

Northumberland College Corporation

Governing Body

Minutes of meeting held on 7th October at 5.30pm at Ashington

Present: L Ions (Chair)
P Sample
S Barlow
I Todd
M Rossi (from GB08/094 to GB08/111)
C Smith
R Casson
K Morrison (from GB08/094 to GB08/111)
D Fleming
M Jeans
N Hall (to GB08/100 only)
T Shirley
R Ellis-Jones (to GB08/112 only)

In Attendance: C Taylor (Clerk)
S Allanson
S Reed (observer from GB08/096 onwards)
H Wright (from GB08/094 to GB08/110 - VP Curriculum & Quality)
C Saint (Tribal)
I Lambert (from GB08/094 until - Lambert Solutions)
D Ferguson (from GB08/094 until GB08/097)
A Crookston (from GB08/094 until GB08/100)
R Hogg (from GB08/094 until GB08/099)

GB08/088 Apologies

None.

GB08/089 Declaration of Interests

None.

GB08/090 Confirmation of Quorum

The meeting was quorate (the members present meeting the minimum requirement of 6).

GB08/091 Minutes of the last meeting dated 8th July 2008

The minutes were confirmed as true and accurate

GB08/092 Minutes of the EGM dated 29th August 2008

The minutes were confirmed as true and accurate except for one minor amendment. REJ provided an update on the VP Finance advert and it was confirmed that LI, NH, CS and MJ had agreed and were appointed to the panel to short list applicants.

GB08/093 Matters arising and not otherwise covered on the agenda

None.

GB08/094 Comments from the Chair

The Chair updated Governors on the following:-

1. Woodhove Art exhibition had been excellent and it was noted that SB and KM had attended;
2. Thanks were expressed to governors for their availability during the summer on a number of appeals;
3. LI had met EF after he had stepped down as a governor and had conveyed thanks from the Corporation;
4. LI had met with the external auditors KPMG and SB had met with the internal auditors PWC;
5. Sara Allanson was welcomed to the meeting in her new role as Clerk to the Corporation and thanks were conveyed to CT and Watson Burton LLP for services rendered during 2006 to 2008;
6. Capital works on the LRC at Kirkley were going well;
7. Two graduation ceremonies were to be held at Kirkley in October;
8. On 17th October the Learning Bus would be launched and governors were asked to attend if possible; and
9. The Chair's dinner was scheduled for 9th December.

GB08/095 Comments from the Principal

The Principal updated Governors on the following:-

1. The enrichment program was up and running;
2. A sports co-ordinator had been appointed;
3. The new website had been launched;
4. All management were engaged in CEL training;
5. Partnerships were being reviewed and thanks were expressed to RC regarding the Schools and County Council;
6. There was a new provision offering at Alnwick;
7. AIP was in and there had been a positive meeting; and
8. Thanks were expressed to CT and Watson Burton LLP by SMT.

GB08/096 New Build CONFIDENTIAL

LI confirmed that the New Build committee scheduled later in October would be cancelled due to the presentation given by IL. After the presentation governors raised various questions after which it was **agreed** that a paper highlighting the links between the developments at Berwick, Kirkley and Blyth to the College's strategic objectives should be produced to the New Build Committee in November.

Clerk

SR declared an interest as he had set up the planning committee for the Berwick Skills Centre.

The report was received.

GB08/097 Presentation on performance indicators/framework for excellence

DFer presented and it was **agreed** that the KPI's should be incorporated into the Strategic Plan and the self assessment process. The Standards Committee should monitor the progress of this. It was important so see which committees were reporting to the Standards Committee so that finance/audit issues could be fed back into the Strategic Plan. LI and IT to discuss this matter further.

LI/IT

GB08/098 Franchise Report

This would be produced to the next meeting.

Clerk

GB08/099 Pegasus Project

MJ left the meeting having declared an interest in the Report. As the financial part of the report had not been included Governors **agreed** that a decision could not be made. After discussion it was **agreed** that RH would at the proposed meeting on Monday conclude that that authority had not yet been given by the Corporation but that he would revert as soon as possible thereafter.

GB08/100 Enrolments 2008/09

AC explained the mechanisms behind the report and targets would be confirmed once the software had been received. It was noted that delays in reporting was a national issue due to changes in funding methodology. The report was noted and a revised report would be presented to the next F&P meeting.

Clerk

GB08/101 Financial update CONFIDENTIAL

CS presented confirming that the update had been seen by F&P. After a healthy discussion it was noted that:-

1. Governors should receive financial training;
2. F&P had changed its terms of reference to capture what should be reported;
3. Governors would like to learn how the cash position had unfolded and why SMT had not been highlighted to any issues;
4. The Corporation to ensure that high level controls were maintained and routinely reported. It was **agreed** that reporting procedures to F&P should be revitalised;
5. The Corporation to receive at all meeting going forward – where the College is against budget, variance reporting from budget and the cash position;
6. REJ to be given authority to agree new finance procedures before the arrival of a new FD;

Governors agreed all the points in the report and the capital expenditure, and income expenditure against budget for the year.

GB08/102 Strategic Plan Update

Governors agreed that priorities should be flushed out and the Standards Committee was empowered to do this.

The report was received.

GB08/103 Equality and Diversity Policy

HW presented the policy governors noting that this was an update from the briefing and training given this summer. The revised wording was agreed and SA was asked to see when the paper should be returned to the Corporation.

Clerk

GB08/104 Calendar of business

Approved and accepted.

GB08/105 Committee Self Assessment 2007/08

Governors were asked to complete the form and return to SA by 17th of October.

All/Clerk

GB08/106 Review of Committee Memberships

Governors were given the opportunity to consider if they would like to move from one committee to another. DF confirmed that his attendance at future Audit Committee meetings may be slightly pushed. SA to confirm with his PA.

Clerk

GB08/107 Draft minutes of Standards Committee

The minutes received.

GB08/108 Draft minutes of F&P

The the minutes received.

GB08/109 Draft Minutes of the Standards Committee

IT explained the purposed behind the QIS and the Governors questions. Thanks were expressed to HW and PCo for the continued level of good documentation.

GB08/110 Equality and Diversity considerations

Governors suggest that enrolments should be monitored and any issues should be brought to the Corporation.

GB08/111 Topics for the next Corporation Meeting

GB08/112 Any other business

e

CRB checks – REJ was asked to look into whether there was a requirement generally. REJ then left the meeting.

REJ

The Chair highlighted to the Corporation the finding of the Remuneration Committee meeting. After discussion it was **agreed** that LI should sit down with each Chair to discuss objectives.

GB08/113 Designation of items of confidential if required

Financial update

GB08/114 Date of future meeting

The next meeting will be held on 16th December 2008

ACTION LIST

Reference	Content	Managers
6.5.08 GB08/050	Plan to ensure success on partnerships to be brought to the Corporation	REJ
8.7.08 GB08/069 Learner Involvement	D Ferguson to provide an update on progress	DFer
7.10.08 GB08/096	New build – links between developments and the strategic plan to go to New Build	Clerk
GB08/098	Franchise report to go to the next meeting	Clerk
GB08/101	Updated enrolment report to go to F&P meeting	DFer
GB08/103	Clerk to check when E&Q policy is to be brought back to Corporation	Clerk
GB08/106	Clerk to liaise with DF's PA re audit meetings	Clerk
GB08/116	REJ to check CRB applications relevant	REJ