n/a
Mrs C M Whatley	1		1				left	2	2	100%
Mrs C A Wheatley	0						1	1	2	50%
Mr B H Whitfield	0	1		1	1	1	1	5	6	83%

Spring 2009 Attendance (Continued)

	GB	Search	Audit	STDS	FA&GP	Search	GB	Total	Possible	Percentage
	26-Jan	11-Feb	3-Mar	11-Mar	17-Mar	30-Mar	30-Mar			
External Present		1	2	1				4	4	100%
External Absent						1		1	1	100%
External Vacancies				1	1			2	2	100%
Vacancies	2						3	5	5	100%
Total	11	5	3	7	6	4	11	47	68	69%
Possible Total	18	5	5	10	7	5	18		68	

Summer 2009 Attendance

	GB	Search	Audit	EPC	Rem	STD	FA&GP	Rem	GB	Total	Possible	Percentage
	13-May	20-May	2-Jun	18-Jun	18-Jun	24-Jun	9-Jul	13-Jul	13-Jul			
Mr J Autherson	1		1						1	3	3	100%
Mr J Bate	0	0	0			0			1	1	5	20%
Mrs S Bates	1		1	1	1			1	1	6	6	100%
Mr R Brady	1					1	1		1	4	4	100%
Mr B Fallis	0								left	0	1	0%
Mr A Hanif	1						1		1	3	3	100%
Mrs A V Haskins	0			0	0	0	0	1	1	2	7	29%
Mr J Hogg	1	1				1	1		1	5	5	100%
Mr R Johns	1					1			1	3	3	100%
Mrs J King	left	left	left	left	left	left	left	left	left	0	n/a	n/a
Mr M McClintock	1		1			1			1	4	4	100%
Dr M Mehta	1			0		0	0		0	1	5	20%
Mr P I Newbold	left	left	left	left	left	left	left	left	left	0	n/a	n/a
Mrs H Pearson OBE	1	1		1	1	1	1	1	1	8	8	100%
Mr G Rogers	1						1		1	3	3	100%
Ms S Shepherd	1	1	1			1			1	5	5	100%
Mr K Simms	0								left	0	1	0%
Mr R Smith	left	left	left	left	left	left	left	left	left	0	n/a	n/a
Mrs D Turner	left	left	left	left	left	left	left	left	left	0	n/a	n/a
Mrs C M Whatley	left	left	left	left	left	left	left	left	left	0	n/a	n/a
Mrs C A Wheatley	1			1	1			1	1	5	5	100%
Mr D Whitaker	1		0			1			1	3	4	75%
Mr B H Whitfield	1	1		1	1	1	1	1	1	8	8	100%

Summer 2009 Attendance (Continued)

	GB	Search	Audit	EPC	Rem	STD	FA&GP	Rem	GB	Total	Possible	Percentage
	13-May	20-May	2-Jun	18-Jun	18-Jun	24-Jun	9-Jul	13-Jul	13-Jul			
External Present		1				1	1			3	3	100%
External Absent			2							2	2	100%
External Vacancies										0	0	n/a
Vacancies									2	2	2	100%
Total	14	4	4	4	4	8	6	5	15	64	82	78%
Possible Total	18	5	6	6	5	11	8	5	18		82	

Committee Attendance 2008 / 2009 (Excluding External Members)

Name Of Committee	Number of Governors	Possible Number of Governors	Percentage
	Attended	Attended	
Audit	14	23	61%
Employment	10	13	77%
Finance, Assets & General Purposes	17	22	77%
Remuneration	13	15	87%
Search	17	20	85%
Standards	21	31	68%
Governing Body	76	108	70%
Total	168	232	72%

Overall Governor Attendance 2008 / 2009 (Excluding External Members)

	Number of Meetings Attended	Possible Number Of Meetings	Percentage
Mr J Autherson	10	11	91%
Mr J Bate	5	16	31%
Mrs S Bates	6	6	100%
Mr R Brady	11	12	92%
Mr B Fallis	0	4	0%
Mr A Hanif	3	3	100%
Mrs A V Haskins	11	17	65%
Mr J Hogg	16	16	100%
Mr R Johns	8	8	100%
Mrs J King	1	2	50%
Mr M McClintock	5	13	38%
Dr M Mehta	7	14	50%
Mr P I Newbold	3	4	75%
Mrs H Pearson OBE	21	21	100%
Mr G Rogers	6	6	100%
Ms S Shepherd	15	17	88%
Mr K Simms	1	4	25%
Mr R Smith	1	3	33%
Mrs D Turner	1	1	100%
Mrs C M Whatley	5	8	63%
Mrs C A Wheatley	10	11	91%

Overall Governor Attendance 2008 / 2009 (Excluding External Members)

	Number of Meetings Attended	Possible Number Of Meetings	Percentage
Mr D Whitaker	3	4	75%
Mr B H Whitfield	19	21	90%
Vacancies	n/a	10	n/a
Total	168	232	72%



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 2009 / 2010 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 13 July 2009.
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 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.

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.

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

Accommodation (6)	Employment Policy (7)	Remuneration (5)	Standards (12)
Mr A Hanif Mr J Hogg Mr M McClintock Mrs H Pearson OBE Mr G Rogers Mr B H Whitfield	Mrs S Bates Mrs A V Haskins Mr J Hogg Dr M Mehta Mrs H Pearson OBE Mrs C A Wheatley Mr B H Whitfield	Mrs S Bates Mrs A V Haskins Mrs H Pearson OBE Mrs C A Wheatley Mr B H Whitfield	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 Mrs H Pearson OBE Ms S Shepherd Mr D Whitaker Mr B H Whitfield
Audit (8) Mr J Autherson Mr J Bate Mrs S Bates Mr F Hayes (<i>External Member</i>) Mr M McClintock Ms S Shepherd Mrs A Tonge (<i>External Member</i>) Mr D Whitaker	Finance, Assets & General Purposes (9) Mr R Brady Mr A Hanif Mrs A V Haskins Mr J Hogg Mrs A McLaren (<i>External Member</i>) Dr M Mehta Mrs H Pearson OBE Mr G Rogers Mr B H Whitfield	Search (6) 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>Selection (Senior Posts) (6)</p> <p>Chairman of Governors Vice Chairman of Governors Principal / Chief Executive Chairmen of Committees Mr J Autherson Mr R Brady</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><i>(The Principal / Chief Executive is excluded from any recruitment for the post of Principal / Chief Executive and hence the membership profile will reduce to 7)</i></p> <p>Settlement (3)</p> <p>Chairman of Governors Vice Chairman of Governors Chairman of Remuneration Committee</p>	<p>Special (3)</p> <p>Mr J Autherson Mrs A V Haskins Ms S Shepherd Mrs A Wheatley</p> <p><i>(Membership is three from any four Governors and the Assistant Principal - Registry, Estates & Governor Services is charged with ensuring that there is sufficient availability from among the five members.)</i></p> <p>Staff Disciplinary Appeals (3)</p> <p>Chairman of Employment Policy Committee Chairman of Finance, Assets & General Purposes Committee Dr M Mehta</p>	<p>Appeals Committee (Senior Postholders) (3)</p> <p>Mr J Bate Mr M McClintock Dr M Mehta</p>
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Correct as of 5 October 2009.



Appendix 5 - Calendar of Meetings 2009 / 2010
(as approved 13 June 2009)



Governing Body and Committees Calendar of Meetings 2009 / 2010

Autumn Term 2009

Committee	Proposed Date	Time
Audit Committee	Tuesday 15 September 2009	4.15 pm
Search Committee	Wednesday 16 September 2009	4.00 pm
Governing Body	Monday 5 October 2009	6.00 pm
Governing Body Training Day	Wednesday 7 October 2009	10.00 am
Standards' Committee	Wednesday 25 November 2009	2.00 pm
Employment Policy Committee	Thursday 26 November 2009	2.30 pm
Remuneration Policy Committee	Thursday 26 November 2009	3.00 pm
Audit Committee	Tuesday 8 December 2009	4.15 pm
Finance, Assets & General Purposes Committee	Thursday 10 December 2009	2.30 pm
Governing Body	Monday 21 December 2009	6.00 pm



Governing Body and Committees Calendar of Meetings 2009 / 2010

Spring Term 2010

Committee	Proposed Date	Time
Governing Body	Monday 25 January 2010	6.00 pm
Finance, Assets & General Purposes Committee	Tuesday 2 March 2010	2.30 pm
Standards Committee	Wednesday 10 March 2010	2.00 pm
Audit Committee	Tuesday 16 March 2010	4.15 pm
Governing Body	Monday 29 March 2010	6.00 pm



Governing Body and Committees Calendar of Meetings 2009 / 2010

Summer Term 2010

Committee	Proposed Date	Time
Governing Body Training Day	Wednesday 12 May 2010	10.00 am
Search Committee	Wednesday 19 May 2010	4.00 pm
Audit Committee	Tuesday 15 June 2010	4.15 pm
Standards' Committee	Wednesday 23 June 2010	2.00 pm
Employment Policy Committee	Thursday 1 July 2010	2.30 pm
Remuneration Committee	Thursday 1 July 2010	3.00 pm
Finance, Assets & General Purposes Committee	Thursday 8 July 2010	2.30 pm
Governing Body	Monday 12 July 2010	6.00 pm



Governing Body Training Events 2009 / 2010

Event	Date
Governing Body Dinner 2009	Friday 4 December 2009
AoC Conference 2009	Tuesday 17 to Thursday 19 November 2009
Governance Conference 2010	Thursday 18 to Friday 19 March 2010



Appendix 6 - Training Activity 2008 / 2009



(as of 31 July 2009)

OO - Operating Objective
SO - Strategic Objective

This details the training activity of all Governors, undertaken by the Assistant Principal - Registry, Estates & Governor Services and any other associated activity taken place by the Governors on their own. Some training for the 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.

Date of Event	Description	Governors/Clerk Who Attended	Identified
16 Oct 2008 (Conference) SA1	Yorkshire & Humberside Regional Conference	Mr Richard Atkinson (Assistant Principal - Registry, Estates & Governor Services).	Training Plan 2008 / 2009.
4 Nov 2008 (Conference) SA 1	Opportunities for Disable People	Mrs Zandra Haskins.	Invited from SKILL / National Institute of Adult Continuing Education.
8 Nov 2008 (Conference) SA 1	Skill National Meeting.	Mrs Zandra Haskins.	Invited from SKILL / National Institute of Adult Continuing Education.

Date of Event	Description	Governors/Clerk Who Attended	Identified
18 - 20 Nov 2008 (Conference) SA 1	AoC National Conference 2008.	Mr John Hogg. Mrs Hazel Pearson OBE.	Training Plan 2008 / 2009.
21 Nov 2008 (Training Course) SA 1	First Aid	Mr Richard Atkinson (Assistant Principal - Registry, Estates & Governor Services).	Senior Management Team
28 Jan 2009 (Workshop) SA1	E-Mandate Workshop	Mr Richard Atkinson (Assistant Principal - Registry, Estates & Governor Services).	Invite
24 / 25 Mar 2009 (Conference) SA1	Governance Conference	Mr Robert Brady Mrs Zandra Haskins Mrs Hazel Pearson OBE Mr Richard Atkinson (Assistant Principal - Registry, Estates & Governor Services).	Training Plan 2008 / 2009.
30 April 2009 (Workshop) SA1	North East Governor Training (Governor Induction)	Mr Ray Johns Mr Gary Rogers Mr David Whitaker Mr Richard Atkinson (Assistant Principal - Registry, Estates & Governor Services).	AoC Initiative

Date of Event	Description	Governors/Clerk Who Attended	Identified
8 May 2009 (Workshop) SA1	Enhancing the recruitment experience	Mr Richard Atkinson (Assistant Principal - Registry, Estates & Governor Services).	Mandatory Training
13 May 2009 (Training Meeting) SA1	Governing Body Training Morning	Mrs H Pearson OBE Mr J Autherson Mrs S Bates Mr R Brady Mr A Hanif Mr J Hogg Mr R Johns Mr M McClintock Dr M Mehta Mr G Rogers Ms S Shepherd Mrs C A Wheatley Mr D Whitaker Mr B H Whitfield Mr Richard Atkinson (Assistant Principal - Registry, Estates & Governor Services).	Training Plan 2008 / 2009
20 May 2009 (Workshop) SA1	North East Governor Training (Maximising the contribution of Governance to College Leadership)	Mr J Autherson Mr D Whitaker	AoC Initiative

Date of Event	Description	Governors/Clerk Who Attended	Identified
10 June 2009 (Workshop) SA1	Stress Management	Mr Richard Atkinson (Assistant Principal - Registry, Estates & Governor Services).	Mandatory Training
24 June 2009 (Workshop) SA1	North East Governor Training (Survive & Thrive in the New Landscape)	Mr R Johns Mr Richard Atkinson (Assistant Principal - Registry, Estates & Governor Services).	AoC Initiative
29 June 2009 (Event) SA1	Conference and Reach Awards	Mr Richard Atkinson (Assistant Principal - Registry, Estates & Governor Services).	Mandatory Event



Appendix 7 – Governance Training Plan 2009 / 2010



The Further Education Corporation of Middlesbrough College

Governance Training Plan 2009 / 2010

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

Assistant Principal - Registry, Estates & Governor Services	£ 700	<i>(Mainstream Governing Body Training)</i>
Governing Body	£ 2,500	<i>(Mainstream Governing Body Training)</i>
Training Morning	£ 200	

Total Requested	£ 3,500	

Governance Training Plan 2009 / 2010 (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)	Governance Conference 2010 <i>(18 & 19 March 2010)</i>	External Event	External Course CEL	2 Days	£500 (Total)
	Richard Atkinson (Assistant Principal – Registry, Estates & Governor Services)	Governance Workshops <i>(Topics to be advised as and when available) (dates to be advised)</i>	<i>Workshops</i>	External Courses	3 days (3 x 1)	£200 (Total)

Governance Training Plan 2009 / 2010 (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 2009 Annual AOC Conference (Chairman & Vice Chairman) <i>(17 to 19 November 2009)</i>	External Event	External Course AOC	3 days	£700 (Total)
	Governing Body (2)	Governance Conference 2010 <i>(18 & 19 March 2010)</i>	External Event	External Course CEL	2 days	£700 (Total)

Governance Training Plan 2009 / 2010 (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)	SKILL National Meetings & Annual Conference <i>(dates to be advised)</i>	External Event	External Meetings / Conference	2 days	£300 (Total)
	Governing Body (Staff Governor) (2)	Staff Governor Conference 2009 / 2010 <i>(date to be advised)</i>	External Event	External Course NATFHE	1 day	£250 (Total)
	Governing Body (Student Governor) (2)	Student Governor Conference / Forum 2009 / 2010 <i>(dates to be advised)</i>	External Event	External Course CEL	2 days	£250 (Total)

Governance Training Plan 2009 / 2010 (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)	North East Governor Training Events 2009 / 2010	External Event	External Events Presentations Discussion Groups Workshops	3 / 4 evening sessions during the Academic Year	£100 (Total)

Governance Training Plan 2009 / 2010 (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)	Governing Body Training Morning 2010	In house training	In house training	1 day	£200 (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)	<i>FOC</i> (Total)



Appendix 8 - Governance Performance Indicators 2008 / 2009



Governance Performance Indicators 2008 / 2009

Performance Indicator	Target / Measure	Target Met	Comment
Membership <ul style="list-style-type: none"> Achievement of composition. 	100% filled against vacancies being filled within one termly cycle.	Yes	There were no vacancies during the 2008 / 2009 Academic Year that were not filled within the termly cycle.
<ul style="list-style-type: none"> Annual comparison of skills/experience against template. 	To be undertaken every year.	Yes	The Template of Skills & Experience was up-dated by the Assistant Principal - Registry, Estates & Governor Services in 2008 / 2009. This was presented to the Search Committee on the 11 February 2009.

Performance Indicator	Target / Measure	Target Met	Comment
<p>Training / Development</p> <ul style="list-style-type: none"> Annual Training Needs Analysis. 	<p>To be undertaken each year.</p>	<p>Yes</p>	<p>The 2009 / 2010 Training Plan was discussed and recommended for approval at the Search Committee on the 20 May 2009 prior to Governing Body approval on the 13 July 2009 for implementation in 2009 / 2010.</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 & Governor Services in liaison with the Chairman of Governors.</p>

Performance Indicator	Target / Measure	Target Met	Comment
<p>Training / Development (continued)</p> <ul style="list-style-type: none"> Annual Training Plan 	<p>Was the plan achieved?</p>	<p>Yes</p>	<p>The 2008 / 2009 Governance Training Plan was achieved with a full and detailed report being submitted to the Workforce Development Manager prior to the 31 July 2009.</p> <p>The Training Activity Summary report for 2008 / 2009 is attached in Appendix 6 of the Assistant Principal - Registry, Estates & Governor Services' Annual Report.</p>

Performance Indicator	Target / Measure	Target Met	Comment
<p>Mission / Strategic Direction</p> <ul style="list-style-type: none"> Annual review of mission and strategic objectives. 	<p>To be undertaken each year.</p>	<p>Yes</p>	<p>The Governing Body approved a new Mission Statement & also approved three new Strategic Aims on the 13 July 2009 following discussion at the Senior Management Team.</p>

Performance Indicator	Target / Measure	Target Met	Comment
<p>Target Setting / Monitoring</p> <ul style="list-style-type: none"> Financial performance (<i>achievement of budget and maintenance of category C status college</i>). 	<p>Did the financial outturn meet budget and was category C status maintained?</p>	<p>Yes</p>	<p>At its meeting on the 21 December 2009, the Governing Body received the Financial Statements, which indicated that the College had generated an operating surplus for the financial year 2008 / 2009 of £11,685,000.</p> <p>With the successful completion of the relocation to the new campus and the sale of three of the College's former sites, the College has accumulated reserves of £24,027,000 as at 31st July 2009 (2007 / 2008 £14,191,000) and can now look positively toward initiatives to reinvest reserves to further strengthen its position in the future.</p> <p>Financial position was good (<i>old category B</i>) and will hopefully move to "outstanding" in 2010 / 2011 but this will depend on funding and profitability.</p>

Performance Indicator	Target / Measure	Target Met	Comment
<p>Target Setting / Monitoring (contd)</p> <ul style="list-style-type: none"> Academic performance (<i>as via the Standards Committee and full Governing Body</i>). College Performance Indicators to be subject to an annual report. 	<p>Was the report presented to the Governing Body?</p> <p>Was the report presented to the Governing Body?</p>	<p>Yes</p> <p>No</p>	<p>Student Achievement for the Academic Year 2008 / 2009 was presented to the Governing Body on the 5 October and the 21 December 2009 respectively.</p> <p>This type of report is still be worked upon by the Finance Department but it is envisaged that the Finance, Asset & General Purposes Committee will be discussing a benchmarking report at its meeting on the 2 March 2010. This will highlight certain key indicators in the sector and how the College is performing against these, which will go someway towards meeting this objective.</p>

Performance Indicator	Target / Measure	Target Met	Comment
<p>Contact with Stakeholders</p> <ul style="list-style-type: none"> • Annual Public Meeting • Termly meetings of the Advisory Committee? 	<p>Did the meeting take place?</p> <p>Did the meetings take place?</p>	<p>Yes</p> <p>Yes</p>	<p>The 2008 / 2009 Annual General Meeting took place on Monday 25 January 2010 at 6.00 pm. The Annual Report is now posted on the Governors' Website.</p> <p>Seven New Employer Liaison Boards were established in the Academic Year 2008 / 2009 with Governor Representation. A positional report of work to date was presented to the Governing Body on the 25 January 2010.</p> <p>During 2008 / 2009 there were two other College Committees (<i>excluding Employer Liaison Boards</i>), which had Governor representation:</p> <ul style="list-style-type: none"> • Health & Safety (<i>Mr John Autherson</i>) • Equality & Diversity (<i>Mrs A V Haskins</i>) (<i>Mr A Hanif</i>)