

Full Governing Body Committee meeting 5 July 2011, Committee Room, Ashington

	<p>Present: L Ions (Chair), S Barlow, T Shirley, C Smith, R Casson, M Rossi, P Down, L Rickerby, C Todd, P Langton</p> <p>In attendance: K Ramsey, K Allan, D Simpkin (note taker)</p>	
FGB/5July11/01	<p>Confirmation of eligibility and quorum</p> <p>The meeting was quorate. There were no eligibility issues.</p>	
FGB/5July11/02	<p>Apologies were received from:</p> <p>H Wright, B Bedson and D Moon.</p>	
FGB/5July11/03	<p>Minutes of the meeting held on 19 May 2011</p> <p>The minutes of the Full Governing Body meeting held on the 19 May 2011 were approved as a correct record. There were no matters arising.</p>	
FGB/5July11/04	<p>Merger update</p> <p>Chris Todd (CT) advised that the Skills Funding Agency (SFA) had issued a first draft summary of the consultation responses. The governors' merger sub-committee had met to consider the first draft. The document was not felt to provide a balanced view and suggested modifications had been returned to the SFA.</p> <p>A second draft had been received and was expected to be published shortly on the SFA web site.</p> <p>It was noted that the consultation had produced the largest number of responses for any proposed college merger. The SFA had made recommendations on issues to be addressed in the Final Merger Proposal, relating to Local accountability, the future of Northumberland College sites; curriculum offer; choice and competition; land-based provision; rationale for the selected option; impact on students; and value for money</p> <p>L I reported that she had received a letter from Tyne Metropolitan College (Tyne Met), noting objections to the merger which Tyne Met had forwarded to the Secretary of State, and inviting Northumberland College to form a federation with Tyne Met.</p> <p>It was agreed that LI would respond to Tyne Met indicating that Northumberland College did not wish to form a federation with Tyne Met.</p> <p>.L Ions advised that during the consultation a Freedom of Information request was received to obtain a copy of the Strategic Objectives Appraisal (SOA). The request was refused and the requestor had appealed against this decision. L Ions will meet the individual concerned and discuss.</p> <p>C Smith requested a copy of the accounts from InTraining. . KR to obtain these.</p>	<p>L Ions</p> <p>L Ions</p> <p>K Ramsey</p>

<p>FGB/5July11/05</p>	<p>Performance monitoring – Period 9 and going forward</p> <p><u>Period 9</u></p> <p>This report provided Governors with a summary of performance for the College to Period 9 along with an explanation against key performance indicators.</p> <p>The report provided an update on:</p> <ul style="list-style-type: none"> - The College’s current performance against its main funding streams in relation to funding and learner volume performance. - The College’s current profile of lesson observations. CT advised that lesson observations are to be outsourced in the future to BW Consultants who would develop teaching and learning programmes and more productive staff development. CT added that BW Consultants were to carry out a leadership review in September in order to prepare for a possible inspection. - The College’s current performance against attendance, retention and achievement. - Attendance – There was some discussion regarding young children missing during school/college hours. L Rickerby (LR) asked if it was possible to identify why students were not attending college. It was noted that next year a report on non attendance would be presented to Governors. CT agreed to address all issues raised and report on these. - Retention - Achievement - Success rates – Discussions took place regarding LLDD students. It was noted that there was a potential for the College to move forward with this provision and raise profile in the new academic year. CT advised that an internal review was being conducted and he would report on this in the new academic year. - Staff, student and employer satisfaction – It was noted that results of the recent staff survey would be available in the new academic year. - Corporate performance – It was noted that internal audit outcomes during 2010-11 had improved. <p>L Ions noted the report and asked that a report about staffing eg sickness, absence etc be placed on the agenda for future meetings. CT agreed to circulate the current report he has received to Governors.</p> <p><u>Going Forward</u></p> <p>This report provided an introduction to the College’s new approach to performance monitoring of its core business activities, outlining the work done during 2010/11, and the plans for the future development of the process during 2011/12.</p> <p>The report identified the implications of the new approach to performance monitoring on the ongoing Governance arrangements within the College, which suggested some changes to Committee structures that had previously been considered by the Search Committee.</p> <p>The report was noted.</p>	<p>C Todd</p> <p>C Todd</p> <p>C Todd</p>

<p>FGB/5July11/06</p>	<p>Business Plan 2011-12, Budget and 3-year financial plan</p> <p>CT provided a board overview together with the key assumptions. The purpose of the report was to seek approval from the Corporation for the College's 2011/12 Business Plan, Budget and 3 year Financial Plan.</p> <p>CT highlighted the changes since the College last reviewed its position.</p> <p>CT advised what the priorities for 2011/12 were and what is to be achieved;</p> <ul style="list-style-type: none"> ○ Curriculum – to improve teaching and learning ○ Financial – Continuous improvements to be made in relation to the budget and financial health ○ Corporate – improve effectiveness ○ Leadership and Management - continue to build and develop the team <p>CT then provided Governors on developments etc being planned within the following sections of document 1.</p> <p>Document 2 highlighted the targets and KPIs for 2011/12 for:</p> <ul style="list-style-type: none"> ○ Whole college ○ Curriculum ○ Financial – Operating Position Targets <p>Document 3 – Detailed Curriculum Planning Data – CT identified growth in:</p> <ul style="list-style-type: none"> - Apprenticeships - Employability - 16-18 Learner Responsive <p>Document 4 – Budget Commentary – KR advised that all budget holders had compiled individual business plans and budgets which had been consolidated into the overall College Business Plan and Budget. KR added that budget holders are wholly accountable for budgetary performance and that this will be monitored via the Performance Management Framework.</p>	
<p>FGB/5July11/07</p>	<p>Plan B strategy and estates master plan</p> <p><u>Plan B Strategy</u></p> <p>CT provided this paper to give Governors an update on:</p> <ul style="list-style-type: none"> ○ Immediate tasks – CT advised he was seeking support from the Skills Funding Agency on removal of the College's financial notice to improve; gain support for the business plan, budget and financial plan; seek capital support to fund back log maintenance costs and health and safety works required over the next 3 to 5 years and to seek support for the Estates Masterplan. <p>CT highlighted the 2011/12 objectives for the following:</p> <p>Quarter 1 objectives:</p> <ul style="list-style-type: none"> ○ Leadership and Management 	

- Restructure the Executive Leadership Team within the College to deliver increased capability and capacity
- Actively seek opportunities with the Universities
- Explore partnership working with the Local Authority and the potential for strong collaboration.
- o Corporate
- Invest in MIS systems development and restructure the team to deliver improved business intelligence

Quarter 2 objectives:

- o ICT Resources – to develop an ICT investment strategy and implementation plan

Quarters 3 & 4:

- o Exploration of Shared Service options
- o Exploration of possibilities to expand the curriculum offer made to School children

Looking 2012/13 and onwards, CT advised that consideration of strategic partnerships with selected Colleges across the region would be given, and the development of an ambitious estates master plan.

Plan B Estates Master Plan

CT advised that the College had recently completed a number of surveys relating to the estate with a view to identifying back log maintenance and repair issues.

CT then provided a broad overview on the strategy for the estate. He added that in order to fund the developments identified the College would need to secure loan financing, as well as detailed business cases to support each specific project and phase.

CT added that the plan would create additional pressure on the College's long term financial position but would secure growth in income and improved profitability to cover any additional loan servicing costs.

The report was received and noted.

FGB/5July11/08	<p>Recommendation from Search Committee – amended standing orders and committee terms of reference</p> <p>K Allan introduced recommendations from the Search Committee to streamline governance processes. These had been previously been discussed at the Full Governing Body on 19th May, when a decision was deferred.</p> <p>The Corporation now agreed to:</p> <ul style="list-style-type: none"> a) Increase the number of Full Governing Body meetings to nine per year b) Discontinue the Finance and Personnel Committee c) Discontinue the Standards Committee d) Review the Financial Procedures to ensure conformance with the new Committee structure, and to provide delegated authority for capital expenditure items up to £50k to the Principal and the Director of Finance. e) Implement of the October 2010 agreement to carry out appraisal of Governors. f) Produce an Annual Report g) Structure the FGB agendas under the headings of strategy; stakeholder relations; staffing; finance and performance; risk management; and capability & capacity h) Agree annually, at the same time as the agreement of the budget, of a statement of key performance indicators, against which the performance of the executive team will be unambiguously assessed. 	
FGB/5July11/09	<p>Redundancies updates</p> <p>An update was provided to the Governors on the 2011/12 restructure and redundancy process.</p> <p>On the 8 February 2011 the F&P Committee agreed a redundancy provision in the accounts of £400k. Formal notification has been issued to the recognised trade unions of the College’s intention to make a number of teaching, learning and support staff redundancies. An HR1 form has been sent to BIS, UCU and Unison on the 20 June 2011 and the College expects formal consultation to last one month, with the process fully implemented by the end of July 2011, with staffing structures reflecting the business plan and budget going into 2011/12.</p> <p>The report provided the number of staff at risk of redundancy and the actual number of redundancies required.</p> <p>Governors received and noted the content of the report.</p>	
FGB/5July11/10	<p>Minutes of Committees held since 26 April 2011</p> <p><u>Audit Committee – 28 June 2011</u></p> <p>The minutes were agreed as a true and accurate record of the meeting.</p> <p><u>Finance & Personnel Committee – 27 June 2011</u></p>	

	<p>The minutes were agreed as a true and accurate record of the meeting.</p> <p><u>Standards Committee – 14 June 2011</u></p> <p>The minutes were agreed as a true and accurate record of the meeting.</p>	
FGB/5July11/09	<p>Review of confidential minutes</p> <p><i>Staff governors, the Principal, and senior post-holders except for the Clerk left the meeting at this point.</i></p> <p>Kevin Allan (KA) presented a schedule of minutes which had previously been classified as confidential, from Corporation meetings between June 2010 and June 2011. It was agreed that minutes would be dealt with in three categories:</p> <ul style="list-style-type: none"> a) One set would no longer be classified as confidential and would now be included in public records. KA will update the College web site accordingly b) One set would continue to be classed as confidential because they relate to named individuals c) The final group would remain confidential for the time being but would be further reviewed in December 2011. 	<p>KA</p> <p>KA</p>
	<p>Any other business: There were no items of any other business.</p> <p>Confidential items: Items 4, 7, and 9</p>	
	<p>Date of next meeting:</p> <p>To be confirmed.</p>	

Signed by the Chair

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