

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE

GOVERNING BODY

Minutes of the Governing Body held on Monday 21 December 2009
at 4.00 pm in the Board Room
(time amended to 4.00 pm from 6.00 pm due to the adverse weather)

Present	Mrs H Pearson OBE	Chairman	College Governor
	Mr J Autherson		College Governor
	Mr R Brady		College Governor
	Mr A Hanif		College Governor
	Mr J Hogg		Principal / Chief Executive
	Mr M McClintock	(Item 6.4 onwards)	College Governor
	Ms R Murphy	(Item 5.2 onwards)	Student Governor
	Mr G Rogers		Staff (Business Support)
	Ms S Shepherd		College Governor
	Mrs C A Wheatley		College Governor
	Mr D Whitaker		College Governor
	Mr B H Whitfield		College Governor
Officers	Mr R Atkinson	Assistant Principal - Registry, Estates & Governor Services	
	Mrs Z Lewis	Vice Principal - Resources	

The Chairman of Governors thanked all Governors for their attendance at and also for their flexibility of moving the time forward to 4.00 pm at very short notice due to the adverse weather.

09/083 **ITEM 1 APOLOGIES**

Mr J Bate	College Governor
Mrs S Bates	College Governor
Mrs A V Haskins	College Governor
Mr A Hume	Student Governor
Mr R Johns	Staff (Academic)
Dr M Mehta	College Governor
Mrs S Wright	Vice Principal - Curriculum & Quality

09/084 **ITEM 2 MINUTES – 2 DECEMBER 2009**

The minutes of the Governing Body meeting of the 2 December 2009 were **approved** as a true record and duly signed by the Chairman of Governors.

09/085 **ITEM 3 MATTERS ARISING**

None.

09/086 **ITEM 4 DECLARATION OF INTERESTS BY THE GOVERNING BODY AND THE SENIOR MANAGEMENT TEAM**

None.

09/087 **ITEM 5 GOVERNANCE**

5.1 Governance Up-date

The Assistant Principal - Registry, Estates & Governor Services presented an up-date in relation to Governance issues affecting Middlesbrough College and the FE Sector. The Governing Body welcomed the up-date, which highlighted areas such as:

1. National Clerks' Network.
2. Governance Conference 2010.
3. Guide for Staff Governors.
4. Governance Self Assessment 2008 / 2009.
5. Autumn / Spring Up-dates
6. Governor Training Events.
7. Governors' Website.
8. Blackboard.
9. Review of Governance.
10. Recruitment of Principal / Chief Executive.

The report was considered and received.

5.2 Student Governor Elections

The Assistant Principal - Registry, Estates & Governor Services presented the item and reported that following the recent nomination process organised by the Assistant Principal - Student Services, two learners had come forward to be Student Governors following the introduction of the new Student Council Model, approved on the 13 July 2009.

After consideration, it was **agreed** that

- Mr Anthony Hume and Ms Rebecca Murphy are elected as Student Governors for the period from the 21 December 2009 until 31 July 2010 inclusive.

The Chairman of Governors welcomed Ms Murphy to her first meeting. Unfortunately Mr Hume was unable to make the meeting due to a prior College commitment but has spoken with the Assistant Principal - Registry, Estates & Governor Services and confirmed his willingness to participate fully.

A revised Composition and Membership is attached in **Appendix 1**.

5.3 Student Services Up-date

The Principal / Chief Executive presented an up-date in relation to activities within the Student Services Department.

The report was received for information, with the Governing Body noting the progress on EMA, Learner Support Funds, Adult Learning Grant, Childcare funding, applications, Student Well-being Service, Information Advice & Guidance, Enrolment Clearing, Passport Awards, Connexions provision, ICAS 2009 entry, UCAS 2010, Student Ambassadors, Aimhigher, Student Council and FESCO.

The report was considered and received.

09/088 ITEM 6 COMMITTEE MINUTES

6.1 Selection (Senior Posts) (11 November 2009)

Mrs Hazel Pearson OBE, Chairman of Governors, presented the confirmed minutes of the 11 November 2009 with the Governing Body noting the decision criteria with regards to the short-list for the post of Principal / Chief Executive.

6.2 Standards (25 November 2009)

Mrs Hazel Pearson OBE, Chairman of Governors, presented the unconfirmed minutes of the 25 November 2009 with the Governing Body noting the detail of the minutes following feedback from OfSTED at their last meeting on the 7 & 8 October 2009. It was noted that for future meetings, the unconfirmed minutes would hopefully be shorter.

6.3 Employment Policy (26 November 2009)

In the absence of Mrs Zandra Haskins, Chairman of the Employment Policy Committee, the Chairman of Governors presented the unconfirmed minutes of the 26 November 2009 which were noted for information.

6.4 Selection (Senior Posts) (1 & 2 December 2009)

(Mr Morgan McClintock entered at the beginning of this item.)

Mrs Hazel Pearson OBE, Chairman of Governors, presented the unconfirmed minutes of the 1 & 2 December 2009 with the Governing Body noting the outcome of the meeting.

6.5 Audit (8 December 2009)

Ms Sarah Shepherd, Chairman of the Audit Committee, presented the unconfirmed minutes of the 8 December 2009 and after consideration, the following recommendations were **approved**:

- the following firms would be asked to tender and this was based on the top 11 firms in the Further Education Financial Yearbook 2009 / 2010 who had a local office in the North East.

No	Name of Company
1	Baker Tilly
2	BDO Stoy Hayward LLP
3	Grant Thornton UK LLP
4	KPMG LLP
5	Mazars LLP
6	PricewaterhouseCoopers LLP

During discussion, it was reported that Tenon are to merge with RSM Bentley Jennison, the College's Internal Auditors, on the 30 December 2009 and therefore Tenon would not be asked to submit a tender.

- the Tender Documentation for the Appointment of the Financial Statements / Regularity Auditor from 1 August 2010 is approved.

It was noted that the two recommendations below relate to the College's Financial Statements for 2008 / 2009 and this item would also be discussed under the Governing Body agenda item 9.2, as they have to be approved by the Governing Body as a whole, but following a recommendation from the Audit Committee:

- the 2008 / 2009 Financial Statements are approved.
- the Statement of Accounting Policies, as detailed on pages 33 to 36 of the 2008 / 2009 Financial Statements are approved.

The recommendations below also form part of the Annual Report of the Audit Committee for the Academic Year 2008 / 2009 (see agenda item 8 for more detail)

- the Audit Findings Management Letter for 2008 / 2009 is approved.
- the Risk Management Annual Report for 2008 / 2009 is approved.
- the Annual Report of the Audit Committee for the Academic Year 2008 / 2009 is approved.
- the Audit Self Assessment Tool for 2009 / 2010 is approved and the Governing Body agrees to fund the license for a period of one year for evaluation purposes.

6.6 Finance, Assets & General Purposes (10 December 2009)

Mr Brian Whitfield, Chairman of the Finance, Assets & General Purposes Committee, presented the recommendations from the meeting of the 10 December 2009 and after consideration, the following were **approved**:

- the Middlesbrough College Student Union Accounts for the Academic Year 2008 / 2009 are approved.
- 17 individual debts of greater than £100, totalling £15,958.83 are to be written off.
- the 2008 / 2009 Health & Safety Annual Report is approved.

It was also noted that the two recommendations below relate to the College's Financial Statements for 2008 / 2009 and this item would also be discussed under the Governing Body agenda item 9.2, as they have to be approved by the Governing Body as a whole, but following a recommendation from the Finance, Assets & General Purposes Committee:

- the 2008 / 2009 Financial Statements are approved.
- the Statement of Accounting Policies, as detailed on pages 33 to 36 of the 2008 / 2009 Financial Statements are approved.

09/089 ITEM 7 PRINCIPAL / CHIEF EXECUTIVE'S REPORT

7.1 Principal / Chief Executive's Report

This item was deferred until 25 January 2010.

7.2 FE Plus Annual Report 2008 / 2009

The Principal / Chief Executive presented the FE+ report and after discussion, it was **agreed** that:

- the Governing Body approves the 2008 / 2009 FE+ Annual Report and requests that the Principal / Chief Executive keeps it abreast of developments in 2009 / 2010.

09/090 **ITEM 8 ANNUAL REPORT OF THE AUDIT COMMITTEE 2008 / 2009**
(incorporating the following documents)

- *Internal Audit Annual Report 2008 / 2009*
- *Internal Audit Operational Plan 2009 / 2010*
- *Audit Findings 2008 / 2009*
- *Risk Management Annual Report 2008 / 2009*

The Chairman of the Audit Committee presented the 2008 / 2009 Annual Report of the Audit Committee, which contained a number of key reports (*see below*), which have been recommended for approval by the Audit Committee on the 8 December 2009, as already minuted under item 6.5.

After discussion on the reports and in particular the 2008 / 2009 Audit Findings Management Letter and the Internal Audit Annual Report, it was **agreed** that:

- the 2008 / 2009 Annual Report of the Audit Committee is approved and in doing so issues relating to the Management Letters would be closely monitored during the 2009 / 2010 Academic Year.

Within the report, the following documents were **approved**:

1. Audit Committee Terms of Reference.
(previously approved by the Governing Body on the 13 July 2009).
2. Risk Management Annual Report 2008 / 2009.
3. Audit Findings Management Letter 2008 / 2009.
4. Internal Audit Annual Report 2008 / 2009
(previously approved by the Governing Body on the 5 October 2009).
5. Operational Internal Audit Plan for 2009 / 2010
(previously approved by the Governing Body on the 5 October 2009).

09/091 **ITEM 9 MIDDLESBROUGH COLLEGE FINANCIAL STATEMENTS**
2008 / 2009

9.1 Middlesbrough College Management Services Limited
2008 / 2009

The Vice Principal - Resources presented the annual accounts for the Middlesbrough College Management Services Limited (*Company Registration 2801247*), which had been approved by its Directors, the Chairman of Governors and the Principal / Chief Executive.

It was noted that the Board of Directors would also sign the accounts following Governing Body approval of the College's 2008 / 2009 Financial Statements (*item 9.2*) on the 21 December 2009, and as in previous years, the Middlesbrough College Management Services Limited accounts have been consolidated into the accounts for the Corporation.

The accounts were considered and received.

9.2 Further Education Corporation of Middlesbrough College 2008 / 2009

The Vice Principal - Resources presented the draft Financial Statements for 2008 / 2009 and reported that the College generated an operating surplus of £11,685,000 and this was made up of a surplus on disposals of £12,321,000 along with £562,480 of one-off costs in respect of the relocation and commissioning of the new building.

This meant that in 2008 / 2009, there was a £636,000 deficit on continuing operations after depreciation of tangible fixed assets at valuation but before taxation and exceptional items. In 2007 / 2008, there was a £448,000 surplus.

General Reserves were noted as £24,027,000 as at 31 July 2009.

An overall clean audit opinion from Baker Tilly was noted on pages 26 to 28 of the Financial Statements.

After consideration, it was **agreed** that:

- the 2008 / 2009 Financial Statements for Middlesbrough College are approved and would be signed by the Chairman of Governors and Principal / Chief Executive prior to being sent to the Financial Statements Auditor (*Baker Tilly*) and the Learning & Skills Council before the 31 December 2009 deadline.
- the Statement of Accounting Policies, as detailed on pages 33 to 36 of the 2008 / 2009 Financial Statements are approved.

09/092 **ITEM 10 FINANCE MATTERS**

10.1 Management Accounts (September 2009)

The Vice Principal - Resources presented the September 2009 management accounts and it was noted that the College is forecasting to outturn an operating deficit of £105,918 against a budgeted deficit of £600,000 (including the on-going costs associated with retaining Acklam of £90,000) for the year to 31 July 2010, as agreed by the Governing Body on the 13 July 2009.

To the end of September 2009, there was an operating surplus of £609,000 against a budgeted deficit of £88,000 and the significant changes to the forecasted figures highlighted above relate mainly to the profiling of income and expenditure over the year.

The management accounts referred to a number of variances including income, payroll and non pay costs, which are summarised on pages 3 and 4 and were discussed by the Finance, Assets & General Purposes Committee. Cash balances are forecasted to be £5.5 million by the end of the year.

The September 2009 management accounts were considered and received.

10.2 Recruitment & Progress Against Target 2009 / 2010

The Recruitment & Progress against Target 2009 / 2010 Report was considered and received for information with the College exceeding its target for its 16 - 18 learners and was broadly on target for its 19+ learners.

The report was considered and received.

09/093 **ITEM 11 CAPITAL BUILD UP-DATE**

The Vice Principal - Resources up-dated the Governing Body on progress being made with the sign off of the final account, which was done on the 23 November 2009, as detailed in the report. It was reported that this Certificate of Practical Completion was a major milestone for the College.

An up-date in relation to the Acklam Campus sale was noted with the sale still under negotiation with a small delay in proceedings being the result of some case law changing the form of agreement that the Council and College could enter into with a developer.

It was noted that there remains a small number of negotiating points outstanding before exchange of contracts can take place; with the sale completion still conditional upon planning and therefore not likely until Summer 2010 at the earliest.

The Vice Principal - Resources then reported on some early discussion with regards to phase 2 development at Middlehaven, notably including:

- A permanent car park solution.
- Sports pitches and associated changing facilities.
- Construction and set design expansion space.
- Class room expansion space.

The Governing Body welcomed the up-date and supported the proposals being put forward which would possibly lead to a Capital Bid having to be put before the Learning & Skills Council in 2010.

Discussion also took place with regards to the outstanding investment for the Sports Pavilion at Marton. The Vice Principal - Resources reported that discussions have been held with the Learning & Skills Council to use the allocated funds for the Sports Pavilion for other capital projects involved in the Capital Build i.e. computers etc, thus allowing the College to draw down the remain capital grant from the Learning & Skills Council and complete the project. In principle this proposal has been agreed with the LSC.

After discussion, it was **agreed** that:

- the College should to seek approval from the LSC to transfer the budget for the Sports Pavilion (included within the £68m project budget) to cover other College funded IT costs in order to complete the Middlehaven relocation project and to secure all of the LSC funding associated with it.
- the College continues its discussions with the LSC and regeneration authorities in order to investigate the investment in a possible Phase 2 scheme incorporating parking, sports pitches, pavilion and expansion space.

09/094 **ITEM 12 SELF ASSESSMENT REPORT 2008 / 2009**

The Principal / Chief Executive presented the 2008 / 2009 Self Assessment Grades, which have been debated in depth by the College at the two SAR Validation Days (*8 & 9 December 2009*), attended by Mr Robert Brady, Ms Sarah Shepherd and the Chairman of Governors.

After consideration, it was **agreed** that:

- the Self Assessment grades for 2008 / 2009 are approved and the Principal / Chief Executive has delegated powers to approve the document so that it can be sent to the Learning & Skills Council prior to the deadline date of the 31 December 2009.

It was reported that the Quality Improvement Plan for 2009 / 2010 and the Self Assessment Report Executive Summary would be presented to the Governing Body at its next meeting on the 25 January 2010.

09/095 **ITEM 13 EXAMINATION RESULTS 2008 / 2009**

The Principal / Chief Executive presented the report which highlights the Success Rates for LSC funded courses for 2008 / 2009 and also replicates the format used by OFSTED Inspectors and indicates age, level, numbers of starts and programme type.

The Governing Body was briefed on the changes made to the calculations, as detailed below.

For the first time retention rates are now calculated using the 6 weeks rule rather than the 1 November rule. This has had implications for Success Rates across the country, resulting in OfSTED and others indicating a probable nil increase overall for this year.

The Examination Results were discussed in detail, which were highlighted below for reference.

It was reported that overall Success Rates had increased from 75% in 2006 / 2007 to 79% in 2007 / 2008 and remained at 79% in 2008 / 2009 with further achievement to be added, which may alter the final figure. With further improvements, this could mean that the College moves into the top 10% in the country.

Long Programmes - Over 24 weeks

16-18 year old learners

Long Level 1 - 2009 starts

Success Rate is 80% compared with 75% in the previous year, an increase of 5%, 4% above National Rate and 2% above target. This is attributable to a high level of achievement of 95%, rather than the retention rate of 84%, which has been influenced by the new 6 week rule.

Long Level 2 – 1788 starts

Success Rate is 80% (80%) compared with 78% in the previous year, an increase of 2%, 7% above National Rate and 1% above target. This is also attributable to an increase of 2% in achievement.

Long Level 3 – 1636 starts

Success Rate is 73% compared with 70% in the previous year, an increase of 3%, which is 1% above National Rate, but did not reach target of 76%. Retention improved at this level by 4%.

19+ learners

Long Level 1 - 834 starts

Success Rate is currently at 72%, compared with 76% in the previous year. Retention has remained at 86%, and some more achievement is expected here.

Long Level 2 – 1733 starts

Success Rate is at 82%, the same as in the previous year, but 10% above National Rate. Retention improved by 2% to 89%.

Long Level 3 – 899 starts

A Success Rate of 77%, 1% below the previous year. This is 6% above National rate. An improvement of 1% in achievement to the high rate of 90% is counteracted by a 1% fall in retention.

Short Programmes 12 – 24 weeks

16-18 learners - 419 starts

An improvement of 8% in Success Rates to 77% is still disappointing as it does not meet the target of 80%. Achievement has improved by 8%, but retention dropped by 3%.

19+ learners – 2166 starts

Success Rate is currently at 80%, 1% more than previous year 79% and 4% below target. Retention has improved by 1% to 94% and some achievement may still be added.

Very Short Programmes - up to 12 weeks

16-18 learners – 508 starts

Success Rate is 88%, 5% below previous year. Retention is 100% but achievement is 88% compared with 94% in 2007 / 2008.

19+ learners – 1038 starts

Success Rate is 91% compared with 95% last year. Retention is 100% but achievement is 91% compared with 95%. More achievement may be added.

It was reported that there have been some very strong performances in vocational programmes across the College, particularly in Engineering, Retail and Commercial and Health Public Services and Care, which for long programmes are 8% - 10% above National Rates.

However academic programmes overall continue to under perform, particularly AS subjects in Science and Maths.

Subject Sector Area (SSA)	Overall Success Rate – Long programmes	Difference from National Rate
Health, Care and Public Services	83%	+10%
Engineering	81%	+11%
Retail and Commercial	82%	+8%
Education and Training	84%	+8%
ICT	76%	+7%
Leisure, Travel & Tourism	79%	+5%
Construction	76%	+5%
Art, Media	78%	+2%
Languages, Literature	77%	+2%
Prep for Life and Work	77%	+1%
Social Sciences	73%	=
History	69%	-4%
Science and Maths	66%	-5%
Business	63%	-5%

National percentiles – Long Programmes

		NR 16-18	College 2008/09	NR 19+	College 2008/09	NR All ages	College 2008/09
Long	10 th	69		66		69	
	25 th	72		70		72	
	50 th	75		73		74	
	75 th	78	78	77	78	77	78
	90 th	80		80		79	

Key and Functional Skills

Functional skills were introduced in this academic year and will eventually replace key skills. Success Rates in the pilot areas is 83%, which is very satisfactory. Key skills has improved to 70% from 64% the previous year and is well above a low National Rate.

HE Programmes

Overall Success Rate for Higher Education courses has increased by 5% to 78%. This was due to an increase of 2% for retention and 4% for achievement.

Success by gender

Adult male and female learners have achieved the same overall level of success of 81%, compared with the previous year when females were 6% above. However Long Level 1 success rates for females is very low at 60%. 16-18 female learners achieved 81% compared with a male success rate of 78%, a 3% difference but 2% less than the success gap in 2008 / 2009.

The Governing Body welcomed the up-dated and noted the final data table, which would be used as part of the College's Annual Report for 2008 / 2009.

The report was considered and received.

09/096 **ITEM 14 STRATEGIC PLANNING REVIEW 2008 / 2009**

The Principal / Chief Executive up-dated the Governing Body on the progress made against the targets set in the Development Plan, the College Operating Objectives and Departmental Operating Plans during 2008 / 2009.

- Achieved 85 KPIs on time (66.5%).
- Partially achieved 17 KPIs (13%).
- Deferred 2 KPIs (1.5%).
- Did not achieve 10 KPIs (8%).
- Is continuing to progress 7 KPIs (5.5%).
- Set 3 targets which are no longer applicable (2.5%).
- Revised 1 KPI in-year (0.5%).
- Awaiting finalised data for 3 targets (2.5%).

The College's main achievements for 2008 / 2009 included:

- Meeting and exceeding its LSC's recruitment targets and funding allocation.
- Developing 14-19 Animal Care provision at Stewart Park in collaboration with Askham Bryan College.
- Increasing its HE provision by 16%, recruiting over 800 learners.
- Introducing the New Diploma in Engineering.
- Recruiting 62 NEET (Not in Education, Employments or Training) learners.
- Implementing a range of support mechanisms to raise teaching grades - 94% of all teaching and assessing staff observed achieved a good or better lesson observation grade.
- Gaining approval from the University of Teesside to run additional Foundation Degrees in Equality and Diversity, Renewable Energies, Professional Salon Services and Building Services.
- Developing a common framework for learner Health and Safety Inductions.

- Maintaining the College premises in the 'as new condition' category through the delivery of the minor works and capital investment programme.
- Being re-awarded the Investors in People standard.
- Delivering the Skills Pledge.
- Gaining confirmation from the Learning and Skills Council that the College's assessment of its Financial Management and Control systems is 'Good'.

The College did **not** achieve:

- Its budgeted target from non-core funded projects of £301,000 (College achieved a contribution of £154,000).
- 100% of individual performance reviews (300 individual performance reviews were undertaken and logged with Workforce Development).
- Training Quality Standard Part A.
- Training Quality Standard Part B.
- Overall framework only success rate target of 68% (College achieved 63%).
- Overall timely framework only success rate target of 69% (College achieved 63%).
- Overall attendance rate target of 87% (In June 2009, attendance levels ranged from 76% to 85% in the Directorates).
- Graded good or better grades in the Self-Assessment Report for all subject areas (55% of Self-Assessment Report grades were good or better).
- A satisfactory or better OfSTED re-inspection grade for Science and Maths.
- Overall learner satisfaction rate target of 90% (College achieved 86%).

The Governing Body welcomed the detail in the report and would continue to monitor and set targets in 2009 / 2010 to ensure that the College continues to prosper.

The report was considered and received.

09/097 **ITEM 15 INFORMATION ITEMS**

The following items relating to the 2008 / 2009 and 2009 / 2010 Academic Years were for information only and the Chairman of Governors requested that the Governing Body notes these items.

15.1 Work Based Learning Up-date 2009 / 2010

15.2 Outward Collaborative Provision Up-date 2009 / 2010

15.3 Equality & Diversity Annual Report 2008 / 2009

15.4 Aim Higher Annual Report 2008 & 2009

15.5 Teaching & Learning Up-date

09/098 **ITEM 16 DATE OF NEXT MEETING**

The Governing Body will meet as follows in 2008 / 2009.

- Monday 25 January 2010 at 6.00 pm
- Monday 29 March 2010 at 6.00 pm.
- Wednesday 12 May 2010 at 10.00 am (**).
- Monday 12 July 2010 at 6.00 pm.

(**) Governing Body Training Morning.

09/099 **ITEM 17 ANY OTHER URGENT BUSINESS**

None.

09/100 **ITEM 18 MATTERS FOR PUBLICATION**

All agenda papers will be made available in the normal way and circulated to the Learning & Resources Centre with the exception of

- **Agenda item 11** **Capital Build Up-date.**
- **Agenda item 15.2** **OCP Up-date 2009 / 2010.**

Unconfirmed minutes of the meeting, along with the agenda and any appendices, will be posted on the Governors' Website once approved by the Chairman of Governors unless any comments are received by the Assistant Principal - Registry, Estates & Governor Services from Governors within five working days of them receiving the unconfirmed minutes.

09/101 **ITEM 19 RESERVED MATTERS**

19.1 *Staff Disciplinary Appeals Committee (16 October 2009)*

Mr Brian Whitfield, Vice Chairman of Governors, presented the unconfirmed minutes of the 16 October 2009 with the Governing Body noting the decision made with regards to the Appeal Hearing and **endorsed** the decision made. The Principal / Chief Executive then updated the Governing Body on communication recently received on the matter and would ensure Governors are kept abreast of any developments in 2010.

19.2 *Principal / Chief Executive's Contract of Employment (1 August 2010)*

The Assistant Principal - Registry, Estates & Governor Services presented the Contract of Employment for Mr Mike Hopkins following his successful interview on the 1 & 2 December 2009. It was noted that the document was based on the AoC Model with some local changes following consultation with the Assistant Principal - Human Resources.

It was then reported that the appointment letter signed by the Chairman of Governors, had been sent on the 8 December 2009 and information was still awaited from Mr Hopkins in relation to his Criminal Records Bureau Check and other relevant information, albeit Mr Hopkins has confirmed by email his acceptance of the post.

After discussion and comments from the Chairman of Governors with regards to the proposed start date, which has been discussed with all parties since the interviews took place on the 2 December 2009, it was **agreed** that:

- the start date for Mr Mike Hopkins would be the 1 July 2010 to allow a smooth handover with the Principal / Chief Executive who would be in post until the 31 July 2010.
- the contract of Employment is approved subject to the date being changed to the 1 July 2010
- the Contract of Employment would be sent to Mr Hopkins as soon as possible by the Assistant Principal - Registry, Estates & Governor Services

The meeting closed at 4.55 p.m.

.....

Committee Circulation

Mrs H Pearson OBE	College Governor
Mr J Autherson	College Governor
Mr J Bate	College Governor
Mrs S Bates	College Governor
Mr R Brady	College Governor
Mr A Hanif	College Governor
Mrs A V Haskins	College Governor
Mr J Hogg	Principal & Chief Executive
Mr A Hume	Student Governor
Mr R Johns	Staff (Academic)
Mr M McClintock	College Governor
Dr M Mehta	College Governor
Ms R Murphy	Student Governor
Mr G Rogers	Staff (Business Support)
Ms S Shepherd	College Governor
Mrs C A Wheatley	College Governor
Mr D Whitaker	College Governor
Mr B H Whitfield	College Governor
Mrs Z Lewis	Vice Principal - Resources
Mrs S Wright	Vice Principal - Curriculum & Quality



Appendix 1

Category of Membership (as of the 21 December 2009)



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 Mrs S Bates Mr R Brady Mr A Hanif Mrs A V Haskins Dr M Mehta Mr M McClintock Mrs H Pearson OBE Ms S Shepherd Mrs C A Wheatley Mr D Whitaker Mr B H Whitfield	29 June 2012 29 June 2012 29 March 2013 16 December 2011 29 March 2013 16 December 2011 29 March 2013 25 March 2011 17 December 2010 29 June 2012 14 December 2012 29 March 2013 16 December 2011	College Governors x 13	Max 16 members

Name Of Governor	Term Of Office	Category Of Membership	Max / Min Number In The Category
Mr R Johns Mr G Rogers	10 October 2012 19 December 2012	Academic x 1 Business Support x 1	Min 1 member Max 3 members
Mr A Hume Ms R Murphy	21 December 2009 to 31 July 2010	Student x 2	Min 2 members Max 3 members
Mr J Hogg		Principal x 1	
Total		18 members (18 in post)	Min 12 members Max 20 members

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 21 December 2009.