

## THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE

### GOVERNING BODY

Minutes of the Governing Body Training Session held on  
Wednesday 12 May 2010 at 10.00 am in Seminar Room 1

<b>Present</b>	Mrs H Pearson OBE	Chairman	College Governor
	Mrs S Bates		College Governor
	Mr R Brady	<i>(items 1, &amp; 2.3 only)</i>	College Governor
	Mr J Hogg		Principal / Chief Executive
	Mr R Johns		Staff (Academic)
	Mr M McClintock	<i>(items 2.3 only)</i>	College Governor
	Dr M Mehta		College Governor
	Mr G Rogers		Staff (Business Support)
	Ms S Shepherd		College Governor
	Mr D Whitaker		College Governor
Mr B H Whitfield		College Governor	
<b>Officers</b>	Mr R Atkinson	Assistant Principal - Registry, Estates & Governor Services	
	Mrs K Joyce	Assistant Principal - Student Services <i>items 1 &amp; 2.1 only)</i>	
	Mrs Z Lewis	Vice Principal - Resources	
	Mrs S Wright	Vice Principal - Curriculum & Quality	

#### In Attendance

Mr M Hopkins

#### 10/032 ITEM 1 APOLOGIES

Mr J Autherson	College Governor
Mr J Bate	College Governor
Mr A Hanif	College Governor
Mrs A V Haskins	College Governor
Mr A Hume	Student Governor
Ms R Murphy	Student Governor
Mrs C A Wheatley	College Governor

The Chairman of Governors welcomed Mr Mike Hopkins to the Governing Body Training Day prior to his appointment commencing on the 1 July 2010.

10/033    **ITEM 2    PRESENTATIONS & INFORMATION  
(2010 & beyond)**

Prior to the presentations taking place, it was **agreed** that:

- the running order of the meeting would be amended so that agenda item 2.2 was after 2.3, as this would enable Governors more time to debate the financial / risk issues within the Funding & Budget Up-date presentation.
- the minutes would follow the order on the agenda.

**2.1    Safeguarding Arrangements**

The Assistant Principal - Student Services presented a review of the Safeguarding Arrangements at Middlesbrough College.

A copy of the presentation slides were tabled for information and a number of key handouts were also shared with the Governing Body, including:

- Safeguarding Legislation & Guidance.
- Key College Policies & Procedures.
- Practical Measures in Place.
- Guidance from OfSTED Handbook (January 2010).
- Extracts from recent OfSTED Inspection Reports.
- Questions Inspectors might ask Governors.
- Questions Inspectors might ask Learners.
- Master Staff Recruitment Advertisement.
- Sample Job Description.
- Staff Induction Programme and Checklist.

Following discussion on a number of topics including the Role of Audit Committee in Safeguarding, length of time needed to fulfill training requirements for all staff, the role of Middlesbrough College in ensuring that all learners are safeguarded from incidents, role of security, prioritising safeguarding as well as a wider debate into how safeguarding is being tackled in FE, it was **agreed** that:

- the Audit Committee, at its meeting on the 15 June 2010, would discuss “Safeguarding Arrangements” prior to any decisions being taken with regard to the Internal Audit Planning Cycle for 2010 / 2011.

The Chairman of Governors, on behalf of the Governing Body, thanked the Assistant Principal - Student Services for an informative and thought provoking presentation.

*(The Assistant Principal – Student Services left at the end of this item)*

## **2.2 Funding & Budget Up-date**

The Vice Principal - Resources presented a Funding & Budget up-date following discussion at the Senior Management Team on the 10 May 2010.

A copy of the presentation slides were tabled for information, which highlighted a number of discussions topics, including:

- Budget & Funding Up-date.
- Machinery of Government Up-date.
- 2009 / 2010 Financial Up-date.
- 2010 / 2011 Planning.
- Reserves Explanation.
- Capital Investment Plans & Consideration.
- Risks.
- Opportunities.
- Considerations.

During detailed discussions, the Vice Principal - Resources guided the Governing Body through a number of handouts, as detailed below, in order that Governors were fully briefed of all the issues, assumptions and risks prior to any decisions being taken with regard to an investment strategy.

1. Overview of Roles & Responsibilities of all agencies.
2. National & Local Targets.
3. Middlehaven Efficiencies.
4. Personnel Efficiencies.
5. Up-dated JCNC Schedule.
6. 2010 / 2011 Resources Planning.
7. Reserves Explanation.
8. Phase 2 Development Option.
9. Cash / Capital Mapping.
10. Draft High Level Budget 2010 / 2011.
11. Draft Five Year Model.

*(Mr Robert Brady and Mr Morgan McClintock left during this item.)*

The Governing Body welcomed the detail of the presentation and after discussion on a range of issues relating to added value, affordability, cash flow, risks and how the investment would be perceived by staff, learners and external agencies, it was unanimously **agreed** that:

- phase 2 development would add sufficient 'value' to Middlesbrough College even though the proposed scheme may not generate a positive net cost (NPV).
- a loan of circa £1.2m for phase 2 development would be approved subject to the necessary business case being submitted.
- the assumptions made in the draft five year plan, as detailed in Handout J, were deemed to be reasonable.
- the Outstanding Financial Health Status would be lost as a consequence of the College's phase 2 development and it was acknowledged that the likely grade in the future could drop to Satisfactory if the investment and budget reductions assumed are realised.
- planning permission for the phase 2 development should be sought as soon as possible so that a September 2011 occupation could be met.

The Governing Body requested that the Vice Principal - Resources would now begin the work of submitting a planning application based on the current proposals with some minor modifications, should they be needed, and to work up a Business Case, which would need to be agreed with the Skills Funding Agency and Young People's Learning Agency in due course.

The Vice Principal - Resources would report on the progress being made on all of the issues at the Finance, Assets & General Purposes Committee and Governing Body meetings, scheduled for 8 & 12 July 2010 respectively.

The Chairman of Governors, on behalf of the Governing Body, thanked the Vice Principal - Resources for an informative and thought provoking presentation.

## 2.3 Curriculum Reforms

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

The Vice Principal - Curriculum & Quality presented an up-date in relation to the Curriculum Reforms that are affecting the Further Education Sector at the present time.

A copy of the presentation slides were tabled for information, which highlighted a number of discussions topics, including:

- Curriculum Reform On-going.
- Implementation between 2010 & 2013.
- Entitlement.
- Qualification & Credit Framework (QCF) and its implications.
- QCF Aims.
- Impact on Funding Streams.
- Future Challenges.

The Governing Body discussed a number of issues relating to the presentation including, will Connexions still exist? entry requirements for learners, how will QCF address inconsistencies, the Common Application Process, Gold Standards for A Levels, growth in apprenticeship funding, role of Sector Skills Councils (SSC's) and the Tutorial System.

The Chairman of Governors, on behalf of the Governing Body, thanked the Vice Principal - Curriculum & Quality for an informative presentation and looked forward to further up-dates through the Standards' Committee.

### 10/034 **ITEM 3 DATE OF NEXT MEETING**

The Governing Body will meet as follows in 2009 / 2010.

- Monday 12 July 2010 at 6.00 pm.

### 10/035 **ITEM 4 ANY OTHER URGENT BUSINESS**

None.

10/036 **ITEM 5 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:

- **Funding & Budget Up-date  
(Handout E - JCNC Schedule)**

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.

The meeting closed at 1.50 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
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