

**Minutes of a meeting of the Full Governing Body held on 22nd February 2011
at 5,30pm, in the Committee Room, Ashington Campus**

	<p>Present: L Ions (Chair), S Barlow, T Shirley, B Bedson, C Smith, R Casson, M Rossi, P Down, P Langton,</p> <p>In attendance: K Ramsey, H Wright, K Allan</p>	
FGB/22Feb11/01	<p>Confirmation of eligibility and quorum</p> <p>The meeting was agreed to be quorate. There were no eligibility issues</p>	
FGB/22Feb11/02	<p>Apologies for absence</p> <p>Apologies for absence were received from Chris Todd and Lesley Rickerby. L Ions reported that Chris Todd was on paternity leave and governors extended their congratulations.</p>	
FGB/22Feb11/03	<p>Minutes of the meeting held on 9th February 2011</p> <p>The minutes of the meeting held on 9th February 2011 were accepted as a true and accurate record of the meeting.</p> <p>Matters arising</p> <p>L Ions reported that the Board of NCG had approved the Draft Merger Proposal on 10th February; following some minor changes to wording around capital development options the proposal had been submitted to the Skills Funding Agency. Helen Wright reported that Dame Jackie Fisher had spoken to Northumberland College staff on 21st February at the staff development day, which was well received. The Transition Team had established an Integration Group, looking at support services, chaired by Esme Winch of NCG with Kelly Ramsey representing Northumberland College.</p>	
FGB/22Feb11/04	<p>Kirkley Hall vision</p> <p>Marcus Clinton gave a presentation on the vision for the future of Kirkley Hall. He explained:</p> <ol style="list-style-type: none"> 1. Work carried out so far in terms of aesthetics and demonstrating professional pride; changing the culture to “can do”; and control of cost and efficiency of the curriculum. 2. The vision for a centre of rural excellence, showcasing the very best standards and practice; a learning environment that will attract, retain, and support high achievement and be enjoyable; and all curriculum areas underpinned by live commercial practice so that learners train in a real working environment. 3. Current developments already funded – new equine area; farm improvements; estate tidy-up; new reception; cyber café providing an improved learning environment; a garden design studio; and new 	

	<p>courses in veterinary nursing and floristry.</p> <p>4. Potential further developments, subject to funding, including development of farm and equine infrastructure; develop leisure and tourism, hospitality and catering; increased outdoor education provision; and show case of sustainable practice.</p> <p>Marcus also presented a table showing how the provision of a Zoological Gardens tourist attraction would contribute towards curriculum development in line with college strategic goals. Governors noted the increase in applications at Kirkley as a direct result of work to date.</p> <p>A video was shown, prepared by Bob Bedson, which showcased the improvements already made at Kirkley Hall. Governors recognised the significant improvements to date led by Marcus and supported by Bob Bedson and Phil Langton as members of High Ggain Board who were thanked for their input, which lead into the discussion of the following item.</p>	
<p>FGB/22Feb11 /04</p>	<p>Business Case – Kirkley Hall Zoological Gardens, Tea Room, and Gift Shop</p> <p>A business case for the creation of the Kirkley Hall Zoological Gardens was presented. It was proposed to launch two commercial projects to be delivered through the College’s trading subsidiary (High Gain Limited):</p> <ol style="list-style-type: none"> 1. Zoological and botanical gardens visitor attraction 2. Tea room and gift shop <p>It was noted that business cases would normally be approved by the Finance & Personnel Committee. A prior business case for the tea room and gift shop had been approved by that committee, but the estimated costs had increased since that approval. The business case for the visitor attraction was scheduled for the February 8th Finance & Personnel Committee, but was deferred due to the need for further financial modelling work.</p> <p>The proposal for the visitor attraction requires:</p> <ul style="list-style-type: none"> ● Application for a Zoo license ● Members of the public accessing the Kirkley Hall site on a larger scale than present ● A substantial increase in the number and range of animals kept at Kirkley Hall ● Capital investment of approximately £17k including VAT <p>The proposal for a tea room and gift shop requires:</p> <ul style="list-style-type: none"> ● Conversion of the existing orangery and office space in the main hall ● Capital investment of approximately £72k including VAT. <p>The appendices to the business case contained details of revenue costs, cash flow, pricing rationale, expected visitor numbers, and risk management.</p> <p>K Ramsey confirmed that our cash flow could support the expected revenue</p>	

	<p>costs.</p> <p>It was noted that the staffing complement of one dedicated events manager, albeit supported by existing High Gain staff, appeared low. Unexpected increases in staffing costs or one-off additional expenditure items would impact upon the expected profit.</p> <p>The Corporation agreed:</p> <ol style="list-style-type: none"> 1. That capital expenditure up to a limit of £17k for the Zoological Gardens be approved 2. That capital expenditure up to a limit of £72k for the tea room and gift shop be approved 3. That High Gain Limited should manage the activity, with the High Gain board exercising close supervision of progress and risks, and reporting back to the Corporation if necessary. <p>Marcus Clinton left the meeting at this point.</p>	
<p>FGB/22Feb11 /05</p>	<p>Strategic Plan implementation report</p> <p>The Corporation received an update from the Acting Principal on implementation of the strategic plan. The report noted that there are objectives that have been slow to implement and these need to be focused on over the coming months. There are also likely to be issues arising out of the merger process, which will need to be carefully considered as we move forward. This will form part of the detailed integration planning that needs to take place, and in all likelihood, many of the areas we have identified as in need of improvement will actually be addressed at a faster pace as a result of the merger.</p> <p>Governors noted that the relationship between the progress measures for each individual objective (set out in Appendix 1) and the grouped progress against the categories of “leadership and management”; “corporate development and quality improvement”; and “teaching and learning” (set out in the main report) is not clear. There may also be an optimism bias, in that where 50% of an activity is reported complete, the more difficult tasks may lie in the remaining 50%.</p> <p>Tony Shirley expressed disappointment that the college had not moved more rapidly in appointing apprentices to work within the college. Governors agreed that this was essential in order to demonstrate commitment to the apprenticeship model and encouraged the senior team to make progress.</p> <p>Bob Bedson left the meeting at this point.</p> <p>The progress report was noted and Helen Wright agreed to ensure governors comments were taken on board by SMT.</p>	
<p>FGB/22Feb11 /06</p>	<p>Curriculum planning update</p> <p>Helen Wright introduced the newly devised Curriculum Framework File which comprises:</p>	

1. Statement of priorities and market needs assessment
2. Curriculum strategy
3. Learner entitlement
4. Curriculum organisation and delivery
5. Planning and performance management

The framework identified that the college aims to develop a specialism for:

- Construction (with an emphasis on heritage skills and sustainability).
- Health, care and well being.
- Hospitality, heritage and Culture.
- Engineering (with an emphasis on renewables) and low carbon.
- Land Based Industries (Animal Management; Arboriculture; Equine; Horticulture).
- Creative Industries.
- IT (Professionals).

Particular new areas for development in 2010-11 are:

- Contact Centre Skills.
- Event Management.
- Increasing emphasis on enterprise with view to future progression and employment opportunities.
- Construction (Offsite fabrication and modern methods).
- Micro Renewables.

The College plans to develop further Foundation Degrees in the following disciplines:

- Events Management
- Horticulture
- Aquatics
- Biomass
- Animal Management
- Sheep Management
- Countryside Management
- Renewable Energy

The key priority sectors for the college in regards to Apprenticeships are as follows:

- Public Sector Logistics
- Financial services
- Creative and cultural
- Environmental Technology
- Information technology
- Retail

Chris Smith referred to the need to embed enterprise skills in the curriculum rather than treating them as a stand-alone skill set. Mark Rossi referred to

	<p>activities underway to encourage enterprise, in partnership with Go Wansbeck; enterprise skills will be mapped into Schemes of Work.</p> <p>Chris Smith questioned the strength of existing implementation tools to drive curriculum transformation; Helen Wright referred to the Planning and Performance Management Framework (which had been previously agreed by the Finance and Personnel Committee) which aims to:</p> <ul style="list-style-type: none"> • develop a culture of accountability and continuous improvement. • ensure that the organisation meets its funding, budgeting and legislative requirements efficiently and effectively. • enable us to define and articulate our objectives internally and externally. • support a performance culture by setting and monitoring key performance indicators through clearly defined and transparent processes. <p>Tony Shirley queried the wording of the 2011/12 outcome “all departments self assessments at Grade 2”. It was agreed this should state “.. Grade 2 or above”.</p> <p>The report was received by the Corporation.</p> <p>Helen Wright updated governors on announcements by the chief executive of the Skills Funding Agency concerning the future linking of 2.5% of college funding to outcomes; the specification of outcomes is to be determined at local level and could include wider measures such as getting a job rather than narrow defined as course success rates.</p>	
<p>FGB/22Feb11 /07</p>	<p>Management accounts</p> <p>Kelly Ramsey introduced the month 5 management accounts, which had been previously reviewed by the Finance & Personnel Committee. The report forecast an end of year surplus of £370k, an improvement over the budgeted surplus of £233k. However the key risk to the college in terms of future stability remains our under-performance against 2010-11 funding allocations. This continues to be an area of major concern and will be closely monitored over the coming months.</p> <p>K Ramsey reported that the Skills Funding Agency had asked all colleges to reforecast their budgets in the light of changes to the funding regime; therefore a revised forecast would be submitted to the Corporation in March 2011.</p>	<p>K Ramsey</p>
<p>FGB/22Feb11 /08</p>	<p>Learner involvement update</p> <p>The Corporation received a report which outlined the arrangements in place for the operation of the Learner Parliament; formal structures for learner feedback such as meetings and surveys; and adhoc feedback via the “Voicebox” online mechanism.</p> <p>It was noted that the report did not mention progress with Student representation on the Governing Body. K Allan reported that there had been some difficulty in establishing contact with two elected student governors but it was anticipated that at least one would shortly join the Corporation.</p>	<p>K Allan</p>

FGB/22Feb11 /09	<p>Recommendation from Search Committee</p> <p>The Corporation received a recommendation from the Search Committee and agreed to reappoint Sharon Barlow as a governor for a four-year period commencing 13th March 2007.</p> <p>The Corporation agreed to appoint Bob Bedson and Phil Langton as members of the Search Committee.</p> <p>L Ions reported that the Search Committee would be considering suggested terms of reference for the Strategic Advisory Committee which would replace the governing body if the proposed merger with NCG were approved. Governors suggested that the terms of reference should include outward-facing responsibilities for community engagement.</p>	Search Ctte
FGB/22Feb11 /10	<p>Minutes from sub committees</p> <p>The minutes of the Finance and Personnel Committee held on 7th December 2010 were received and noted</p> <p>The minutes of the Finance and Personnel Committee held on 18th January 2011 were received and noted</p> <p>The minutes of the Finance and Personnel Committee held on 28th January 2011 were received and noted</p> <p>The minutes of the Audit Committee held on 8th December 2010 were received and noted</p>	
FGB/22Feb11 /11	<p>Confidential items:</p> <p>There were no items to be classified as confidential.</p>	
FGB/22Feb11 /12	<p>Items for the Risk register:</p> <p>There were no items highlighted for the risk register.</p>	
FGB/22Feb11 /13	<p>Date of the next meeting:</p> <p>Tuesday 22nd March 2011 at 17.30 in the Committee Room, Ashington Campus</p> <p>L Ions noted that it may be necessary to bring forward the meeting scheduled for 31st May, to 19th May, in order approve a final merger proposal.</p>	

Minutes agreed:

Signed:

Date: