

Full Governing Body Committee meeting, 5 October 2010 at Ashington

	<p>Present: L Ions (Chair), C Todd, S Barlow, P Langton, T Shirley, B Bedson, C Smith, R Casson, M Rossi and D Moon</p> <p>In attendance: H Wright and D Simpkin (Acting Clerk)</p> <p>Marcus Clinton (Item 12) and Allan Crookston (Item 10)</p>	
FGB/05Oct10/01	<p>Confirmation of eligibility and quorum:</p> <p>The meeting was quorate. There were no eligibility issues.</p>	
FGB/05Oct10/02	<p>Apologies were received from:</p> <p>L Rickerby and M Jeans</p>	
FGB/05Oct10/03	<p>Scenario Presentation by Karen Sherry of Skills Funding Agency:</p> <p>Prior to the presentation, the Chair asked the group to introduce themselves to Karen Sherry.</p> <p>KS provided the group with a background to the presentation and advised that the purpose was to clarify the new role of the SFA, to contribute to the forecasting and planning which colleges and training organisations are already doing, and to exercise their overall stewardship/regulatory role for the sector by providing information on which the sector can make its own decisions and actions.</p> <p>With regard to financial health of the College sector, KS advised that the number of colleges with inadequate financial health was forecast to double in 2010/11 compared to 2009/10. She advised that the underlying financial health of the sector was critical in enabling colleges to respond to and absorb changes and reductions to funding. She then highlighted some future scenarios.</p> <p>With regard to future opportunities, KS advised that there were increased opportunities for sub-contracting, collaboration and new organisational models as the number of providers with direct contracts reduces. She added that there was greater scope to increase co-funding through engagement with business and other partners; more flexibility to respond to the needs of employers, stakeholders and the community, and that there were freedoms and flexibilities to help colleges manage within tighter budgets.</p> <p>In her concluding remarks, KS advised that the challenge was enormous for the public sector. She talked about shared services, collaboration and peer support all of which are essential and that there were tough decisions to make over the next few years.</p> <p>Governors found the presentation very helpful and the presentation reinforced the significant financial challenges facing the college. The Chair confirmed that the presentation would be carefully considered by Governors in looking at future scenarios.</p>	

	Karen Sherry was thanked for her presentation and contribution to the discussion	
FGB/05Oct10/04	<p>Minutes of the previous meeting held on 06.07.10:</p> <p>The minutes of the Full Governing Body held on the 6 July 2010 were received and agreed as an accurate record with some slight amendments.</p>	Clerk
FGB/05Oct10/05	<p>Matters arising not otherwise on the agenda:</p> <p>There were no matter arising.</p> <p>Chair's comments:</p> <p><u>UCU Meeting</u></p> <p>The Chair advised that UCU had requested to meet with both herself and CT with regard to the Principal vacancy. The Chair advised that it had been a good meeting and that it was important to keep a dialogue between unions and governors.</p> <p><u>Clerk</u></p> <p>The Chair advised that the Clerks post was to be advertised.</p> <p><u>Appointment of Vice Chair</u></p> <p>The Chair advised that Michael Jeans, the Vice Chair was moving abroad from January and that the new VC should be elected from within the current Governing Body. She asked that any governors interested in the role talk to her outside the meeting.</p> <p><u>Governor Appraisal System</u></p> <p>The Chair updated the governors on previous discussions regarding appraisal of Governors. The Chair advised that it had been suggested that the Chairs of each committee appraise those members within their committee. The Chair felt that it was important to appraise and that it had been previously agreed that governors would appraise. The general feedback from governors was that it would be useful and it was noted that the appraisal would be more of a development meeting..</p> <p>Chairs lunch</p> <p>The notes from the Chairs lunch were reviewed and amendments made.</p> <p><u>Annual Report from Sub Committees</u></p> <p>It was noted that these were reviewed at the Chairs lunch and amendments made.</p> <p>Principal's comments:</p> <p><u>Whole College Day and Strategic Plan Launch</u></p> <p>CT advised that this event would take place at KH to launch the strategic plan, obtain input into the estates strategy and build moral.</p>	

	<p><u>Estates Strategy</u></p> <p>Some views from staff and students had been received and the feedback had been good which would be incorporated into the strategy and provided to governors at the December meeting.</p> <p><u>6th Floor Refurbishment at Ashington</u></p> <p>CT advised he had taken some governors to the 6th floor for a short tour prior to the meeting. CT explained that staff from the halls would move to the 6th floor in November and that following this the halls would close and possibly be placed on the market, but that this would be incorporated into the Estates Strategy.</p> <p><u>LSIS Shared Services project</u></p> <p>CT advised that there were two projects ongoing. One was with Tynemet and South Tyneside College at a value of £25k. This project was to train three members of staff in business service techniques looking at shared services.</p> <p>The other project involved seven providers with City of Sunderland College leading. Sharon Barlow had attended the meeting on behalf of Governors and both SB & CT advised that the College has signed up in principle and that the bid potentially could provide funding of £250k.</p> <p><u>Kirkley Hall Vision Launch event</u></p> <p>CT advised that the launch event had been discussed at the last High Gain Board meeting and advised briefly on who would be attending. It was thought that the launch date be held on the 27th October at about 5pm, further details to follow.</p> <p><u>Bonfire night event</u></p> <p>CT advised the governors that there was a bonfire night event planned at KH for Thursday 4 November and commented that it would be a good opportunity for governors to meet both staff and students.</p>	C Todd
FGB/05Oct10/06	<p>Minutes from sub-committees held:</p> <p>Finance and Personnel Committee – 27 May – The minutes were noted and received as a true and accurate record of the meeting.</p> <p>F&P 29.6.10 - The minutes were noted and received as a true and accurate record of the meeting.</p> <p>Finance and Personnel Committee – 14 September – The minutes were received and received as a true and accurate record of the meeting.</p> <p>Search Committee – 14 September – The minutes were received and received as a true and accurate record of the meeting.</p> <p>High Gain Board – 22 September – The minutes were received and received as a true and accurate record of the meeting.</p>	

<p>FGB/05Oct10/07</p>	<p>Strategic Risk Review:</p> <p>CT presented this report which was to provide governors with an update on the College's Risk Management Policy and process for 2010-11.</p> <p>CT highlighted the key changes to the Risk Management Policy by advising that this had been updated to reflect the organisational structural changes of the College which took place at the end of 2009-10.</p> <p>CT then highlighted the key changes to the Strategic Risk Register by advising that the SLT had reviewed the 2009-10 strategic risk register and proposed changes for 2010-11. He then went through the changes advising three risks had been removed and three new risks had been included.</p> <p>He recommended that the governors approve the updated policy and the proposed 2010-11 Strategic Risk Register.</p> <p>Following some discussion the governors concluded that further work needed to be done and they would like to see a risk added about failure to respond to future funding cuts/scenarios.</p> <p>It was agreed that subject to this amendment the policy and register be approved</p>	
<p>FGB05Oct10/08</p>	<p>Revised budget – 2010/11:</p> <p>CT presented the revised budget and advised that the governing body approved the budget for 2010-11 on the 6th July 2010. However, it was noted that at that time the FD identified that an updated budget would need to be produced in the early part of the new academic year due to the restructure and the introduction of the QCF and other significant changes going on within the sector as a result of the new coalition government.</p> <p>This report was presented to provide a more accurate and updated budget for 2010-11 and reflected a number of changes that had been made since the last budget was presented.</p> <p>CT advised on an underlying budgeted surplus of £233k for the College group compared to the original budget surplus of £255k. CT advised that this position was not as favourable as originally proposed and that work would be continuing throughout the year to maximise income and reduce expenditure. CT then highlighted to the governors the main differences between the original budget presented in July and the position presented now. Governors noted that despite the reduction to surplus the pay to income ratio sits at 62.5% which is below that of other colleges of a similar size and scale</p> <p>The governors approved the revised revenue budget for 2010-11.</p>	

FGB05Oct10/09	<p>Management accounts – Month 12 (July 2010)</p> <p>It was noted that these had been considered by the last F&P on 14 September 2010</p> <p>CT updated the governors verbally by advising of a year end profit of £336k before taking account of restructuring The accounts were received.</p>	
FGB05Oct10/10	<p>Enrolment Report – 2010/11 Year to Date</p> <p>Allan Crookston attended the meeting to provide governors with an accurate and up to date summary of learner recruitment against allocation comparison for the 2010/11 academic year.</p> <p>AC advised that currently the learner number stood at 1,233 which represented 91% of the total allocation of 1,355 learners. With regard to Adult Learner Responsive the current total stood at 1,069 which represented 82% of the total allocation of 1,306. AC advised that this was 437 down from the figure for the same time last year which was 1,506 which represented 53% of the 2,823 allocation.</p> <p>With regard to Employer Responsive, AC advised that recruitment currently stood at 95% of profile. He also advised that 25+ Apprenticeships recruitment was showing an over recruitment of 9 learners, 16-18 was on profile with 50 learners recruited during August and September and Train to Gain and 19-24 Apprenticeships were currently at 85% and 87% of profile respectively.</p> <p>It was noted that targets on 16-18 may not be met but that a more accurate picture would be available in 2 weeks time</p> <p>Following discussion it was agreed that this information be circulated to governors between meetings so they are kept up to date</p> <p>The report was noted and received.</p>	Clerk
FGB05Oct10/11	<p>Capital and revenue report:</p> <p>Marcus Clinton attended the meeting and both he and CT provided a report to introduce to governors a number of capital expenditure requests with regards to specific investment projects. The report summarised the proposed projects for which there was a detailed business case attached for governors information. These reports should normally go to F&P before GB but due to timing of meetings this had not been possible</p> <p>The projects were as follows:</p> <p><u>Farm Sale Capital</u></p> <p>This is to purchase vital equipment to further restore and develop the Kirkley estate.</p> <p><u>Farm Capital</u></p> <p>This is to purchase vital equipment to restore and improve the</p>	

	<p>farm.</p> <p><u>High Gain – Tea Room and Gift Shop</u></p> <p>This is for the creation of a tea room and gift shop at Kirkley Hall. Expected one year payback period on the initial investment. Phil Langton noted that the high gain board had considered and supported this bid.</p> <p><u>Kirkley Hall - Cybrecafe</u></p> <p>This is for the purchase of IT equipment and furniture to enable the College to open a Cybercafe for the students in a pre-converted room.</p> <p><u>Equine Indoor Arena</u></p> <p>This is for a conversion of an existing farm building into an Equine Indoor Arena. Members noted the significantly lower cost than had previously been proposed.</p> <p>Following discussion the governors agreed to all five projects going ahead.</p>	
FGB05Oct10/12	<p>Cycle of Business – SLT and Governors:</p> <p>The cycle of business for Governors, SLT and CLT was handed out at the meeting for governors information.</p> <p>The Chair advised that it was helpful to have members of CLT attend meetings when they are submitting reports.</p> <p>The cycle of business was received</p>	
	<p>Any other business:</p> <p><u>Hillcrest</u></p> <p>HW tabled a report to the governors regarding a 6th Form collaboration with Hillcrest School. HW advised that following an approach from the Head Teacher, discussions had taken place to develop progression opportunities for a group of students currently attending Hillcrest with a view to them accessing shared provision at Northumberland College.</p> <p>HW advised that Hillcrest is not currently funded for post 16 students and had previously been absorbing the cost of the post 16 students choosing to stay on at school. It was noted that numbers had increased as this was the preferred option for School and Parents.</p> <p>HW highlighted that the proposal was that the students are enrolled as College students and attract Learner Responsive 16-18 funding; the school would then like the College to transfer a proportion of this funding to them to resource teaching and support staff for this group of students and, that the College would also allocate Additional Learner Support Funding from its budgeted allocation and transfer this to the school.</p> <p>RC provided governors with some background to this proposal and advised that this was also an opportunity to change the</p>	

	reputation of the College with special schools. The proposal was approved by the governors.	
	Staff and students were excluded from the remainder of the meeting due to the nature of the business to be discussed The date of the next: 7 December 2010, 5:30pm in the Committee Room at Ashington Campus	