

## THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE

### GOVERNING BODY

Minutes of the Governing Body held on Monday 4 April 2011  
at 5.00 pm in the Board Room.

<b>Present</b>	Mr R Brady	Chairman	College Governor
	Mrs S Bates		College Governor
	Mrs M Britton		College Governor
	Mrs A V Haskins		College Governor
	Mr M Hopkins		Principal / Chief Executive
	Mr M McClintock		College Governor
	Mr G Rogers	Staff Governor (Business Support)	
	Miss S Shepherd		College Governor
	Mrs C A Wheatley		College Governor
	Mr D Whitaker		College Governor
	Mr B H Whitfield		College Governor

<b>Officers</b>	Mr R Atkinson	Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation
	Mrs Z Lewis	Deputy Principal - Corporate Services
	Mrs S Morton	Vice Principal - Curriculum & Quality
	Mr D White	Interim Vice Principal - Corporate Services

The Chairman of Governors introduced Mr David White who would be joining the College as the Interim Vice Principal - Corporate Services whilst the Deputy Principal - Corporate Services concentrates on strategic projects, as discussed under agenda items 10.1, 10.2 and 10.3.

#### 11/017 **ITEM 1 APOLOGIES**

Mr T Arnold	College Governor
Mr J Autherson	College Governor
Mr P Fiddaman	College Governor
Mr A Hanif	College Governor
Mr A Hume	Student Governor
Mr R Johns	Staff Governor (Academic)
Miss A McLaren	College Governor
Miss R Murphy	Student Governor

11/018 **ITEM 2 MINUTES – 31 JANUARY 2011**

The minutes of the Governing Body meeting of the 31 January 2011 were **approved** as a true record and duly signed by the Chairman of Governors.

11/019 **ITEM 3 MATTERS ARISING**

None.

11/020 **ITEM 4 DECLARATION OF INTERESTS BY THE GOVERNING BODY AND THE SENIOR MANAGEMENT TEAM**

None.

11/021 **ITEM 5 GOVERNANCE MATTERS**

**5.1 Selection (Senior Posts) Committee (3 February 2011)**

**Appointment of Assistant Principal - Marketing, Communications, Registry and Admissions & Clerk to the Corporation**

*(Mr Richard Atkinson left the meeting.)*

The Chairman of Governors presented the Selection (Senior Posts) Committee minutes of the 3 February 2011 and gave a brief overview of the presentation and interview for the post of Assistant Principal - Marketing, Communications, Registry and Admissions & Clerk to the Corporation. This post was part of the Senior Management Team restructure and two people had applied for the post, the other being Mr Martin Peagam.

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

- the recommendation of the Selection (Senior Posts) Committee is approved and Mr Richard Atkinson is duly appointed as Assistant Principal - Marketing, Communications, Registry and Admissions & Clerk to the Corporation as of the 18 February 2011.

## 5.2 Middlesbrough College Annual Report 2009 / 2010

The Principal / Chief Executive and the Chairman of Governors presented the 2009 / 2010 Middlesbrough College Annual Report, which has been enhanced this year with a number of new sections added e.g. Human Resources, Safeguarding and Complaints.

Following discussion and a number of small changes to the text, it was **agreed** that:

- the 2009 / 2010 Annual Report is approved, following the minor changes, and would be posted on the main College Website as well as the Governors' Website as soon as possible.

## 5.3 Corporate Governance Annual Report 2009 / 2010

The Assistant Principal - Marketing, Communications, Registry and Admissions & Clerk to the Corporation presented the 2009 / 2010 Corporate Governance Annual report.

Attendance had improved from 72% to 75% but was still below the overall benchmark of 80%. The number of Governors not reaching the 80% benchmark was six, a modest improvement from eight in 2008 / 2009.

Following consideration, the 2009 / 2010 Corporate Governance Annual Report and all of its appendices and recommendations were **approved** and would be posted on the Governors' Website as soon as possible.

Following further discussion, it was **agreed** that:

- the Assistant Principal - Marketing, Communications, Registry and Admissions & Clerk to the Corporation would draft up the 2011 / 2012 Calendar of Meetings as soon as possible for onward circulation so that Governors could plan their diary commitments in advance.
- the Assistant Principal - Marketing, Communications, Registry and Admissions & Clerk to the Corporation would look to publish the 2012 / 2013 Calendar of Meetings in the 2012 Spring Term as opposed to the Summer Term.

## 5.4 Governance Update

The Assistant Principal - Marketing, Communications, Registry and Admissions & Clerk to the Corporation presented an up-date in relation to Governance issues affecting Middlesbrough College and the FE Sector.

A progress report was noted on the Governance Self Assessment Questionnaire, which has been completed in January 2011. Results had just been received and would be discussed at the Governing Body Training Day and the Search Committee on the 10 & 18 May 2011 respectively before an Action Plan is agreed.

The Governing Body welcomed the up-date and the following further discussion on issues raised within the report, it was **agreed** that:

- the current vacancy on the Governing Body would be deleted with immediate effect.
- the vacancy on the Audit Committee for an External Member would remain and would be discussed at the Search Committee on the 18 May 2011.

The revised Composition & Membership is attached in **Appendix 1**.

After consideration on a number of other items within the Governance Report and in particular the introduction of the Election Procedures for the posts of Chairman & Vice Chairman of Governors (*agenda item 5.4.1*), the following items were **agreed**, following some minor amendments to the Election Procedures:

### 5.4.1 Election of Chairman & Vice Chairman of Governors Procedure

### 5.4.2 Standing Orders Annual Review

### 5.4.3 Terms of Reference Annual Review

Some discussion then took place with regards to the Terms of Office for the Chairman and Vice Chairman of Governors in relation to agenda item 5.4.1 and whether this should be for longer than the two years proposed. After discussion, It was **agreed** that:

- this topic would be part of the discussions at the Governing Body Training Day, with much of the Training Day focusing on Models of Governance, Committee Structure and Terms of Office.

The Standing Orders and Terms of Reference had been amended to reflect the change in title for the Clerk to the Corporation and the incorporation of the Election procedures within the Standing Orders.

All documents would be posted on the Governors' Website for information and the Assistant Principal - Marketing, Communications, Registry and Admissions & Clerk to the Corporation would ensure that the time-scales identified on the Election Procedures are adhered to.

### 5.5 Single Equality Scheme

The Vice Principal - Curriculum & Quality presented the revised Single Equality Scheme Action Plan following its revision for the OfSTED Inspection. After discussion on the changes and the thoroughness of the Action Plan, it was **agreed** that:

- the Single Equality Scheme Action Plan is approved.

### 5.6 Student Services Up-date

*(including revised Student Union Constitution)*

The Vice Principal - Curriculum & Quality presented an up-date in relation to activities within the Student Services Department. The Governing Body welcomed the detail in the report and in particular the information with regards to the appointment of the NUS President / Sabbatical Officer.

It was reported that the Nomination Packs have started to be handed out and it was hoped that an appointment would be made in the Summer Term with the current time-scales detailed below and overleaf.

Description	Date
Nomination Pack available on Blackboard in Student Services and from reception.	Wednesday 23 March 2011
Nominations to be received by 12 noon.	Friday 8 April 2011
Voting and campaigning period begins. Details of how to vote will be made available after all nominations have been received.	Tuesday 26 April 2011

Description	Date
Closing date for votes.	Tuesday 17 May 2011
Results announced by the Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation.	Friday 20 May 2011 Successful candidate takes up post 1 July 2011
Interview with Principal / Chief Executive and invite to the next Governing Body for the successful candidate.	TBC

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

- the revised Student Union Constitution, as detailed in **Appendix 2**, is approved in order that the NUS President / Sabbatical Officer is automatically appointed as one of the Student Governors on the Governing Body from the 1 August.
- the NUS President / Sabbatical Officer's Job Description is approved.

## 11/022 **ITEM 6 COMMITTEE MINUTES**

### **6.1 Employment Policy (25 January 2011)**

Mrs Zandra Haskins, Chairman of Employment Policy Committee, reported that the unconfirmed minutes from the Employment Policy Committee meeting of the 25 January 2011 were now available. A verbal report had been given on the key issues at the Governing Body's meeting on the 31 January 2011 and no further issues were raised on the minutes.

The unconfirmed minutes were received for information.

## **6.2 Finance, Assets & General Purposes (15 March 2011)**

Mr Brian Whitfield, Chairman of the Finance, Assets & General Purposes Committee, presented the unconfirmed minutes of the 15 March 2011 and after consideration, the following recommendation was **approved**:

- the Health, Safety & Welfare Policy, as detailed in Appendix 2 of the Finance, Assets & General Purposes Committee minutes is approved.

No further issues were raised.

The unconfirmed minutes were received for information.

### **11/023 ITEM 7 PRINCIPAL / CHIEF EXECUTIVE'S REPORT**

The Principal / Chief Executive verbally reported on a number of key issues that were not raised elsewhere on the agenda. These were in relation to the completion of the restructuring of the Senior Management Team, now called the College Leadership Team (CLT).

No other issues were noted.

### **11/024 ITEM 8 INSPECTION (28 February to 4 March 2011)**

#### **8.1 Ofsted**

The Principal / Chief Executive presented the draft Ofsted Report that had been discussed in brief at the Strategic Planning Day on the 19 March 2011.

It was reported that the final report was still awaited but the results and messages would be part of a multi-media campaign starting in April 2011 with a Celebration Event planned for the evening of Thursday 12 May 2011. Governors would be informed of the date as soon as it has been confirmed along with the final version of the report.

The Governing Body thanked the Principal / Chief Executive and his team for the work in delivering an excellent result. In particular the College Nominee (Carol Bromyard) was singled out for her hard work in pulling together the team.

## 8.2 Skills Funding Agency (Finance & Governance)

The Assistant Principal - Marketing, Communications, Registry and Admissions & Clerk to the Corporation presented the outcome of the Skills Funding Agency Inspection (FMCE), which had been graded **good**,

The Governing Body noted the key recommendations in the report, which were all **endorsed** having been discussed and approved by the College Leadership Team on the 21 March 2011.

In relation to the recommendation regarding bi-monthly management accounts, it was **agreed** that:

- management accounts are to remain bi-monthly for the present time but should the financial position worsen, the Governing Body reserves the right to change to monthly management accounts.

It was then reported that the College had received the final letter from the Skills Funding Agency on the 25 March 2011 confirming the result and that the Action Plan had been accepted pending Governing Body approval.

The Governing Body thanked the Assistant Principal - Marketing, Communications, Registry and Admissions & Clerk to the Corporation and the Assistant Principal - Finance for their hard work in pulling together the documentation.

### 11/025 **ITEM 9 QUALITY IMPROVEMENT PLAN 2010 / 2011**

The Vice Principal - Curriculum & Quality presented the Quality Improvement Plan for 2010 / 2011 and after detailed discussion, it was **agreed** that:

- the Quality Improvement Plan for 2010 / 2011 is approved.

The Governing Body did note that the document was rather detailed and lengthy and asked that it could be shortened for their approval in the next Academic Year 2011 / 2012. The Vice Principal - Curriculum & Quality assured the Governing Body that this would be actioned.

11/026 **ITEM 10 DEVELOPMENTS / INVESTMENTS UPDATE**

**10.1 Investment Up-date**

The Principal / Chief Executive and Deputy Principal - Corporate Services up-dated the Governing Body on the key issues contained within the report having discussed many of these at length at the Strategic Planning Day on the 19 March 2011.

After some discussion on the four options including the opportunities, the risks, the rationale for creating a University Technical College, the deadlines set for submission, and the rationale for the senior personnel changes, the following recommendations were **agreed**:

- the Deputy Principal - Corporate Services is to commence the preparation of the Sixth Form Centre Business Case for Governing Body approval on the 16 June 2011 to allow so that the Sixth Form Centre can open in September 2012.
- the Principal / Chief Executive and Chairman of Governors are to continue discussions with a view to agreeing the date and outline terms of a proposed merger.
- the Principal / Chief Executive and the Deputy Principal - Corporate Services are to progress discussions with key partner organisations in order to be in a position to submit a formal business case for a UTC.
- the Principal / Chief Executive and the Deputy Principal - Corporate Services are to submit an expression of interest to the Dearing Baker Trust for the development of a College led, University Technical College based in Middlesbrough (*Tees Valley offer*).

It was then noted during discussions that the application for the UTC had to be submitted by the 15 April 2011 with the window only opening up on the 31 March 2011. Whilst the deadline was tight, the Principal / Chief Executive assured the Governing Body that all the key partners were on board and the deadline for the submission would be met.

- the Principal / Chief Executive and the Deputy Principal - Corporate Services are to adapt discussions with the companies outlined in option 4 of the report towards them becoming part of the UTC development and in particular to investigate the potential for further capital investment and collaborative opportunities linked to the scheme.

- the Deputy Principal - Corporate Services is seconded onto 'Special Projects' for a period of six months whilst investigation into the numerous projects are carried out.
- an Interim Vice Principal - Corporate Services (David White) is appointed to cover the operational responsibilities of the Deputy Principal's current role for six months.
- the Managing Director role is put 'on hold' until these options are developed further.

Due to commercial sensitivities this report has been classified as Strictly Confidential and will be kept out of the public domain for a minimum period of 2 years.

## **10.2 Shaping Our Future (The Next Steps) Up-date**

The Deputy Principal - Corporate Services presented an up-date on the Shaping Our Future Report (*originally discussed on the 14 December 2010*), highlighting a number of growth opportunities for the College. A summary of recommendations, following discussion at the College Leadership Team meeting earlier that day, were tabled for discussion and approval.

Progress against the following opportunities was included within the report, notably:

- Growing the College's Apprenticeship Provision through a number of methods including organic growth, sub Contracted growth and strategic partnering – some up-dates were given on current and potential partners.
- Company acquisition.
- Full cost / Commercial work.
- Increased marketing budget to gain market share.

The Principal / Chief Executive then gave an overview of the recent announcement by the Government of the replacement EMA scheme, which was better than expected. The College's own Student Benefits Package, launched earlier this year, has been well received by students. All new applicants are being informed of the scheme. This is to be adapted further in light of the recent announcements and will be used as part of the College's Marketing Campaign over the next 6 months leading into enrolment.

After discussion on the summary of recommendations, the impact this would have on revenue for 2010 / 2011 and beyond plus some practicalities needed to set up legal frameworks it was **agreed** that:

- an increase of circa £100,000 is to be spent in 2010 / 2011 on a Marketing Campaign to increase the College's market share in both of its key markets i.e. 16 – 18 and 19 plus.
- the Student Benefits for the Academic Year 2011/ 2012 should be further enhanced and promoted following the recent announcement of the EMA Replacement Scheme by the Coalition Government - details of the full scheme will be shared with the Governing Body on the 11 July 2011.
- the following companies are approved as sub contractors of the College subject to satisfactory due diligence being carried out by the College prior to ascertaining Skills Funding Agency approval:
  - CableCom Training.
  - SB Training (UK) Ltd.
  - GAP Training Ltd.
  - Tdb Training Specialists Ltd.
  - Group Horizon.
  - Vision Training North East.
  - Absolute Care Training.
  - Pathway Group.
  - Janard Training and Assessment Centre Ltd.
  - Artis Training Solutions Ltd.
  - Stepping Stones Education and Training.
  - Northeast Childcare Training.
- following the acquisition of First Response Training Ltd on Friday 8 April 2011, the following would become Directors of the Company, with Melinda Bulman, Assistant Principal - Finance acting as Company Secretary:
  - Mr Robert Brady, Chairman of Governors.
  - Mike Hopkins, Principal / Chief Executive.
  - Zoe Lewis, Deputy Principal - Corporate Services.
  - Jacky Gardner, Director of Programme.

It was reported that First Response would become a wholly owned subsidiary company of Middlesbrough College upon acquisition.

- following the on-going commercial development in partnership with Adobe and after some tax / VAT advice from the College's Advisors, the Governing Body approved the setting up of a new Subsidiary Company (*name is to be confirmed in due course*) from which to trade.
- the Governing Body also approved the following personnel to become Directors of the new Subsidiary Company referred to above (*name is to be confirmed in due course*), with Melinda Bulman, Assistant Principal - Finance acting as Company Secretary:
  - Mr Robert Brady, Chairman of Governors.
  - Mike Hopkins, Principal / Chief Executive.
  - Zoe Lewis, Deputy Principal - Corporate Services.
  - Michael Greig, Project Leader.

The Governing Body advised that training for new Directors should be put in place and then welcomed the up-date and the gains being made in growing the College's income and **endorsed** the actions being taken to address income opportunities.

Due to commercial sensitivities this report has been classified as Strictly Confidential and will be kept out of the public domain for a minimum period of 2 years.

### 10.3 Capital Build Up-date

The Deputy Principal - Corporate Services presented an up-date on the Capital Build highlighting the time-scales involved with the Sixth Form Centre Project:

#### Key dates

Business Innovation & Skills approval of land HOT*	25 April 2011
Approval of Business Case	16 June 2011
Skills Funding Agency approval of Business Case	9 July 2011
OJEU/tender/appointment	April - August 2011
Enabling works commence	16 August 2011
Contractor commences	20 September 2011
Practical completion	15 August 2012
Client fit out	to 29 August 2012

\* HOT – Heads of Terms

The completion of previously reported land sales relating to the Kirby and Longlands sites were also reported and noted.

The Governing Body then received an up-date in relation to the sale of the Acklam Campus, which is progressing but not as quickly as was hoped, due to a number of issues including some concerns raised by English Heritage which could impact on the previously agreed sale contract.

It was hoped that these issues could be resolved in the short term but the Governing Body would be kept abreast of developments in the Summer Term.

Finally, the Deputy Principal - Corporate Services advised the Governing Body that, as part of the capital funding for the Middlehaven Site, the College had a requirement to submit a Post Project Review Report to the Skills Funding Agency.

After some discussion on what was needed and the time-scales, it was **agreed** that:

- the Deputy Principal - Corporate Services would ascertain approval from the Chairman of Governors, who has delegated authority on this occasion, prior to submitting the Post project Review Report to the Skills Funding Agency.
- the final report would be submitted to the Finance, Assets & General Purpose Committee and / or Governing Body in the Summer Term for information.

Due to commercial sensitivities this report has been classified as Strictly Confidential and will be kept out of the public domain for a minimum period of 2 years.

## 11/027 **ITEM 11 FINANCE MATTERS**

### **11.1 Management Accounts** *(January 2011)*

The Deputy Principal - Corporate Services presented the January 2011 management accounts and it was noted that the College is forecasting to outturn an overall operating surplus of £473,000 against a budgeted operating surplus of £640,000 for the year to 31 July 2011. This figure of £473,000 included one off and non recurring costs and credits, including FRS17 pension entries, restructuring costs and final costs associated with the disposal of the College's former campuses.

To the end of January 2011, there is an operating surplus of £354,000 against a budgeted surplus of £507,000 and the management accounts referred to a number of variances including income, payroll and non pay costs, which were summarised on pages 2 to 8 and were discussed and noted by the Governing Body.

The Deputy Principal - Corporate Services then explained that the College is under-delivering by £722,000 against its YPLA 16-18 allocation (*i.e. it is receiving £722,000 for work that it is not actually delivering*), but is over-delivering by £189,000 against its Adult budget allocations, giving a net under delivery of £533,000.

The overall forecast operating surplus in the accounts of £1.195 million should therefore be viewed in the context of this net under delivery - i.e. the College would normally expect an average contribution of 50% of turnover i.e. 50% of £533,000 is £266,000. Therefore the surplus in the accounts should be reduced by £266,000 to give a truer picture of the on-going operating surplus position.

Explanation of how the College was using the departmental contribution rates was also discussed with Employer Engagement and Distance Learning being noted as areas of concern.

Cash balances are forecasted to be £6.96 million by the end of the year.

The January 2011 management accounts were considered and received.

### **11.2 Recruitment & Progress against Target 2010 / 2011**

The Recruitment & Progress against Target 2009 / 2010 Report as at the 7 March 2011 was considered and received for information with the Governing Body noting the financial risks on page 6 of the report. During discussion, it was reported that the College had recently received additional income in 2010 / 2011 for adult apprenticeships totalling £250,000 and that further growth in this area was being targeted by the Principalship.

### **11.3 Budget Setting 2011 / 2012 & Three Year Financial Plan (mid year up-date)**

The Deputy Principal - Corporate Services presented the Budget Setting reported highlighting to Governors the National Context of funding, the College's current financial position, the College's mid year financial forecast update, the budget and curriculum planning timetable and the Indicative funding allocations for 2011 / 2012.

A revised report was tabled following approval by the College Leadership Team earlier that day - this report now had all the indicative allocations received by the College with the YPLA being £491,000 less and the SFA being only £1,000 less in 2011 / 2012 than in 2010 / 2011.

These allocations were better than expected and better than predicted in the Shaping the Future Report on the 14 December 2010. With more certainty over next years funding, the on-going financial position of the College has improved with a small budget surplus now predicted for the Academic Year 2011 / 2012.

After further discussion the Budget Time-table and the mid year updates as detailed in Appendix 1 and 2 of the report respectively were both **endorsed**.

Following this up-date, the Principal / Chief Executive proposed that the College should re-instate a budget for a Pay Award for 2011 / 2012 at the level recommended by the AoC.

In respect of 2010 / 2011, the Principal / Chief Executive proposed a one off payment to staff in recognition of their hard work and the successful Ofsted report. It was proposed that this be in the form of a one off bonus (vouchers) payable before the 31 July 2011 and would not be part of the salary baseline in future years.

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

- the Governing Body would strive to meet the 2011 / 2012 National Pay Award as recommended by the AoC through its national agreement with unions.
- a one off bonus of circa £100 per full time member of staff (estimated cost of £100,000) would be distributed among all staff, with the Principal / Chief Executive and the College Leadership Team to work out the exact amount in relation to monies paid to hourly paid staff, part-time and full-time staff.

During this item, the Governing Body also thanked Melinda Bulman, Assistant Principal - Finance for pulling the up-dated funding information together at very short notice.

#### **11.4 Fees Policy 2011 / 2012**

The Deputy Principal - Corporate Services presented the Fees Policy for 2011 / 2012 and after discussion, it was **agreed** that:

- the 2011 / 2012 Fees Policy is approved and would be posted on the College Website following approval of the unconfirmed minutes.

#### 11/028 **ITEM 12 STRATEGIC PLANNING 2010 / 2011 REVIEW (AUTUMN TERM)**

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 2010 / 2011 (Autumn Term).

The report was considered and received.

#### 11/029 **ITEM 13 STRATEGIC PLANNING EVENT OUTCOMES (19 March 2011)**

The Assistant Principal - Marketing, Communications, Registry and Admissions & Clerk to the Corporation presented the outcomes from the Strategic Planning Day on the 19 March 2011, with many of the recommendations already being approved within agenda items 10.1, 10.2 and 10.3.

One comment was made from Miss Sarah Shepherd and that was in relation to page 10, the fifth bullet point – it should say “share”. This text would be amended in the report so that the formal record is correct.

The Chairman of Governors, on behalf of the Governing Body, thanked the College Leadership Team for a well organised event. It was reported that this would now become an annual event.

11/030 **ITEM 14 INFORMATION ITEMS**

The following items relating to the 2009 / 2010 and 2010 / 2011 Academic Years were for information only and the Chairman of Governors requested that the Governing Body notes these items.

**14.1 University of Teesside Higher Education Business Partnership Annual Review & Monitoring Report 2009 / 2010**

**14.2 Work Based Learning Up-date 2010 / 2011**

**14.3 Outward Collaborative Provision Monitoring Up-date 2010 / 2011**

**14.4 Equality & Diversity Up-date**

11/031 **ITEM 15 DATE OF NEXT MEETING**

The Governing Body will meet as follows in 2010 / 2011.

- Tuesday 10 May 2011 at 10.00 am (\*\*).
- Thursday 16 June 2011 at 5.00 pm.
- Monday 11 July 2011 at 5.00 pm.

(\*\*) Governing Body Training Morning.

11/032 **ITEM 16 ANY OTHER URGENT BUSINESS**

None.

11/033 **ITEM 17 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:

- 8.1 Ofsted Inspection Draft Report**
- 10.1 Investment Up-date**
- 10.2 Shaping Our Future (The Next Steps) Up-date**
- 10.3 Capital Build Up-date**
- 14.3 Outward Collaborative Provision Update 2009 / 2010**
- 18.1 Remuneration Committee Minutes (25 January 2011)**

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 - Marketing, Communications, Registry and Admissions & Clerk to the Corporation from Governors within five working days of them receiving the unconfirmed minutes.

The Staff Governor (Business Support) left the meeting.

The Deputy Principal - Corporate Services left the meeting.

The Vice Principal - Curriculum & Quality left the meeting.

The Interim Vice Principal - Corporate Services left the meeting.

11/034 **ITEM 18 RESERVED MATTERS**

**18.1 Remuneration Committee**

Mrs Ann Wheatley, Chairman of the Remuneration Committee reported that the unconfirmed minutes from the Remuneration Committee meeting of the 25 January 2011 were now available. A verbal report had been given on the key issues at the Governing Body's meeting on the 31 January 2011 and no further issues were raised on the minutes.

The unconfirmed minutes were received for information.

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One further item was discussed and this was in relation to the revised Job Description of the Deputy Principal - Corporate Services following the change in her job title on the 20 December 2010. The Job Description was tabled and following discussion on a number of points, the revised Job Description was **approved**. The Chairman of Governors would write the Deputy Principal - Corporate Services in due course to ascertain formal approval.

During discussion, the Governing Body also requested that the Job Description of the Interim Vice Principal - Corporate Services (David White) be circulated by e-mail as soon as possible.

The Governing Body then requested that the temporary Job Description of the Deputy Principal - Corporate Services in her new role of "Special Projects" should be circulated by e-mail once it had been agreed in principle by the Chairman of Governors and Principal / Chief Executive.

Both of these requests would be actioned prior to the Easter Break by the Assistant Principal - Marketing, Communications, Registry and Admissions & Clerk to the Corporation.

The meeting closed at 7.20 p.m.

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**Committee Circulation**

Mr R Brady	College Governor
Mr T Arnold	College Governor
Mr J Autherson	College Governor
Mrs S Bates	College Governor
Mrs M Britton	College Governor
Mr P Fiddaman	College Governor
Mr A Hanif	College Governor
Mrs A V Haskins	College Governor
Mr M Hopkins	Principal & Chief Executive
Mr A Hume	Student Governor
Mr R Johns	Staff (Academic)
Mr M McClintock	College Governor
Miss A McLaren	College Governor
Miss 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	Deputy Principal - Corporate Services
Mrs S Morton	Vice Principal - Curriculum & Quality



## **Appendix 1**

### **Composition & Membership (as of the 4 April 2011)**



## Membership & Composition

### Governing Body

Name of Governor	Term of Office	Category of Membership	Max / Min Number In the Category
Mr T Arnold Mr J Autherson Mrs S Bates Mr R Brady Mrs M Britton Mr P Fiddaman Mr A Hanif Mrs A V Haskins Mr M McClintock Miss A McLaren Miss S Shepherd Mrs C A Wheatley Mr D Whitaker Mr B H Whitfield	3 October 2014 29 June 2012 29 March 2013 16 December 2011 3 October 2014 3 October 2014 29 March 2013 16 December 2011 3 October 2014 3 October 2014 29 June 2012 14 December 2012 29 March 2013 16 December 2011	College Governors x 14	Max 15 members

<b>Name Of Governor</b>	<b>Term Of Office</b>	<b>Category of Membership</b>	<b>Max / Min Number In The Category</b>
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 Miss R Murphy	20 December 2010 to 31 July 2011	Student x 2	Min 2 members Max 3 members
Mr M Hopkins	1 August 2010	Principal x 1	
<b>Total</b>		<b>19 members (19 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 4 April 2011.



## **Appendix 2**

# **Student Union Constitution**



## **Student Union Constitution**

### **Aims and Objectives**

- To create a partnership between learners and staff.
- To create a forum for the sharing and exchanging of ideas throughout the College.
- To create a clear channel of communication between representatives of the Student Council and other bodies.
- To involve the whole College community in raising aspirations attainment and standards through the creation of new initiatives, problem solving and achieving goals.
- To empower and enable learners to contribute and become active citizens.

### **Responsibilities**

- The Student Council can discuss a range of issues brought by Directorate Student Council (Directorate Student Councils) representatives or any other internal source including Governing Body, Principal / Chief Executive, other staff.
- The Student Council will be involved in the decision making process at all times.
- The Student Council will clearly disseminate information throughout the College via all established means e.g. email, blackboard, website, Facebook and Twitter etc).
- The Student Council shall respect issues of confidentiality, privacy and data protection at all times.

- The Student Council will annually determine the key roles and responsibilities of its representatives.
- The Student Council shall be consulted on any changes to the Learner Disciplinary Procedures prior to Governing Body approval.

## **Structure**

- The Student Council will consist of 16 learners elected by their peers in respective Directorate Student Councils on an annual or ratification basis.
- Two representatives from each of the 8 directorates and chosen from Directorate Student Councils will be elected to the cross College Student Council.
- At the initial meeting of the Student Council one of the representatives from the Student Council will be elected as a Student Governor. This will be agreed by the Governing Body.
- The Sabbatical Officer / NUS President will be one of the elected Student Governors, attending Governing Body meetings from 1 August onwards.
- The Student Council will meet at least on a termly basis and will be planned into the College's meetings schedule.
- It is expected that all elected members of the Student Council attend every meeting. Failure to attend may result in exclusion from the Student Council.
- All members are expected to conduct themselves in an appropriate manner conducive with their position as elected representatives of the Student Council.
- Appropriate training for Student Council representatives will be available and to ensure continuity it is expected that all members remain on the Student Council for the duration of their course.
- All positions will run from 1 August to 31 July respectively.

## **Financial Matters**

- To disseminate available funding in line with College Financial Procedures.
- To be fair and learner led in distribution of aforementioned funds.
- To have an honorary staff member as chair and to oversee financial governance of the fund.
- To offer equal and clear opportunities to access the fund to all learners.
- To present to Governing Body an annual report of activities.