

## THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE

### GOVERNING BODY

Minutes of the Governing Body held on  
Monday 11 July 2011 at 5.00 pm in the Board Room

<b>Present</b>	Mr R Brady	Chairman	College Governor
	Mr T Arnold		College Governor
	Mr J Autherson		College Governor
	Mrs S Bates	<i>(Items 1 – 10.1 only)</i>	College Governor
	Mrs M Britton		College Governor
	Mr A Hanif		College Governor
	Mrs A V Haskins	<i>(Items 1 – 10.1 only)</i>	College Governor
	Mr M Hopkins		Principal / Chief Executive
	Mr M McClintock		College Governor
	Miss A McLaren		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

#### In Attendance

Ms D Ripley                      Student (Observer Capacity)

#### 11/049    **ITEM 1    APOLOGIES**

Mr P Fiddaman	College Governor
Mr A Hume	Student Governor
Mr R Johns	Staff Governor (Academic)
Miss R Murphy	Student Governor

11/050 **ITEM 2 MINUTES - 16 JUNE 2011**

The minutes of the Governing Body meeting of the 16 June 2011 were **approved** as a true record and duly signed by the Chairman of Governors.

11/051 **ITEM 3 MATTERS ARISING**

None.

11/052 **ITEM 4 DECLARATION OF INTERESTS BY THE GOVERNING BODY AND THE COLLEGE LEADERSHIP TEAM**

None.

11/053 **ITEM 5 GOVERNANCE**

**5.1 Governance Up-date**

*(including up-date on the "Governance with Impact" Working Group)*

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 welcomed 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 and further reports would be shared with the Governing Body on the 10 October 2011 or at the Governing Body Training Day on the 8 November 2011.

Equality & Diversity Training was identified as a follow up in 2011 / 2012.

Following discussion on the current Committee Membership for the Staff Disciplinary Appeals Committee, it was **agreed** that:

- the Staff Disciplinary Appeals Committee's membership is to be increased with Mr Trevor Arnold and Mrs Sheila Bates joining the Committee to allow greater flexibility in achieving a minimum membership of three from five at any of the Appeal Hearings.

It was also reported that the Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation had been elected as Chairman of the National Clerks' Network for a third and final term for 2011 / 2012.

The report was considered and received.

## **5.2 Calendar of Meetings 2011 / 2012**

The Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation presented the proposed Calendar of Meetings for 2011 / 2012 detailing the rationale behind some of the changes / additions.

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

- the 2011 / 2012 Calendar of Meetings is approved and would be attached in **Appendix 1** of the unconfirmed minutes.

The Calendar of Meetings would be circulated to all Auditors, External Members and Governors as soon as possible and would also be posted onto the Governors' Website.

### 5.3 NUS Sabbatical Officer

*(Appointment of Student Governor for 2011 / 2012)*

The Vice Principal - Curriculum & Quality presented an up-date in relation to the appointment of Ms Danielle Ripley as NUS President / Sabbatical Officer. After discussion on the training that has already taken place and the training that is planned for the 2011 / 2012 Academic Year, it was **agreed** that:

- Miss Danielle Ripley is appointed as the Student Governor for the Academic Year 2011 / 2012, with her term of office commencing 1 August 2011.

The second Student Governor would be appointed as soon as possible in 2011 / 2012 with a planned start date of the 10 October 2011, if possible, but this would be dependent on timings of Student Council meetings.

### 5.4 Student Services Up-date

The Vice Principal - Curriculum & Quality presented an up-date on the activities of the Student Services Department including location, environment and safeguarding.

During discussions the Deputy Principal - Corporate Services then tabled the final version of the Student Benefits Package for 2011 / 2012 and after discussion on the amount of money to be invested, the variety of benefits identified and the possibilities of ascertaining further publicity, the Governing Body **endorsed** the proposals.

The Student Governor welcomed the enhanced package and would be ensuring that as many students as possible knew about the benefits, which could equate to many hundreds if not thousands of pounds depending on eligibility and take-up.

The report was considered and received.

11/054 **ITEM 6 COMMITTEE MINUTES**

**6.1 Search (18 May 2011)**

The Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation and Chairman of Governors presented the unconfirmed minutes of the 18 May 2011 and after consideration, the following recommendations were **approved**:

- Mr Robert Brady is to be approached to stand again as a College Governor for a further period up to 31 July 2012.
- Mr Brian Whitfield is to be approached to stand again as a College Governor for a further period up to 31 July 2012.
- Mrs Zandra Haskins is to be approached to stand again as a College Governor for a further period up to 31 July 2012.
- Mr Ray Johns is appointed to the Audit Committee for the period to 31 July 2012.
- the 2011 / 2012 Governance Training Plan is approved.

It was then reported that the Terms of Office for the three College Governors are only to be extended to 31 July 2012 at this stage as opposed to the normal four year cycle Governors serve. Any changes made to the number of terms served would depend on recommendations being developed through the "Governance with Impact" Group.

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

The revised Composition & Membership is detailed in **Appendix 3**.

No further issues were raised.

The unconfirmed minutes were received for information.

## **6.2 Audit (14 June 2011)**

Miss Sarah Shepherd, Chairman of the Audit Committee, presented the unconfirmed minutes of the 14 June 2011 and after consideration the following recommendations were **approved**:

- an Annual Report on Safeguarding should be published by the Assistant Principal - Student Services, Teaching & Learning.
- the External Audit Strategy for the year ending 31 July 2011 (*incorporating the 2010 / 2011 Financial Statements and the 2010 / 2011 Regularity Audit*) is approved.
- the External Audit Fee of £29,013 is approved.
- the Terms of Reference are approved.

No further issues were raised.

The unconfirmed minutes were received for information.

## **6.3 Standards (22 June 2011)**

The Chairman of Governors presented the unconfirmed minutes of the 22 June 2011 with some discussion on the timing of the meeting, the duration of the meeting and the minutes not being a full record of all the discussions, which took place.

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

- the Chairman of Governors, Vice Chairman of Governors, Vice Principal - Curriculum & Quality and Assistant Principal - Quality, Standards & Excellence would meet to discuss the format of the Standards Committee early in the next term.

The unconfirmed minutes were received for information.

#### **6.4 Employment Policy (6 July 2011)**

Mrs Zandra Haskins, Chairman of the Employment Policy Committee, verbally presented the recommendations of the 6 July 2011, as the unconfirmed minutes were not available.

After consideration, the following recommendations were **approved**:

- the Voluntary Severance Window is to remain open until the 31 December 2011.
- the current Redundancy Policy remains in force, in that the statutory formula is adopted but is predicated against an employee's actual weekly salary.

An up-date on the 2011 / 2012 Pay Award was also noted and this would be discussed at the next Governing Body meeting on the 10 October 2011.

#### **6.5 Finance, Assets & General Purposes (7 July 2011)**

Mr Brian Whitfield, Chairman of the Finance, Assets & General Purposes Committee verbally presented the recommendations of the 7 July 2011 as the unconfirmed minutes were not yet available.

After consideration, the following recommendations were **approved**:

- the Ten Year Financial Plan 2011 / 2021 is approved.
- the 2011 / 2012 Revenue Budget is approved as a £392,753 operating surplus (£4,358 historic cost surplus).
- the 2011 / 2012 Capital Budget is approved at £1,500,010.
- the Health, Safety & Welfare Policy is approved.  
(see agenda item 6.5.1 for detailed information)

In relation to the 2011 / 2021 Ten Year Financial Plan, 2011 / 2012 Revenue Budget and 2011 / 2012 Capital Budget, these would also be discussed by the Governing Body under agenda item 9.2.

The Governing Body **endorsed** the award of the Cleaning Services Contract to KGB Cleaning & Support Services for the period 1 August 2011 to 31 July 2014 and also noted the up-date on issues relating to VAT, which had been explained and minuted in depth at the Finance, Assets & General Purposes Committee on the 7 July 2011.

### **6.5.1 Health, Safety & Welfare Policy 2011 / 2012**

The Governing Body **endorsed** the recommendation of the Finance, Assets & General Purposes Committee to approve the 2011 / 2012 Health, Safety & Welfare Policy noting the changes made to the 2010 / 2011 document.

#### 11/055 **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 the focus on quality, growth, partnership, acquisition and commercial & business development.

The Governing Body welcomed the detail of the report, which also identified the key areas of work, including quality, investment, Higher Education, Student Voice, Employer Engagement, strategic influencing and partnership. Fewer initiatives and a focus on implementation, improving performance and keeping it simple would be key next year.

It was then reported that the Principal / Chief Executive was part of a Wolf Implementation Working Group, which had met on the 6 July 2011 to discuss the report and next steps. Governors would be kept abreast of any developments during the Academic Year 2011 / 2012, as this is likely to have a bigger impact on Middlesbrough College and the Further Education Sector, as opposed to any UTC Development. It was noted that the College's UTC Application is under review following discussion earlier in the Summer Term.

Other strategic up-dates were then discussed in relation to collaboration, FE Plus, merger and on-going discussions with other training organisations to strengthen the Middlesbrough College Group.

No other issues were discussed.

#### 11/056 **ITEM 8 DEVELOPMENTS / INVESTMENTS UPDATE**

##### **8.1 Investment Up-date**

The Deputy Principal - Corporate Services and Principal / Chief Executive verbally up-dated the Governing Body on the progress being made with regards to a number of investment options including the sale of Acklam, and discussion with local training companies. Some progress is being made and Governors would be kept abreast of developments.

## 8.2 Capital Build Up-date

In relation to the Sixth Form Centre, the Skills Funding Agency has queried a number of issues within the Business Case in respect of the financial and property aspects, all of which would be addressed over the next week by the Deputy Principal - Corporate Services. It is anticipated that the Skills Funding Agency approval will be towards the end of July 2011.

Some delays to the appointment of contractors are expected due to the late publication of the OJEU notice but the impact cannot be measured until the contractor is appointed and the build programme is agreed.

After further discussion on the programme, costs and the tender process to appoint an enabling contractor and the Artificial Sports Pitch Contractor, it was **agreed** that:

- John Wade Group would be appointed as the Enabling Contractor with a contract value of £224,209 and that works would commence as soon as approval from the Skills Funding Agency had been received.
- Hellens Sports would be appointed as the Artificial Pitch Supplier with a contract value of £464,161.57 although some small changes to the contract value may need to be adjusted but this is likely to be downwards.

## 11/057 ITEM 9 FINANCE MATTERS

### 9.1 Management Accounts (*May 2011*)

The Deputy Principal - Corporate Services presented the May 2011 management accounts and it was noted that the College is forecasting to outturn an overall operating deficit of £32,000 against a budgeted operating surplus of £640,000 for the year to 31 July 2011.

This figure includes over £1 million of exceptional items due to the Voluntary Severance Scheme, SMT restructure, FRS17 pension provision, Staff Reward Vouchers but is also offset by a £100,000 credit in respect of some disposals of land and assets.

To the end of May 2011, there is an operating surplus of £725,000 against a budgeted surplus of £846,000 excluding non core operating activities and the exceptional items detailed above.

The management accounts referred to a number of variances including income, payroll and non pay costs, which were summarised on pages 2 to 9 and were noted by the Governing Body.

Other areas discussed included the impact and success of the Voluntary Severance Scheme in 2010 / 2011 and the rationale for the enhanced Marketing Campaign to try and increase the College's market share in a declining market.

Cash balances are forecasted to be £6.5 million by the end of the year.

The May 2011 management accounts were considered and received.

## **9.2 Ten Year Financial Plan**

*(including Revenue and Capital Budgets for 2011 / 2012)*

The Deputy Principal - Corporate Services presented the Ten Year Financial Plan and shared with the Governing Body a number of issues, which were debated in depth, including:

- Executive Summary.
- The External Environment .
- Current College Financial Position.
- College Strategic Plan.
- Capital investment Considerations.
- Financial Plans 2011 – 2021.
- Ten Year Financial Plan Assumptions.
- Cashflow.
- Risks.
- Sensitivity Analysis.
- Financial Health.

A number of appendices were also discussed, including;

- Appendix A - Revenue Budget for 2011 / 2012.
- Appendix B - Capital Budget for 2011 / 2012.
- Appendix C - Ten Year Financial Plan.

There followed some discussion on the document including why the College's Financial Health has been amended, which is due to the change in how the formula is calculated by the Skills Funding Agency. The outcome of this change means that the College will fall to Good but then improve to Outstanding, without going to Satisfactory, as previously reported to the Governing Body.

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

- the Ten Year Financial Plan 2011 / 2021 is approved.
- the 2011 / 2012 Revenue Budget is approved as a £392,753 operating surplus (£4,358 historic cost surplus).
- the 2011 / 2012 Capital Budget is approved at £1,500,010.

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

The Recruitment & Progress against Target 2010 / 2011 Report as at the 22 June 2011 was considered and received for information with the Governing Body noting the financial risks on page 5 of the report. Growth in Apprenticeships in 2010 / 2011 and the anticipated growth in the Academic Year 2011 / 2012 was noted.

## 11/058 **ITEM 10 STRATEGIC PLANNING**

### **10.1 Strategic Planning Review (Spring Term) 2010 / 2011**

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 (Spring Term). The full year up-date would be received at the 19 December 2011 meeting.

The report was considered and received.

*(Mrs Sheila Bates left at the end of this item.)*

*(Mrs Zandra Haskins left at the end of this item.)*

### **10.2 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.

Some concern was raised about the wording of the Mission Statement in that it may be similar to that of Teesside University. The Principal / Chief Executive, through the Planning & Funding Manager, would investigate and advise accordingly but it was felt that it was not the same.

After some discussion on the proposals, the actions taken to date, the use of the word “proud” in the current Mission Statement and the wider consultation planned over the summer months, it was **agreed** that:

- the Mission Statement is amended to:

**“Driving Ambition, Inspiring Success”**

- the Governing Body would approve the Values, Strategic Priorities and Objectives at its meeting on the 10 October 2011, as this would allow further consultation with staff, unions, learners and stakeholders.

A number of issues and questions were raised during discussion, all of which would be fed back to the Planning & Funding Manager as part of the consultation process.

11/059 **ITEM 11 POLICIES, PROCEDURES & INFORMATION**

The Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation presented this item and it was reported that the various policies, procedures and documents have all been agreed within the College by the College Leadership Team, Equality & Diversity Committee and Health & Safety Committee.

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

- the following policies and procedures are approved.

Item Number	Policy / Procedure
11.1	Single Equality Scheme
11.3	Public Interest Disclosure Procedure
11.4	Safeguarding Learners Policy & Procedure
11.5	Learner Disciplinary Procedure

Agenda item 11.2 (*Equality & Diversity Up-date*) was noted for information.

11/060 **ITEM 12 OUTWARD COLLABORATIVE PROVISION & WORK  
BASED LEARNING**

**12.1 Outward Collaborative Provision Update 2010 / 2011 & Outward  
Collaborative Provision Contracts 2011 / 2012**

The Vice Principal - Curriculum & Quality presented the Outward Collaborative Provision (OCP) Report requesting that the Governing Body approve the list of OCP Providers for the 2011 / 2012 Academic Year. It was noted that one of the firms on the list had changed their name and this will be acknowledged on the contract but was not minuted, as this is commercially sensitive information.

After discussion on the list and the contract values, it was **agreed** that:

- the list of OCP Providers for 2011 / 2012 is approved.

**12.2 Provider Contract Template 2011 / 2012**

The Vice Principal - Curriculum & Quality presented the Outward Collaborative Provision Contract Template for 2011 / 2012 and after discussion on the salient parts of the contract, it was **agreed** that:

- the Provider Contract Template for 2011 / 2012 is approved and would be utilised for all providers.

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

The Vice Principal - Curriculum & Quality presented an up-date in relation to Work Based Learning and after some discussion, the report was considered and received.

11/061 **ITEM 13 ELECTION OF CHAIRMAN & VICE CHAIRMAN OF GOVERNORS FOR THE 2011 / 2012 AND 2012 / 2013 ACADEMIC YEARS**

The Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation presented this item and after a brief discussion the Governing Body elected the following Governors as Chairman and Vice Chairman of Governors for the Academic Years 2011 / 2012 and 2012 / 2013.

<b>Position</b>	<b>Elected Governor</b>
<b>Chairman of Governors</b>	Mr Robert Brady
<b>Vice Chairman of Governors</b>	Miss Sarah Shepherd

The nominations were unopposed following a revised process in 2011.

The Chairman of Governors thanked the Mr Brian Whitfield, for his tremendous dedication and loyal service to Middlesbrough College as Vice Chairman of Governors. This was **endorsed** by the whole Governing Body.

11/062 **ITEM 14 DATE OF NEXT MEETING**

The next ordinary meeting of the Governing Body has been determined under item 5.2 of this meeting as being Monday 10 October 2011 at 5.00 pm in the Board Room.

11/063 **ITEM 15 ANY OTHER URGENT BUSINESS**

None.

11/064 **ITEM 16 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:

**12.1 Outward Collaborative Provision Update 2010 / 2011 & Outward Collaborative Provision Contracts 2011 / 2012**

**17.1 Remuneration Minutes (6 July 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 Deputy Principal - Corporate Services left the meeting.

The Vice Principal - Curriculum & Quality left the meeting.

The Interim Vice Principal - Corporate Services left the meeting.

11/065 **ITEM 17 RESERVED MATTERS**

**17.1 Remuneration Committee (6 July 2011)**

Mrs A Wheatley, Chairman of the Remuneration Committee, presented the recommendations of the 6 July 2011 as the unconfirmed minutes were not yet available.

The Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation and the Principal / Chief Executive left the meeting whilst their remuneration was being discussed.

Following discussion, recommendations relating to the minute 11/012 (*agenda item 5*) and minute 11/013 (*agenda item 6*) were both approved and would be implemented in 2011 / 2012.

In relation to minute 11/011 (agenda item 4) the Governing Body discussed the issues raised at the Remuneration Committee meeting on the 6 July 2011 and after detailed discussion on the current and future arrangements, it was **agreed** that:

- the Chairman of Governors, Vice Chairman of Governors and the Chairman of the Remuneration Committee would meet to discuss the issues raised and report back to the next Governing Body meeting on any actions proposed.

Confidential notes and action points of these discussions were recorded by the Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation - these would be agreed by the Chairman of Governors and Chairman of the Remuneration Committee. These notes would then be kept confidential and used for future discussion on the salary review of the Senior Postholders either through the Remuneration Committee and / or the Governing Body.

The meeting closed at 8.00 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
Mr D White	Interim Vice Principal - Corporate Services



## **Appendix 1**

### **Calendar of Meetings 2011 / 2012**



## Governing Body and Committees Calendar of Meetings 2011 / 2012

### Autumn Term 2011

Committee	Proposed Date	Time
Audit Committee	Tuesday 13 September 2011	4.15 pm
Search Committee	Wednesday 21 September 2011	4.00 pm
Governing Body	Monday 10 October 2011	5.00 pm
Governing Body <i>(Creative Training Morning)</i>	Tuesday 8 November 2011	10.00 am to 2.00 pm
Standards Committee	Wednesday 23 November 2011	2.00 pm
Employment Policy Committee	Thursday 24 November 2011	2.30 pm
Remuneration Policy Committee	Thursday 24 November 2011	3.00 pm
Audit Committee	Tuesday 6 December 2011	4.15 pm
Finance, Assets & General Purposes Committee	Thursday 8 December 2011	2.00 pm
Governing Body	Monday 19 December 2011	5.00 pm



**Governing Body and Committees  
Calendar of Meetings 2011 / 2012**

**Spring Term 2012**

<b>Committee</b>	<b>Proposed Date</b>	<b>Time</b>
Governing Body	Monday 30 January 2012	5.00 pm
Search Committee	Wednesday 29 February 2012	4.00 pm
Finance, Assets & General Purposes Committee	Tuesday 6 March 2012	2.00 pm
Standards Committee	Wednesday 7 March 2012	2.00 pm
Audit Committee	Tuesday 13 March 2012	4.15 pm
Governing Body ( <i>Strategic Planning Day</i> )	Saturday 24 March 2012	10.00 am to 4.00 pm
Governing Body	Monday 26 March 2012	5.00 pm



## Governing Body and Committees Calendar of Meetings 2011 / 2012

### Summer Term 2012

Committee	Proposed Date	Time
Governing Body <i>(Training Morning - College Updates)</i>	Wednesday 9 May 2012	10.00 am to 2.00 pm
Search Committee	Wednesday 16 May 2012	4.00 pm
Audit Committee	Tuesday 12 June 2012	4.15 pm
Standards Committee	Wednesday 20 June 2012	2.00 pm
Employment Policy Committee	Thursday 28 June 2012	2.30 pm
Remuneration Committee	Thursday 28 June 2012	3.00 pm
Finance, Assets & General Purposes Committee	Thursday 5 July 2012	2.00 pm
Governing Body	Monday 9 July 2012	5.00 pm



**Governing Body Events  
2011 / 2012**

<b>Event</b>	<b>Date</b>
Annual Awards Ceremony 2011	10 November 2011
AoC Conference 2011	15 to 17 November 2011
Governing Body Dinner	Friday 27 January 2012
Governance Conference 2012	22 & 23 March 2012



## **Appendix 2**

### **Committee Structure (as of the 11 July 2011)**



### Governing Body Committee Structure and Membership

<p><b>Audit (7)</b></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><b>Employment Policy (7)</b></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><b>Finance, Assets &amp; General Purposes (9)</b></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><b>Remuneration (5)</b></p> <p>Mrs S Bates Mr R Brady Mrs A V Haskins Mrs C A Wheatley Mr B H Whitfield</p> <p><b>Search (5)</b></p> <p>Mr R Brady Mr F Hayes (<i>External Member</i>) Mr M Hopkins Miss S Shepherd Mr B H Whitfield</p>	<p><b>Standards (11)</b></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><b>Selection (Senior Posts)</b></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)</i></p> <p><i>(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><b>Settlement (3)</b></p> <p>Chairman of Governors  Vice Chairman of Governors  Chairman of Remuneration Committee</p>	<p><b>Special (3)</b></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><b>Staff Disciplinary Appeals (3)</b></p> <p>Chairman of Employment Policy Committee  Chairman of Finance, Assets &amp; General Purposes Committee  Mr T Arnold  Mrs S Bates  Mrs A Wheatley</p> <p><i>(Membership is three from any five Governors and the Clerk to the Corporation is charged with ensuring that there is sufficient availability from among the five members.)</i></p>	<p><b>Appeals Committee (Senior Postholders) (3)</b></p> <p>Mr J Autherson  Mr M McClintock  Mr D Whitaker</p>
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Correct as of 11 July 2011.



## **Appendix 3**

### **Composition & Membership (as of the 1 August 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
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	
<b>Total</b>		<b>19 members (18 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 1 August 2011.