

# THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE

## GOVERNING BODY

Minutes of a Governing Body Training Morning held on  
Tuesday 8 November 2011 at 10.00 am in the Board Room

<b>Present</b>	Mr R Brady	Chairman	College Governor
	Mr J Autherson		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 R Johns		Staff Governor (Academic)
	Mr M McClintock	(Item 2.3 onwards)	College Governor
	Miss A McLaren		College Governor
	Ms D Ripley		Student 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

### In attendance

Mrs P Congerton	Workforce Development Manager (Item 2.1 only)
-----------------	--

### 11/095 ITEM 1 APOLOGIES

Mr T Arnold	College Governor
Mr P Fiddaman	College Governor
Mr A Hanif	College Governor

11/096 **ITEM 2 PRESENTATIONS & INFORMATION**  
(2011 & beyond)

**2.1 Equality & Diversity Training**

The Workforce Development Manager presented an up-date on Equality & Diversity following some initial training at a previous Governing Body Training Session on the 10 May 2011. Following this meeting Governors had requested additional training to address all the issues in order that the Governing Body was fully briefed on its responsibilities.

A number of handouts were circulated for information.

The following topics were discussed:

- How did we get here?
- Purpose of the Act.
- Background to the Act.
- What's new and what has changed.
- Where does the Act apply?
- What does the Act mean?
- Protected Characteristics.
- Prohibited Conduct.
- Action to Promote.
- Positive Actions.
- Occupation Requirements.
- Reasonable Adjustments.
- Public Sector Duties.
- The Public Sector under the Act.
- Eliminating Prohibited Conduct.
- Advancing Equality of Opportunity.
- Fostering Good Relations.
- Five Key Steps.
- From Policy into Practice.

During the presentation a number of exercises were undertaken to test the Governors and the College Leadership Team on their understanding in relation to protected characteristics, prohibited conduct, actions to promote Equality & Diversity, how to achieve better outcome and the Equality Act 2010.

All slides, handouts and answers to the various exercises would be circulated with the unconfirmed minutes, as this would further assist the understanding of a complex topic.

Finally, the Chairman of Governors thanked the Workforce Development Manager for her attendance and the very detailed and informative session on Equality & Diversity.

## **2.2 Role of the NUS President (Student Governor) at Middlesbrough College**

The Student Governor, Miss Danielle Ripley presented an up-date to the Governing Body on her role since being appointed as the NUS President & Student Governor as of the 1 August 2011.

A number of handouts were circulated for information.

The following topics were discussed:

- Background.
- Elections.
- Freshers Fayre.
- Student Entertainment.
- Drive Safety.
- Student Council/
- You said, We Did.
- Plans for the Future.

A number of questions were asked by the Governing Body and one of these questions was in relation to the future plans and how these would impact on current and future students. Other questions were in relation to training and how students are being informed of events within the College.

Feedback from all sources has been extremely positive and it was reported that the Student Governor will be singing at the Awards Ceremony on the 10 November 2011 and has been involved in the planning of the event.

During the presentation a photo shoot was arranged to promote the presentation which would be uploaded onto the College's Website and would also be "tweeted" by the Principal / Chief Executive.

Finally, the Chairman of Governors, on behalf of the Governing Body, thanked the Student Governor for her attendance and the very detailed and informative session on the activities within the Student Services Department. Governors showed their appreciation for the excellent presentation as well as the sterling work being carried out for students since starting her role on the 1 August 2011.

---

Prior to agenda item 2.3, the Deputy Principal - Corporate Services updated the Governing Body on the outcome of the discussions that were held on the 10 October 2011 regarding the Teesside University Grant Sign Off.

Following the Governing Body meeting and the unconfirmed minute being circulated, Teesside University had requested further clarity with regards to the minute and after discussion on the proposal and an explanation of the rationale for the added minute, it was **agreed** that:

- the Higher Education facilities, which were funded from a Strategic Development Grant paid to Teesside University by HEFCE will continue to be used for Higher Education Programmes for the foreseeable future.

### **2.3 Governance With Impact**

The Chairman of Governors and Vice Chairman of Governors presented an up-date on progress being made with the Governance With Impact Project following discussions over the last Academic Year.

The Governance With Impact Working Group has been made up of the Chairman of Governors, Vice Chairman of Governors, Principal / Chief Executive, Mrs Moira Britton and the Clerk to the Corporation and has met on a number of occasions leading up to this presentation.

The following topics were discussed:

A number of handouts were circulated for information.

- Story so Far.
- Discussions Themes.
- Committee Structure.
- Committee Membership.
- Chairman and Vice Chairman of Committees.
- Terms of Office.
- Agenda & Paperwork.
- Future Role of the Governors
- Going Forward and Making An Impact
- Key Decisions.
- Key Decision Date

The Governing Body then debated a number of the key themes in depth and after consideration of the issues, the key decision dates and the impact these changes should have in 2011 / 2012 and beyond, it was **agreed** that:

1. the Employment Policy Committee and Finance, Assets & General Purposes Committee would be merged to form a new committee called Corporate Services.
2. the location of agenda items relating to Health & Safety would need to be determined due to the current line management responsibilities being with the Vice Principal - Curriculum & Quality.
3. Chairman and Vice Chairman of Committees would be nominated by the Chairman and Vice Chairman of Governors and this would be determined at the Governing Body meeting on the 19 December 2011 and would include a proposal on the term of office.
4. the revised Committee Membership would be determined by the Governing Body at its meeting on the 30 January 2012 following discussion between the Chairman of Governors, Vice Chairman of Governors and Committee Chairmen (once elected).
5. the Terms of Office for new Governors, as proposed in the presentation, would be a maximum of two terms of four years with a flexibility of a third term in exceptional circumstances.
6. the Terms of Office for current Governors would be revised so that Governors who have served one full term would be eligible to serve for a further two terms of four years once their current Term of Office has expired

and

those Governors who have served two or more full Terms of Office would be eligible to serve for a further period of four years once their current Term of Office has expired.

Any extension to the Terms of Office, as detailed in point 6 above, would be initially discussed by the Search Committee prior to a recommendation being discussed and formally agreed by the Governing Body.

7. an annual appraisal would be established for all Governors and this would be undertaken after the summer term by the Chairman of Governors and / or Vice Chairman of Governors with supporting paperwork to be introduced following discussion at the Search Committee.
8. the length of the agendas and the volume of paperwork would be further investigated by the Governance with Impact Working Group to take into account feedback from the Governing Body.

Changes in relation to the above would require further discussion by the Governance With Impact Working Group initially, as many of the solutions related to adding extra Governing Body meetings or changing the way papers are collated and sent out i.e. introduction of e-governance.

The Governing Body would receive further up-dates at its 19 December 2011 and 30 January 2012 meetings respectively so that changes can be implemented during the 2012 Spring & Summer Terms.

Following the 30 January 2012 meeting key Governance Documents would need to be amended including the Committee Membership, Category of Membership, Terms of Office, Standing Orders and Governor Nomination Progress etc.

The Chairman and Vice Chairman of Governors thanked the Governing Body and the members of the College Leadership Team for an informative debate, which would hopefully lead to governance having a greater impact over the next few years.

11/097 **ITEM 3 DATE OF NEXT MEETING**

The Governing Body will meet as follows in 2011 / 2012.

- Monday 19 December 2011 at 5.00 pm.
- Monday 30 January 2012 at 5.00 pm.
- Saturday 24 March 2012 at 10.00 am (\*\*)
- Monday 26 March 2012 at 5.00 pm.
- Wednesday 9 May 2012 at 10.00 am (\*).
- Monday 9 July 2012 at 5.00 pm.

(\*) Governing Body Training Morning.

(\*\*) Governing Body Strategic Planning Day.

11/098 **ITEM 4 ANY OTHER URGENT BUSINESS**

None.

11/099 **ITEM 5 MATTERS FOR PUBLICATION**

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

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

The meeting closed at 1.10 p.m.

**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 R Johns	Staff (Academic)
Mr M McClintock	College Governor
Miss A McLaren	College Governor
Miss D Ripley	Student Governor
Mr G Rogers	Staff (Business Support)
Miss S Shepherd	College Governor
Mrs C A Wheatley	College Governor
Mr D Whitaker	College Governor
Mr B H Whitfield	College Governor
Vacancy	Student Governor
Mrs Z Lewis	Deputy Principal - Corporate Services
Mrs S Morton	Vice Principal - Curriculum & Quality
Mr D White	Interim Vice Principal - Corporate Services

## THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE

### GOVERNING BODY

Minutes of a Governing Body Training Morning held on  
Tuesday 8 November 2011 at 10.00 am in the Board Room

<b>Present</b>	Mr R Brady	Chairman	College Governor
	Mr J Autherson		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 R Johns		Staff Governor (Academic)
	Mr M McClintock	(Item 2.3 onwards)	College Governor
	Miss A McLaren		College Governor
	Ms D Ripley		Student 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

#### In attendance

Mrs P Congerton	Workforce Development Manager (Item 2.1 only)
-----------------	--

#### 11/095 **ITEM 1 APOLOGIES**

Mr T Arnold	College Governor
Mr P Fiddaman	College Governor
Mr A Hanif	College Governor

11/096 **ITEM 2 PRESENTATIONS & INFORMATION**  
(2011 & beyond)

**2.1 Equality & Diversity Training**

The Workforce Development Manager presented an up-date on Equality & Diversity following some initial training at a previous Governing Body Training Session on the 10 May 2011. Following this meeting Governors had requested additional training to address all the issues in order that the Governing Body was fully briefed on its responsibilities.

A number of handouts were circulated for information.

The following topics were discussed:

- How did we get here?
- Purpose of the Act.
- Background to the Act.
- What's new and what has changed.
- Where does the Act apply?
- What does the Act mean?
- Protected Characteristics.
- Prohibited Conduct.
- Action to Promote.
- Positive Actions.
- Occupation Requirements.
- Reasonable Adjustments.
- Public Sector Duties.
- The Public Sector under the Act.
- Eliminating Prohibited Conduct.
- Advancing Equality of Opportunity.
- Fostering Good Relations.
- Five Key Steps.
- From Policy into Practice.

During the presentation a number of exercises were undertaken to test the Governors and the College Leadership Team on their understanding in relation to protected characteristics, prohibited conduct, actions to promote Equality & Diversity, how to achieve better outcome and the Equality Act 2010.

All slides, handouts and answers to the various exercises would be circulated with the unconfirmed minutes, as this would further assist the understanding of a complex topic.

Finally, the Chairman of Governors thanked the Workforce Development Manager for her attendance and the very detailed and informative session on Equality & Diversity.

## **2.2 Role of the NUS President (Student Governor) at Middlesbrough College**

The Student Governor, Miss Danielle Ripley presented an up-date to the Governing Body on her role since being appointed as the NUS President & Student Governor as of the 1 August 2011.

A number of handouts were circulated for information.

The following topics were discussed:

- Background.
- Elections.
- Freshers Fayre.
- Student Entertainment.
- Drive Safety.
- Student Council/
- You said, We Did.
- Plans for the Future.

A number of questions were asked by the Governing Body and one of these questions was in relation to the future plans and how these would impact on current and future students. Other questions were in relation to training and how students are being informed of events within the College.

Feedback from all sources has been extremely positive and it was reported that the Student Governor will be singing at the Awards Ceremony on the 10 November 2011 and has been involved in the planning of the event.

During the presentation a photo shoot was arranged to promote the presentation which would be uploaded onto the College's Website and would also be "tweeted" by the Principal / Chief Executive.

Finally, the Chairman of Governors, on behalf of the Governing Body, thanked the Student Governor for her attendance and the very detailed and informative session on the activities within the Student Services Department. Governors showed their appreciation for the excellent presentation as well as the sterling work being carried out for students since starting her role on the 1 August 2011.

---

Prior to agenda item 2.3, the Deputy Principal - Corporate Services updated the Governing Body on the outcome of the discussions that were held on the 10 October 2011 regarding the Teesside University Grant Sign Off.

Following the Governing Body meeting and the unconfirmed minute being circulated, Teesside University had requested further clarity with regards to the minute and after discussion on the proposal and an explanation of the rationale for the added minute, it was **agreed** that:

- the Higher Education facilities, which were funded from a Strategic Development Grant paid to Teesside University by HEFCE will continue to be used for Higher Education Programmes for the foreseeable future.

### **2.3 Governance With Impact**

The Chairman of Governors and Vice Chairman of Governors presented an up-date on progress being made with the Governance With Impact Project following discussions over the last Academic Year.

The Governance With Impact Working Group has been made up of the Chairman of Governors, Vice Chairman of Governors, Principal / Chief Executive, Mrs Moira Britton and the Clerk to the Corporation and has met on a number of occasions leading up to this presentation.

The following topics were discussed:

A number of handouts were circulated for information.

- Story so Far.
- Discussions Themes.
- Committee Structure.
- Committee Membership.
- Chairman and Vice Chairman of Committees.
- Terms of Office.
- Agenda & Paperwork.
- Future Role of the Governors
- Going Forward and Making An Impact
- Key Decisions.
- Key Decision Date

The Governing Body then debated a number of the key themes in depth and after consideration of the issues, the key decision dates and the impact these changes should have in 2011 / 2012 and beyond, it was **agreed** that:

1. the Employment Policy Committee and Finance, Assets & General Purposes Committee would be merged to form a new committee called Corporate Services.
2. the location of agenda items relating to Health & Safety would need to be determined due to the current line management responsibilities being with the Vice Principal - Curriculum & Quality.
3. Chairman and Vice Chairman of Committees would be nominated by the Chairman and Vice Chairman of Governors and this would be determined at the Governing Body meeting on the 19 December 2011 and would include a proposal on the term of office.
4. the revised Committee Membership would be determined by the Governing Body at its meeting on the 30 January 2012 following discussion between the Chairman of Governors, Vice Chairman of Governors and Committee Chairmen (once elected).
5. the Terms of Office for new Governors, as proposed in the presentation, would be a maximum of two terms of four years with a flexibility of a third term in exceptional circumstances.
6. the Terms of Office for current Governors would be revised so that Governors who have served one full term would be eligible to serve for a further two terms of four years once their current Term of Office has expired

and

those Governors who have served two or more full Terms of Office would be eligible to serve for a further period of four years once their current Term of Office has expired.

Any extension to the Terms of Office, as detailed in point 6 above, would be initially discussed by the Search Committee prior to a recommendation being discussed and formally agreed by the Governing Body.

7. an annual appraisal would be established for all Governors and this would be undertaken after the summer term by the Chairman of Governors and / or Vice Chairman of Governors with supporting paperwork to be introduced following discussion at the Search Committee.
8. the length of the agendas and the volume of paperwork would be further investigated by the Governance with Impact Working Group to take into account feedback from the Governing Body.

Changes in relation to the above would require further discussion by the Governance With Impact Working Group initially, as many of the solutions related to adding extra Governing Body meetings or changing the way papers are collated and sent out i.e. introduction of e-governance.

The Governing Body would receive further up-dates at its 19 December 2011 and 30 January 2012 meetings respectively so that changes can be implemented during the 2012 Spring & Summer Terms.

Following the 30 January 2012 meeting key Governance Documents would need to be amended including the Committee Membership, Category of Membership, Terms of Office, Standing Orders and Governor Nomination Progress etc.

The Chairman and Vice Chairman of Governors thanked the Governing Body and the members of the College Leadership Team for an informative debate, which would hopefully lead to governance having a greater impact over the next few years.

11/097 **ITEM 3 DATE OF NEXT MEETING**

The Governing Body will meet as follows in 2011 / 2012.

- Monday 19 December 2011 at 5.00 pm.
- Monday 30 January 2012 at 5.00 pm.
- Saturday 24 March 2012 at 10.00 am (\*\*)
- Monday 26 March 2012 at 5.00 pm.
- Wednesday 9 May 2012 at 10.00 am (\*).
- Monday 9 July 2012 at 5.00 pm.

(\*) Governing Body Training Morning.

(\*\*) Governing Body Strategic Planning Day.

11/098 **ITEM 4 ANY OTHER URGENT BUSINESS**

None.

11/099 **ITEM 5 MATTERS FOR PUBLICATION**

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

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

The meeting closed at 1.10 p.m.

**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 R Johns	Staff (Academic)
Mr M McClintock	College Governor
Miss A McLaren	College Governor
Miss D Ripley	Student Governor
Mr G Rogers	Staff (Business Support)
Miss S Shepherd	College Governor
Mrs C A Wheatley	College Governor
Mr D Whitaker	College Governor
Mr B H Whitfield	College Governor
Vacancy	Student Governor
Mrs Z Lewis	Deputy Principal - Corporate Services
Mrs S Morton	Vice Principal - Curriculum & Quality
Mr D White	Interim Vice Principal - Corporate Services