

Northumberland College Corporation

Governing Body

Minutes of meeting held on 18th September 2007 at 5.30pm at Ashington

Present: L Ions (Chairperson)
P Sample
R Ellis-Jones (Principal)
L Scott
M Jeans
I Todd
S Barlow
N Hall
P Pratt
J Carlin
M Rossi

In Attendance: C Taylor (Clerk to the Corporation)
I Holmes (VP Finance)
P Cook (to item GB07/110 only)
A Crookston (to item GB07/110 only)
M Jinks (to item GB07/104 only)
C Jennings (to item GB07/104 only)

GB07/098 Apologies

Standing apologies were given for Eric Fisher. Apologies had been received from D Fleming.

GB07/099 Declaration of Interests

None

GB07/100 Confirmation of Quorum

The Chairperson confirmed that the meeting was quorate (the members present meeting the minimum requirement of 5).

GB07/101 Minutes of the Governing Body meeting held on 10th July 2007

The minutes were agreed as a true and accurate record subject to two amendments.

GB07/102 Matters arising and not otherwise covered on the agenda

None

GB07/103 Comments from the Chair

The Chairperson informed Governors of the following matters:-

- a) LI had met with C Roberts (LSC) in July who had confirmed that he had confidence in the new team at the College and the governors.
- b) LI had met with Judith Woodruff, Chair Tyne Met. It was agreed to arrange a joint meeting of Governors in October to touch upon strategic alliances.
- c) REJ and LI had met with the partners of Ashington School Trust and have signed up after taking legal advice.
- d) Lambert Property Solutions had been appointed to manage the new build.
- e) Governors had met with potential new governors. This matter to be discussed

later in the meeting.

- f) A letter had been received from the LSC regarding the ILR. Such letter had been referred to the Audit Committee so that a formal response could be made.

GB07/104 Principal update

REJ provided the following update:-

- a) confirmation from governors whether the update should be verbal or written.
- b) Lambert Property Solutions have been extremely helpful regarding matters affecting the site and a paper had been taken to the Finance & Personnel Committee. It was noted that Ian Lambert would be speaking with Asda.
- c) Tony Sacco of the LSC would be attending the College to discuss the LSC changes.
- d) A new contract with Tribal had been entered into and B Harrison would remain a critical friend.
- e) The College now had a full compliment of senior and middle managers. C Jennings introduced himself as the new communications manager and M Jinks introduced herself setting out the areas within her role. P Cook introduced himself as the Assistant Principal for Quality. A warm welcome was extended by governors.
- f) It was noted that the support restructure was not yet in place but it was hoped that this would resolved by Christmas.
- g) A letter had been sent to the LSC regarding OCT and a response was awaited.

GB07/107 and GB07/108 were taken at this point so that AC and PCo could leave the meeting

GB07/105 Update on Budget for 2007/08

IH presented a verbal update confirming that a revised outturn would be produced every quarter. A summary of New contracts and lost business had been produced to Finance and Personnel Committee.

GB07/106 Capital Expenditure Report

IH presented the report and after discussion it was agreed that the monitoring documents be accepted and produced as a standing item at future F&P and Corporation meetings. The paper was received to the meeting

Clerk/IH

GB07/107 Capital Expenditure Approval Process

IH presented the process and the format was agreed for future papers. After a healthy discussion it was agreed that staff would work on the contents before approval was sought from Governors on favoured areas of investment.

LI

Following discussion on the links between Capital and Strategy it was agreed that a separate meeting of Governors would be organised to discuss the strategic plan . LI would speak with D Fleming to ascertain what aspects of capital expenditure should be dealt with by each of Finance and Personnel and the New Build Committee. The paper was received to the meeting

GB07/108 Student data 06/07 including withdrawals, achievements and success rates

AC and PCo presented an update on the figures. It was agreed that this was an excellent management tool and should give confidence to governors. After several questions it was agreed that key skills should still be kept within the radar. A full report would be produced for the next Corporation meeting with an update at the next Standards Committee meeting. The paper was received to the meeting.

PCo/
Clerk

GB07/109 The Enrolment updated 2007/08

A Crookston presented the report running through the figures. It was noted that control measures had been put in place regarding staff recruitment and that a culture change was taking place. After discussion it was agreed that governors would like year on year figures to enable informed decisions to be made. It was agreed that a detailed monthly report would be included on every Corporation agenda. The paper was received to the meeting

AC/Clerk

GB07/110 Development plan

REJ discussed the salient parts indicating that a new plan had been written which would be delivered to the Standards Committee carrying forward those areas that still needed to be measured. A concise and fuller report would then be fed back to the Corporation. It was agreed that IH and HW should work together regarding financial objectives so that financial implications would be built in to next year's plan.

The contents were noted and the paper was received to the meeting

GB07/111 Confidential register review

The Clerk presented the register and after discussion it was agreed that GB07/026 could be placed within the public domain.

Clerk

GB07/112 Calendar of business approval

The Clerk indicated why the calendar had been reproduced and after discussion the contents were agreed. It was noted however an additional meeting late October/early November for the next Corporation meeting would be beneficial to discuss Strategy. LI to look at tentative dates.

LI/Clerk

GB07/113 Corporation Effectiveness

The Clerk presented the paper and after a healthy discussion it was agreed that:-

- a) there should be a degree of control to ensure governors accurately recorded their comments on the document.
- b) Papers should be delivered to the Clerk by early October
- c) The Clerk to prepare an interim report flagging discrepancies for discussion by Governors at the next meeting.

Clerk

GB07/114 Minutes of M&G meeting held on 4th September 2007

PP highlighted salient parts to governors and discussed the following:-

- a) Attendance levels – after discussion it was agreed that 75% was a reasonable target for attendance and anything below would trigger further discussion.
- b) PP had spoken with EF who was in good spirits and delighted to hear to from PP. EF was unsure when he would be able to return to Corporation business but noted he would be resigning next year at the end of his current term of office.
- c) an informal meeting with 10 potential new governors had taken place from which 4 had been identified for appointment to the Corporation. It was agreed that the candidates should be approached and invited to join the board.

REJ

The minutes were received to the meeting.

GB07/115 Minutes of F&P meeting held on 11th September 2007

LI highlighted salient parts within the minutes for Governors information. The draft minutes were received to the meeting.

GB07/116 Minutes of the High Gain Board held on 12th June 2007

PP highlighted salient parts and the minutes were received to the meeting.

GB07/117 Topics for the next Corporation Meeting

Enrolment report and end of year achievement – update

Learning Park – update

Discussion regarding strategy and self assessment for October meeting

GB07/118 Any other Business

Travelling expenses were raised and it was confirmed that all Governors were entitled to claim these out of pocket expenses.

Student representation was still a concern. After discussion it was agreed that MR and LS would like to undertake a piece of work to identify ways of involving students. It was agreed that MR would look at other models and report back to the Corporation on his findings. It was noted that student governors required training and support in their role.

MR/LS

GB07/0 Designation of items as confidential

The minutes for F&P and High Gain to remain confidential until agreed by the Chair of each meeting.

IH

GB07/0 Date of future meeting

The next meeting would be held sometime in October.

ACTION LIST

Reference	Content	Managers
10.7.07 GB07/080 Gender Equality etc	Update in 6 months on staff training and if any difficulties had arisen	D Fer
18.9.07 GB07/107 Capital expenditure	LI to speak with DF re: capital expenditure and the responsibilities of F&P and New build committees	LI
18.9.07 GB07/111	Clerk to place GB07/026 in the public domain	Clerk
18.9.07 GB07/112	Additional meeting late October/early November to be arranged	LI/Clerk
18.9.07 GB07/113	Clerk to produce interim report on corporation effectiveness for next meeting	Clerk