

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE

GOVERNING BODY

Minutes of the Governing Body held on
Monday 10 October 2011 at 5.00 pm in the Board Room

Present	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 M McClintock		College Governor
	Miss A McLaren		College Governor
	Ms D Ripley		Student Governor
	Mr G Rogers	Staff Governor (Business Support)	
	Miss S Shepherd		College Governor
	Mr D Whitaker		College Governor
	Mr B H Whitfield		College Governor

Officers	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

11/073 **ITEM 1 APOLOGIES**

Mr T Arnold	College Governor
Mr P Fiddaman	College Governor
Mr A Hanif	College Governor
Mr R Johns	Staff Governor (Academic)
Mrs C A Wheatley	College Governor

It was **agreed** that:

- Agenda item 8.1 (*Investment Up-date*) would be discussed under the Reserved Matters of the agenda due to the commercial sensitivities of the report.

11/074 **ITEM 2 MINUTES**

2.1 Governing Body (11 July 2011)

The minutes of the Governing Body meeting of the 11 July 2011 were **approved** as a true record and duly signed by the Chairman of Governors.

2.2 Governing Body (15 August 2011)

The minutes of the Governing Body meeting of the 15 August 2011 were **approved** as a true record and duly signed by the Chairman of Governors.

11/075 **ITEM 3 MATTERS ARISING**

None.

11/076 **ITEM 4 DECLARATION OF INTERESTS BY THE GOVERNING BODY AND THE COLLEGE LEADERSHIP TEAM**

Mr Morgan McClintock declared an interest in agenda item 10.6 due to his employment with Teesside University.

11/077 **ITEM 5 COMMITTEE MINUTES**

5.1 Employment Policy (6 July 2011)

Mrs Zandra Haskins, Chairman of Employment Policy Committee, presented the unconfirmed minutes of the 6 July 2011. It was reported that these minutes had not been available for the meeting on the 11 July 2011 although all of the recommendations had been approved by the Governing Body.

5.2 Finance, Assets & General Purposes (7 July 2011)

Mr Brian Whitfield, Chairman of Finance, Assets & General Purposes Committee, presented the unconfirmed minutes of the 7 July 2011. It was reported that these minutes had not been available for the meeting on the 11 July 2011 although all of the recommendations had been approved by the Governing Body.

5.3 Audit (13 September 2011)

Miss Sarah Shepherd, Chairman of the Audit Committee presented the unconfirmed minutes of the 13 September 2011 and after consideration, the following recommendations were **approved**:

- the Internal Audit Annual Report for 2010 / 2011 is approved.
- the Internal Audit Operational Plan of 52 days (*excluding contingency of three*) for 2011 / 2012 is approved.
- the 2011 / 2012 Internal Audit (RSM Tenon) annual fee of £22,376 (*excluding contingency*) is approved.
- RSM Tenon is approved as the Internal Auditor for the Academic Year 2011 / 2012 at the agreed remuneration and audit days.
- KPMG is approved as the Financial Statements / Regularity Auditor for the Academic Year 2011 / 2012 (*2010 / 2011 Financial Statements*) at the agreed remuneration and audit days, as previously agreed on the 14 June 2011.
- the Internal Auditor's (*RSM Tenon*) Performance Indicators for the Academic Year 2011 / 2012 are approved.
- the Financial Statements & Regularity Auditors' (*KPMG*) Performance Indicators for the Academic Year 2011 / 2012 (*Financial Statements 2010 / 2011*) are approved.

5.3.1 Internal Audit Annual Report 2010 / 2011

Miss Sarah Shepherd, Chairman of the Audit Committee presented the Internal Audit Annual Report for 2010 / 2011 following discussion at the Audit Committee on the 13 September 2011.

After discussion on its overall assurance levels, it was **agreed** that:

- the Internal Audit Annual Report for 2010 / 2011 is approved.

The Internal Annual Audit Report would be discussed again by the Governing Body on the 19 December 2011, as part of the Annual Report of the Audit Committee 2010 / 2011.

5.4 Search (21 September 2011)

The Vice Chairman of Governors presented the unconfirmed minutes of the 21 September 2011 and after consideration, the following recommendations were **approved**:

- the Skills & Experience Template, as detailed in **Appendix 1** of the Search Committee minutes is approved.
- the nomination of Mr Robert Brady, to fill the College Governor vacancy is approved for a further period to 31 July 2012 subject to a further review in early 2012.
- the nomination of Mr Brian Whitfield to fill the College Governor vacancy is approved for a further period to 31 July 2012 subject to further review in early 2012.
- the nomination of Mrs Zandra Haskins to fill the College Governor vacancy is approved for a further period to 31 July 2012 subject to further review in early 2012.
- Mr John Autherson is to be approached by the Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation to ascertain his willingness to stand again for a further period, which is yet to be determined.
- Miss Sarah Shepherd is to be approached by the Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation to ascertain her willingness to stand again for a further period, which is yet to be determined.

The revised Category of Membership is detailed in **Appendix 1** of the minutes.

5.5 Employment Policy (22 September 2011)

In the absence of the Vice Chairman of the Employment Policy who chaired the meeting, the Principal / Chief Executive presented the unconfirmed minutes of the 22 September 2011.

After consideration on the implications of the changes and the impact that this may have in terms of perception from staff / unions and possible comments from an Employment Tribunal, the following recommendations were **approved**:

- the AoC's National Pay Award for 2011 / 2012 Academic Year is approved by the Governing Body and will be backdated to 1 August 2011.
- the Disciplinary, Suspension & Dismissal Procedure of all staff (*excluding Senior Postholders*) is approved and in doing so, the following were also approved.
 - the power of dismissal is given to the Deputy Principal - Corporate Services and any future Senior Postholder(s).
 - the power to determine an appeal in connection with the dismissal of a member of staff (*excluding Senior Postholders*) is given to the Principal / Chief Executive.
 - the Vice Principal - Curriculum & Quality is re-designated as a Senior Postholder from the 10 October 2011.
- the Disciplinary, Suspension & Dismissal Procedure of Senior Postholders is approved.
- the Capability Procedure for all staff (*including Senior Postholders*) is approved.
- the Grievance Procedure for all staff (*including Senior Postholders*) is approved.
- The Staff Disciplinary Appeals Committee is disbanded.

A revised Committee Structure is detailed in **Appendix 2**.

11/078 **ITEM 6 GOVERNANCE**

6.1 Governance Update

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

The Governing Body noted the up-date especially in relation to the project regarding "*Governance with Impact*" following initial discussion at the Governing Body Training Day on the 10 May 2011. This will take shape in the 2011 / 2012 Academic Year with key areas being investigated including:

- Ensure the Strategic Plan is discussed and monitored at each Governing Body meeting.
- Review Committee Structure in 2011 / 2012.
- Review role of the Governor.
- Review paperwork and Corporate Governance Time-table.
- Stakeholder Input.

The Governing Body **endorsed** the actions being taken to date and looked forward to a more detailed discussion at the Governing Body Training Day on the 8 November 2011.

6.2 Student Services Up-date

(including Student Governor Up-date)

The Vice Principal - Curriculum & Quality presented an up-date on the activities of the Student Services Department including safeguarding, student well-being, UCAS Applications, events, staff training, Integrated Youth Support Services (*Connexions*), Additional Learning Support, Student Council, Student Governor, Student Ambassadors and centralised enrichment.

Miss Danielle Ripley, Student Governor, then up-dated the Governing Body on a number of student activities that have taken place since the start of term, plans to recruit a second Student Governor and some information in relation to her proposed presentation at the Governing Body Training Day on the 8 November 2011.

The report was considered and received.

11/079 **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 and these were in relation to recent meetings with Middlesbrough Secondary Headteachers, development of a 14 to 16 and 16 to 19 Learning Pathway and a general up-date on recruitment.

Some discussion also took place on the content of letters, which are to be sent to local MP's regarding funding for Adult Learners and the fact that the College is having to turn away some students due to the College reaching its funding target and no further funding being likely to be made available. Letters would be circulated to the Governing Body.

An up-date on FE+ and early discussions with the Co-operative Trust were also explored with further up-dates to be made at the 19 December 2011 meeting.

11/080 **ITEM 8 DEVELOPMENTS / INVESTMENTS UPDATE**

8.1 Investment Up-date

This agenda Item was taken under Reserved Matters due to the sensitivities involved and the Staff Governor (Business Support) and Student Governor were asked to leave whilst this item was being discussed – the item was minuted in order of the agenda.

The Deputy Principal - Corporate Services presented an up-date in terms of the various options being considered by the College since its last meeting on the 11 July 2011. The report had been tabled due to the confidential nature of the report.

Some progress has been made with all of the options proposed and after some discussion on the key issues, the Governing Body **endorsed** the actions being taken by the Principalship.

The Governing Body also requested that John Autherson be involved in a Working Group for one of the options and that the Chairman of Governors should write a letter on behalf of the Governing Body outlining the College's future intentions.

The Governing Body welcomed the up-date and would be kept informed of progress over the rest of the Autumn Term, with another report to be presented at the meeting on the 19 December 2011. No decisions were made at this meeting but it is envisaged that at the next meeting further progress will have been made.

8.2 Final Bank Loan Terms

The Deputy Principal - Corporate Services presented the Final Bank Loan Terms following initial discussion by the Governing Body on the 15 August 2011. After consideration on the key points within the report and the attached appendices, it was **agreed** that:

- the borrowing by Middlesbrough College of up to the full amount of the Facility (£3 million) on the Terms and Conditions set out in the Facility Letter in Appendix 1 of the report is in the interests of and for the benefit of the College - it is also most likely to promote the success of the College and that such Terms and Conditions are approved.
- the development of the land and buildings known as Middlesbrough College Sixth Form is in the interests of and for the benefit of the College and is most likely to promote the success of the College.
- Mr Robert Brady MBE, Chairman of Governors and Mr Mike Hopkins, Principal / Chief Executive are authorised to sign the Facility Letter on behalf of Middlesbrough College to indicate acceptance of the Terms and Conditions.
- the bank is authorised to act in all matters concerning the Facility upon instruction from the College once signed by any two of the following officers - Zoe Lewis, Deputy Principal - Corporate Services, Melinda Bulman, Assistant Principal - Finance and Neil Blenkinsopp, Finance Manager.

The Governing Body would be kept abreast of the need to draw down the facility through the management accounts with regular reports to the Finance, Assets & General Purposes and Governing Body.

8.3 Capital Build Up-date

The Deputy Principal - Corporate Services presented a report on the Capital Build Up-date and after discussion on the issues raised in relation to Skills Funding Agency, enabling works, tender progress, programme, overall budget and monitoring progress, the Governing Body **endorsed** the actions being taken.

It was reported that six tenders have been received by the deadline date and were being evaluated by the Turner & Townsend (*College's Advisors*) along with key staff within the College.

It was further reported that there will be a Special Governing Body Meeting on Monday 17 October 2011 at 5.00 pm to determine the appointment of the MC6 Contractor.

11/081 **ITEM 9 STRATEGIC PLANNING**

9.1 Mission Statement, Values, Strategic Priorities and Objectives for 2011 / 2012

The Principal / Chief Executive presented this item following discussions by the College Leadership Team on the 4 July 2011 when the Strategic Aims & Operating Objectives were re-visited.

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

- the Mission Statement is changed to:

“Driving Ambition, Inspiring Success”

- the Values, Strategic Priorities and Objectives are approved as detailed in **Appendix 3** of the minutes.

9.2 Strategic Plan 2011 / 2015

The Principal / Chief Executive presented the up-date to the Strategic Plan, which highlighted a number of key objectives to be achieved by 2015 along with a summary A3 sheet and the front cover, the latter two of which were approved.

One change was proposed by the Principal / Chief Executive following recent discussions with a number of Governors – this change was endorsed and was in relation to extra text being added, as detailed below

“Our Strategic Priorities are simple. They provide the focus for actions until 2015 and are intended to deliver the College’s ambition of inclusivity and excellence, growth, partnership and acquisition and employer engagement.”

After discussion on these changes, it was **agreed** that:

- the Strategic Plan for 2011 / 2015 is approved.

9.3 Delivery Plan 2011 / 2012

The Deputy Principal - Corporate Services presented the Delivery Plan for 2011 / 2012, which outlined the Key Performance Indicators (KPIs) against which the College will measure itself.

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

- the Delivery Plan for 2011 / 2012 is approved.

11/082 **ITEM 10 RESOURCES MATTERS**

10.1 Management Accounts *(July 2011)*

The Deputy Principal - Corporate Services presented the July 2011 management accounts and it was noted that the College is forecasting to outturn an overall operating surplus of £520,000 (*after one-off and non-core costs and credits*) against a budgeted operating surplus of £640,000 for the year to 31 July 2011.

The management accounts referred to a number of variances including income, payroll and non pay costs, which were summarised on pages 2 to 10 and these were noted by the Governing Body.

It was reported that this set of accounts will form the basis of the Financial Statements for 2010 / 2011 and whilst there was a positive picture, reserves had fallen by £1million due to a £1.5million requirement to bolster the balance sheet pension provision. Reserves are now standing at £25.4 million.

Cash balances are forecasted to be £6.8 million by the end of the year.

The July 2011 management accounts were considered and received.

10.2 Recruitment & Progress Against Target 2010 / 2011

The Deputy Principal - Corporate Services presented the Recruitment & Progress against Target 2010 / 2011 Report as at the 23 September 2011 with the Governing Body noting the outcomes for 2010 / 2011 on page 5 of the report.

Some discussion then followed in relation to the large changes in the ILR Funding Submission between LR03 (May 2011) and LR04 (September 2011).

It was reported that the change was in the region of £550,000 but did not result in any clawback and has not materially affected the management accounts.

The Audit Committee, at its meeting on the 6 December 2011, is to discuss a detailed report produced by the Registry Department which highlights the reasons why this change occurred and suggest recommendations for the future.

The report was considered and approved.

10.3 Treasury Management Annual Report 2010 / 2011

The Treasury Management Annual Report for 2010 / 2011 was received for information and the Governing Body noted the up-dates in relation to banking arrangements, cash balances and investments, borrowings, and compliance with current loan covenants. The Governing Body **endorsed** the actions being taken by the Finance Department in relation to short and long term investments.

10.4 Recruitment & Progress Against Target 2011 / 2012

The Deputy Principal - Corporate Services presented the Recruitment & Progress against Target 2010 / 2011 Report as at the 23 September 2011 with the Governing Body noting the financial risks, as detailed on page 7 of the report. Some discussion ensued with regards to the increase in 16 to 18 year old numbers. 19+ numbers were also up on last year and above budget, which is causing some concern as the Skills Funding Agency is only looking to fund growth in key priority areas.

The report was considered and approved.

10.5 College Companies

10.5.1 First Response Training Services Limited

The Deputy Principal - Corporate Services presented an up-date on First Response Training Services Limited following its acquisition on the 8 April 2011 and after discussion on the report and the various appendices, it was **agreed** that:

- the new Articles of Association as detailed in Appendix 1 of the report are approved.

- the Memorandum of Understanding as detailed in Appendix 2 of the report is approved.
- the Financial Procedures & Regulations as detailed in Appendix 3 of the report are approved.
- the Business Plan as set out in Appendix 4 of the report is approved.
- the reporting of annual updates in relation to Appendices 2, 3 and 4 of the report would be through the December Finance, Assets & General Purposes Committee.
- KPMG are appointed to carry out the accounts tagging service for a fee of £1,250 + VAT.
- the Chairman or Vice Chairman of Governors is authorised to sign on behalf of the College as the shareholder of First Response Training Services Limited such resolutions as may be necessary or desirable to adopt the articles of association and approve the arrangements referred to

and

on behalf of the College to enter into the memorandum of understanding with First Response Training Services Limited; and authorise the Principal / Chief Executive or Deputy Principal - Corporate Services to approve the memorandum on behalf of First Response Training Services Limited.

10.5.2 Mizaru Media Limited

The Deputy Principal - Corporate Services presented an up-date on Mizaru Media Limited following approval to set up the subsidiary company on the 4 April 2011 and after discussion on the report and the various appendices, it was **agreed** that:

- the new Articles of Association as detailed in Appendix 1 of the report are approved.
- the Memorandum of Understanding as detailed in Appendix 2 of the report is approved.

- the Financial Procedures & Regulations as detailed in Appendix 3 of the report are approved.
- the Business Plan as set out in Appendix 4 of the report is approved.
- the reporting of annual updates in relation to Appendices 2, 3 and 4 of the report would be through the December Finance, Assets & General Purposes Committee.
- the Chairman or the Vice Chairman of Governors is authorised to sign on behalf of the College as the shareholder of Mizaru Media Limited such resolutions as may be necessary or desirable to adopt the Articles of Association

and

approve the arrangements referred to and on behalf of the College to enter into the Memorandum of Understanding with Mizaru Media Limited and authorise the Principal / Chief Executive or Deputy Principal - Corporate Services to approve the Memorandum on behalf of Mizaru Media Limited.

10.5.3 Middlesbrough College Management Services Limited

The Deputy Principal - Corporate Services presented an up-date on Middlesbrough College Management Services Limited, which has been in existence since 1994 and after discussion on the report and the various appendices, it was **agreed** that:

- the new Articles of Association as detailed in Appendix 1 of the report are approved.
- the Memorandum of Understanding as detailed in Appendix 2 of the report is approved.
- the Financial Procedures & Regulations as detailed in Appendix 3 of the report are approved.
- the Business Plan as set out in Appendix 4 of the report is approved.

- the reporting of annual updates in relation to Appendices 2, 3 and 4 of the report would be through the December Finance, Assets & General Purposes Committee.
- KPMG are appointed to carry out the accounts tagging service for a fee of £1,000 + VAT.
- the Chairman or the Vice Chairman of Governors is authorised to sign on behalf of the College as the shareholder of Middlesbrough College Management Services Limited such resolutions as may be necessary or desirable to adopt the Articles of Association

and

approve the arrangements referred to and on behalf of the College to enter into the Memorandum of Understanding with Middlesbrough College Management Services Limited and authorise the Principal / Chief Executive or Deputy Principal - Corporate Services to approve the Memorandum on behalf of Middlesbrough College Management Services Limited.

10.6 Teesside University Grant Sign Off

Mr Morgan McClintock declared an interest in this item but was allowed to remain in the meeting but took no part in the discussion.

The Deputy Principal - Corporate Services presented the Teesside University Grant Sign Off Report and outlined the impact and effectiveness of the £2.5m of grant funding allocated to the College from the HEFCE strategic development fund in 2006. This fund had been invested in the new build (opened in 2008) and the report highlighted the subsequent impact on Higher Education delivery between the Academic Years 2007 / 2008 and 2011 / 2012.

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

- the Exchequer Interest had been secured in light of the growth in Higher Education learner numbers and income at Middlesbrough College since the investment had been made.

Following this approval, the Deputy Principal - Corporate Services was asked to feedback this decision to Teesside University.

11/083 **ITEM 11 STUDENT ACHIEVEMENT & EXAMINATION INTERIM RESULTS 2010 / 2011**

This item was deferred and an up-date will be discussed at the Standards Committee on the 23 November 2011 prior to the Governing Body meeting on the 19 December 2011.

11/084 **ITEM 12 INFORMATION ITEMS**

The following items relating to the 2010 / 2011 Academic Year were for information only and the Chairman of Governors requested that the Governing Body notes these items – exceptions to this were agenda items 12.1 and 12.7.

12.1 Outward Collaborative Provision Outturn 2010 / 2011

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

- Alkali Training Academy Centre (ATAC) is approved as an OCP Provider for 2011 / 2012.

12.2 Work Based Learning Outturn 2010 / 2011

Received for information.

12.3 Equality & Diversity Up-date

Received for information.

12.4 Complaints Summary 2010 / 2011

Received for information.

12.5 Public Interest Disclosure Procedure (*Whistleblowing*) Summary 2010 / 2011

Received for information.

12.6 Freedom of Information Act Summary 2010 / 2011

Received for information.

12.7 Middlehaven Post Project Review

The Governing Body **endorsed** the Middlehaven Post Project Review Report, which had been initially discussed and approved by the Governing Body on the 4 April 2011 prior to being submitted to the Skills Funding Agency.

11/085 **ITEM 13 DATE OF NEXT MEETING**

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

- Monday 17 October 2011 at 5.00 pm (**).
- Tuesday 8 November 2011 at 10.00 am (*).
- 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.

(***) Special Governing Body Meeting.

11/086 **ITEM 14 ANY OTHER URGENT BUSINESS**

It was reported that the Estates Team had been nominated for a National Award (*TES Connect Awards*) with a decision to be announced in London on Friday 11 November 2011.

Governors were also informed about the arrangements in place to celebrate the 100 years of the Transporter Bridge, which would include a Fireworks Display and a procession around the outside of the College. The College was supporting the event.

11/087 **ITEM 15 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 Investment Up-date.

8.3 Capital Up-date.

12.1 Outward Collaborative Provision Outturn 2010 / 2011.

16.1 Remuneration Minutes (6 July 2011).

16.2 Payment to Employees on the Termination of Contracts 2010 / 2011.

16.3 Staff Disciplinary Appeals Committee (12 September 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, Communication, 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 Student Governor left the meeting.

11/088 **ITEM 16 RESERVED MATTERS**

The Governing Body amended the running order of this part of the agenda to allow the following staff to remain for agenda items 8.1 (*Investment Up-date*) and 16.2 (*Payment to Employees on the Termination of Contracts 2010 / 2011*):

Deputy Principal - Corporate Services
Vice Principal - Curriculum & Quality
Interim Vice Principal - Corporate Services

The agenda was taken as follows - 8.1, 16.2, 16.3 and then 16.1

16.1 Remuneration Committee (6 July 2011)

The Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation was asked to leave the meeting for this agenda item. The Vice Chairman of Governors took the minutes, which were recorded as follows.

A Confidential Minute was recorded.

**16.2 Payment to Employees on the Termination of Contracts
2010 / 2011**

The Deputy Principal - Corporate Services presented a report detailing payments to staff on the termination of contracts. All payments made were subject to legal advice and put into contract arrangements. These payments were **endorsed** and future payments would be retrospectively approved by the Governing Body following advice from the College's Legal Advisors. The Governing Body would continue to receive an annual report on any payments made.

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.

16.3 Staff Disciplinary Appeals Committee (12 September 2011)

Mr Brian Whitfield, Chairman of the Staff Disciplinary Appeals Committee reported on the decision made at Appeal Hearing on the 12 September 2011 to support the case for dismissal. The Governing Body would be kept abreast of any developments in 2011 / 2012.

The meeting closed at 7.50 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 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



Appendix 1

Category of Membership (as of the 10 October 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 31 July 2012 3 October 2014 3 October 2014 29 March 2013 31 July 2012 3 October 2014 3 October 2014 29 June 2012 14 December 2012 29 March 2013 31 July 2012	College Governors x 14	Max 15 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
Miss D Ripley Vacancy	1 August 2011 to 31 July 2012	Student x 2	Min 2 members Max 3 members
Mr M Hopkins	1 August 2010	Principal x 1	
Total		19 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 10 October 2011.



Appendix 2

Committee Structure (as of the 10 October 2011)



Governing Body Committee Structure and Membership

<p>Audit (7)</p> <p>Mr J Autherson Mrs S Bates Mr P Fiddaman Mr F Hayes (<i>External Member</i>) Mr M McClintock Mr R Johns Miss S Shepherd</p>	<p>Employment Policy (7)</p> <p>Mr T Arnold Mrs S Bates Mr R Brady Mrs A V Haskins Mr M Hopkins Mrs C A Wheatley Mr B H Whitfield</p> <p>Finance, Assets & General Purposes (9)</p> <p>Mr R Brady Mrs M Britton Mr A Hanif Mrs A V Haskins Mr M Hopkins Miss A McLaren Mr G Rogers Mr D Whitaker Mr B H Whitfield</p>	<p>Remuneration (5)</p> <p>Mrs S Bates Mr R Brady Mrs A V Haskins Mrs C A Wheatley Mr B H Whitfield</p> <p>Search (5)</p> <p>Mr R Brady Mr F Hayes (<i>External Member</i>) Mr M Hopkins Miss S Shepherd Mr B H Whitfield</p>	<p>Standards (11)</p> <p>Mr J Autherson Mr R Brady Mrs A V Haskins Mr M Hopkins Mr R Johns Mr M McClintock Mrs V Mcfarquhar (<i>External Member</i>) Miss A McLaren Miss S Shepherd Mr D Whitaker Mr B H Whitfield</p>
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<p>Selection (Senior Posts)</p> <p>Chairman of Governors Vice Chairman of Governors Principal / Chief Executive Chairmen of Committees</p> <p><i>(For this Committee, the Chairman of Governors is empowered to select a substitute when a Chairman of Committee cannot be available). (The Principal / Chief Executive is excluded from any recruitment for the post of Principal / Chief Executive and hence the membership profile will reduce by 1)</i></p> <p>Settlement (3)</p> <p>Chairman of Governors Vice Chairman of Governors Chairman of Remuneration Committee</p>	<p>Special (3)</p> <p>Mr J Autherson Mrs A V Haskins Miss S Shepherd Mrs A Wheatley</p> <p><i>(Membership is three from any four Governors and the Clerk to the Corporation is charged with ensuring that there is sufficient availability from among the four members.)</i></p> <p>Appeals Committee (Senior Postholders) (3)</p> <p>Mr J Autherson Mr M McClintock Mr D Whitaker</p>
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Correct as of 10 October 2011.



Appendix 3

Values, Strategic Priorities & Objectives

Values

It is proposed that the following Values are adopted to reinforce that Middlesbrough College is committed to:

- Delivering excellence.
- Driving inclusion.
- Unleashing and developing talent.
- Nurturing ambition.
- Promoting mutual respect and well-being for all.
- Demanding high professional standards.

Strategic Priorities

It is proposed that the College adopts the following Strategic Priorities:

One Ambition	To be an outstanding provider of education and training.
One Curriculum	To deliver a responsive and dynamic curriculum.
One Commitment	To listen carefully and respond to students, employers and the community.
One Team	To work as a committed team to deliver achievement leading to employment, prosperity and well being.
One College	To provide outstanding services and facilities for students, employers and staff.
One Hub	To work in partnership to provide a network of educational and training excellence.

Objectives

It is proposed that the College adopts the following Objectives:

One Ambition To be an outstanding provider of education and training.

- To deliver outstanding teaching and support effective learning.
 - To maintain high standards to continue to improve and add value.
 - To maintain an environment that embraces and nurtures equality and diversity.
 - To secure excellent outcomes for students including achievement, progression, employment, apprenticeships and Higher Education.
 - To secure excellent outcomes for employers including employability and high level skills.
 - To maintain financial stability.
-

One Curriculum To deliver a responsive and dynamic curriculum.

- To continue to grow and develop 14-19 provision to meet identified demand.
- To consolidate and further develop priority Adult provision.
- To consolidate and further develop Employer provision.
- To increase participation in Apprenticeships.
- To consolidate and further develop Higher Education provision.

One Commitment **To listen carefully and respond to students, employers and the community.**

- To listen carefully to the Student Voice and respond in order to improve the student experience.
 - To listen carefully to the Employer Voice to ensure flexible, responsive and valued services.
 - To become a resource for the community offering citizens access and engagement.
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One Team **To work as a committed team to deliver achievement leading to employment, prosperity and well being.**

- To be a listening and fair employer, recruiting, developing and retaining a diverse, flexible and talented workforce.
- To acknowledge and support each others roles and performance in delivering the College's strategic priorities.
- To support staff with the necessary resources for continuing professional development to fulfill their ambitions.
- To ensure staff skills are deployed fully to enable effective and efficient curriculum and business service delivery.

One College **To provide outstanding services and facilities for students, employers and staff.**

- To invest in a dedicated sixth form centre and outdoor sports facilities.
 - To provide excellent and valued support for students.
 - To provide a safe and accessible environment.
 - To provide the best facilities, technologies, equipment and services possible.
 - To contribute to a sustainable environment.
 - To ensure all our systems and processes support the delivery of student success.
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One Hub **To work in partnership to provide a network of educational and training excellence.**

- To continue to develop strategic partnerships with Tees Valley Unlimited, employers, the local authority, 14-19 and adult providers to ensure clear progression pathways and opportunities for students.
- To continue to secure and strengthen our partnership with Teesside University.
- To seek further partnership activities within FE+ as well as with individual colleges, training providers, Third Sector and other organisations.
- To actively pursue strategic investment opportunities to secure future income growth.