

**Minutes of a meeting of the Governing Body of Tresham Institute of Further and Higher Education held on Monday, 11 December 2006 in the DeFine Training Restaurant, George Street, Corby**

**Present:** E R Baines (Chair)  
A P Blunt (Vice Chair)  
P Chambers (Student Governor)  
G F Churchill  
J Dickinson  
A Dicks  
Ms D Hayes  
Ms S E Macdonald (Principal/Chief Executive)  
B Patel  
Mrs M Payne  
Mrs F Smith  
Ms R Virgo (Student Governor)  
A P M Waterfield  
P Wingfield

**In Attendance:** Ms L E Battye (Director of Finance/DCEO)  
Ms C McCarron (Deputy Principal (Learning))  
C Robinson (Clerk to the Governors)

**10 Minute Topic: Principal: National College for Motorsport and CoVE in High Performance Engineering and Motorsport**

The Principal explained that the National College for Motorsport is a consortium of Colleges with Tresham the lead partner. It has a nationally recognised Brand and offers NVQ Motorsport levels 2 and 3 that are approved by QCA. There is also a BTEC First Diploma in Motorsport and a Motorsport Foundation Degree validated with the University of Derby. There is good employer engagement with 149 Motorsport companies and a NC4M Advisory Group has been formed. NC4M has good relationships with works teams and is trying to work closely with Silverstone Circuits Ltd with regards to short courses and marketing opportunities. There are currently 104 Motorsport students at the Institute and in 2005/6, 66% of students completing the Motorsport Race Technicians course went into employment. A Professional Race Trailer has been purchased with CoVE monies and although the running costs are high, the LSC has given pump priming funding and there is a draft financial plan to offset costs with hire bookings. The Principal described the positive publicity NC4M had generated including appearing on the front cover of the LSC annual report and many local newspaper and radio features. There has been considerable activity in 2006, an Open Day at the British Grand Prix, an Aim Higher event and the establishment of the Industry Advisory Board. In conclusion the Principal outlined future plans for the NC4M and noted the CoVE was now three years old and re-assessment was due. The emphasis will be on employer engagement and the strengthening of industry links with a focus on skills. It is hoped that there will be potential with Train to Gain. After questions from the Board the Chair thanked the Principal for her presentation.

**65/06 Apologies**

1 Mrs J Bews  
Ms D Marsdon  
D Mills  
Dr C Sworn

**66/06 Declaration of Interest**

2 The Chair asked any member present to declare any interest they might have in items on the Agenda. J Dickinson declared an interest in an item that would arise under 73/06, Finance Planning and Resources Committee and this was noted.

The Chair welcomed the new Student Governors to the Board and hoped that their term of office would be enjoyable and interesting.

**67/06 Minutes of meeting held on 9 October 2006**

3 Item 13 (56/06) It was agreed that the minute should read, "It is likely that local schools will seek to establish sixth forms."

4 The minutes were approved and signed.

**68/06 Matters Arising**

56/06 Options review for 16-18 provision within Stamford and Rutland - update  
5 The Principal gave an update on the progress of the Options review for 16-18 provision for Stamford and Rutland and referred to the paragraph (4.4) in the Chief Executive's Report. Three options are being tested by the review, no change to the current provision structure, establish sixth forms in each 11-16 school and maintain FE college provision, develop arrangements for 16-18 based around shared delivery between schools and colleges and potentially between colleges. The Principal had met the Principal of the Vale of Catmose College Oakham, and there are to be further meetings to discuss partnership and joint working. The Board would be informed developments.

58/06 Child Protection Designated Governor  
6 The Chair informed the Board that Mrs J Bews had been asked to become the Child Protection Designated Governor but in the absence of Mrs J Bews the item would be deferred until the next meeting. The Chair would assume acting responsibility.

62/06 Association for College Management – Recognition  
7 The Principal informed the Board of the Institutes' Trade Union recognition procedure agreement and said that it was due for renewal at the end of the year. There are currently ten members of the Association for College Management and the Principal suggested that if recognised, the ACM would probably recruit more members. After discussion it was proposed by E Baines, seconded by A P Blunt and unanimously approved with one abstention that *the Association for College Management be recognised by the Institute.*

Matters arising - Chief Executives Report (12)  
8 The Principal reported that 16-18 enrolments had recruited above target but there was still some way to go in reaching the part time 16-18 target.

**69/06 Chief Executive's Report**

9 The Principal summarised highlights of the Chief Executive's report for the Board. The Train to Gain programme, although a smaller contract than the Institute had assumed, had made a good start and the LSC are very happy with the recruitment to date. The Annual Assessment Visit by OFSTED took place in November to assess progress since the last inspection. Inspectors stated considerable progress had been made and noted that success and retention rates had improved. The Institute needed to continue to improve success and retention rates and to improve the Percentage of lessons graded at 2 (Good) or higher.  
The Principal reported on current position regarding the Learner Profile. The number of full time 16-18 learners was close to target but there was still a way to go to reach the part time 16-18 target. In response to a question from J Dickinson the Principal pointed out that the figures reflected only one terms recruitment and referred the Board to the LSC Annual Statement of Priorities listed in page 21 of the Report.  
The Principal said that the Institute was currently undertaking a review of policies in terms of their continuing relevance and the incorporation of equality and diversity measures. A number of policies are due for renewal and the Principal requested that approval be given to extending existing policies until they can be considered as part of the review and brought to the Board for approval in the remainder of the academic year. Approval was proposed by P Wingfield and seconded by D Hayes *and carried unanimously.*

P Wingfield questioned the wisdom of back loading Teaching and learning Observations. (Chief Executive's Report 1.9.4) The Chair asked the Executive to reconsider this.

**70/06 Operating statement – End of Year Review 2005-2006**

10 The Operating Statement was received by the Board

**71/06 Disability Equality Scheme 2006 and Action Plan**

11 The Principal introduced this item and gave its history to the Board. Its aim is to lead the Institute a model of compliance under DDA 1995 to the social model required by DDA 2005. It was proposed by P Wingfield, seconded by A P Blunt and unanimously agreed *that the Disability Equality Scheme 2006 and Action plan be approved.*

**Issues from Committees**

**72/06 Audit Committee**

12 The report was presented by G Churchill

a) Minutes of meeting held on 23 November 2006

13 The Board was informed of the Audit Findings for the Year ended 31 July 2006. The auditors anticipated issuing unqualified audit opinions on both regularity and financial statements. It was noted that the Institute's financial performance in 2005/6 showed an improvement from its 2004/5 position with a deficit of £184,000 compared to £700,000 in 2004/5. The Audit Committee had noted the management Letter and agreed unanimously to recommend approval of the Audit Findings.

b) Internal Auditors

14 It was noted that the Internal Auditors were satisfied that much work had been done to implement earlier recommendations on Marketing and that tendering processes were judged satisfactory.

c) External Auditors

15 The Audit Committee had received and considered the Audit Findings of the External Auditors and recommended them to the Board. It was noted that there had been good progress towards in meeting auditors recommendations. It was proposed by G Churchill, seconded by M Payne and unanimously agreed *that the Audit Findings of the External auditors be approved.*

d) Report and Financial Statements for the year ended 31 July 2006

16 The Audit Committee had received and considered the Report and Financial Statements for the year ended 31 July 2006 and recommended them to the Board. It was proposed by G Churchill, seconded by F Smith and unanimously agreed *that the Report and Financial Statements for the Year ended 31 July 2006 be recommended for approval at the Annual General Meeting.*

e) Audit Committee's Annual Report 2005/6

17 G Churchill reviewed the Audit Committee's Annual Report to the Board. The Committee's opinion to the Board is that "in relation to the audits undertaken and other reports received in the period under review, the Institute has an effective and reliable framework of control, governance and risk management such as that they provide reasonable assurance regarding the effective and efficient achievement of the Institute's objectives."  
The Chair of the Audit Committee stated that Committee's self assessment annual evaluation had noted that the Committee had performed satisfactorily in spite of difficulties caused by lack of personnel continuity. D Hayes noted the low numbers currently on the Audit Committee and suggested it be strengthened. The Clerk informed the Board that Search and Governance Committee were aware of this and are currently seeking to enhance the Audit Committee. It was proposed by G Churchill, seconded by M Payne and unanimously agreed *that the Audit Committee's Annual Report 2005/6 be approved.*

**73/06 Education and Standards Committee**

18 The Report was presented by P Wingfield

19 a) Minutes of meeting held on 30 November 2006  
The Education and Standards Committee had met 16 students from the Corby Campus at their last meeting. Catering, Engineering, Hairdressing, Beauty Therapy, and Painting and Decorating students were amongst those represented. All spoke very positively about their courses and the support they received from their tutors. Some students expressed dissatisfaction with their Key Skills programme and that the computers at the Corby Campus needed updating. All students felt that the toilets were unsatisfactory and there was general dissatisfaction with the refectory services.

P Wingfield asked the Board to note the Strategic Planning Issues that had been presented to the Committee. The National Policy Context will require the Institute to address the 14-19 Skills Agenda, Skills for the Economy, Raising Performance, Widening Participation and it will be working in a competitive environment with increasing demands made on the sector. The Institute had responded quickly in developing level 2 programmes and moving provision to 16-19 year olds. The Institute was also working in partnership with the University of Northampton in developing Foundation Degrees.

20 b) Self Assessment Report and Quality Improvement Plan  
The Self Assessment Report and Quality Improvement Plan had been considered by the Education and Standards Committee and recommended for approval. It was proposed by P Wingfield, seconded by A P Blunt and unanimously agreed that *the Self Assessment Report and Quality Improvement Plan be approved.*

21 c) Policies to recommend to the Board  
i) Admissions Policy  
ii) Enrichment Policy  
iii) Curriculum Validation Policy  
These were received and approved by the Board.

**74/06 Finance Planning and Resources Committee**

22 The Report was presented by A P M Waterfield

23 a) Minutes of meeting held on 13 November 2006  
The Chairman of the Committee informed the Board of presentations made to the Committee by Action Planning concerning the market potential for fundraising and from Carter and Carter who are a company engaged in training fields similar to those of the Institute. He referred members to the minutes of the meeting and the declaration of interest by J Dickinson

24 a) Accommodation Strategy Update  
The Director of Finance informed the Board of developments in implementation of Phase 1, new campus at Windmill Avenue. The completion date will now be 22 March 2007 and the Director of Finance referred members to paper H and the current situation with the sale of the St Mary's Road site. There is some progress on the re-location of the masts with a local church being being prepared to accommodate the masts. Members were asked to note the revised Five Year Financial Plans presented to the Board which have been requested by the Learning and Skills Council.

The Student Governors voiced concern over the move to the new campus at Easter stating that the move was very close to the examination period. The Deputy Principal assured them that disruption would be kept to a minimum and that all schemes of work for the current academic year had been organized to take into account the move to new premises. P Wingfield stated that the Governors should meet with the Windmill Avenue Campus students to hear their concerns.

The Board were informed that The Education and Standards Committee would be meeting the Kettering students at their meeting in March and any more immediate concerns could be raised with their tutors.

- 25                   b) Management Accounts  
The Management Accounts were noted and approved by the Board.
- 26                   c) Policies to recommend to the Board  
It was proposed by A P M Waterfield, seconded by A P Blunt and unanimously agreed that ***The Investment Policy be approved.***

**75/06 Personnel Committee**

- 27                   The Report was presented by Ms D Hayes
- 28                   a) Minutes of meeting held on Tuesday 14 November 2007  
The Chair of the Personnel Committee updated the board on outcomes following the Rutland leadership meeting held in September. There are to be further Committee visits to meet both academic and support staff starting with the Corby and Kettering Campuses. Progress has been made with the appraisal process although there has been a shortage of appraisers. The committee has requested that a target be set for appraisal over the year. The Board was informed that it is hoped to award a Sinclair Fellowship in the New Year after the Wider Senior Team has considered a suitable focus for the 06/07 fellowship.
- 29                   b) Policies to recommend to the Board  
i) CRB Disclosure and Disclosure Information Policy  
It was proposed D Hayes, seconded by S Macdonald and unanimously agreed that the ***CRB Disclosure and Disclosure Information Policy be approved.***
- 30                   ii) Secure Storage, Handling, Use, Retention and Disposal of CRB Disclosures and Disclosure Information  
It was proposed by D Hayes, seconded by M Payne and unanimously agreed that the ***Secure Storage, Handling, Use, Retention and Disposal of CRB Disclosures and Disclosure Information Policy be approved.***
- 31                   iii) Recruitment of Ex-Offenders  
It was proposed by D Hayes, seconded by F Smith and unanimously agreed that the ***Recruitment of Ex-Offenders Policy be approved.***

**76/06 Financial Items not covered above**

- 32                   i) Month 3 Report  
The Director of Finance summarised the Month 3 Report. It was noted that staffing costs were under control although utility costs had risen. J Dickinson congratulated the Executive on the turn around in the Institutes finances.
- 33                   ii) Revised Financial Plans 2006-2011  
The Director of Finance presented the Revised Financial Plans to the Board. The Board were asked to note the plans considered the implications of delayed receipts from the St Mary's Road site and the Director of Finance requested that the Board endorse the revised plans in order to enter into negotiations with the Learning and Skills Council. There was further discussion concerning the St Mary's Road site and the Board requested the Director of Finance to report any developments to the Finance, Planning and Resources Committee.

**77/06 Any Other Business**

34 The Student members of the Board requested that Student Union funding be an item for the next meeting. This was agreed.

35 M Payne and F Smith informed the Board of the Governors Training Day they had attended. They noted that a clear message from the event was the competitive environment that Further Education will face in the future. There followed a discussion by members on the challenges facing Further Education. The Chair concluded the meeting by reminding members of the successes of the sector that would be celebrated by the Institute at the awards evening on Friday at 7.00pm in the McKinley Theatre.

**78/06 Date of Next Meeting**

5 February 2007 18.00 hours

**79/06 Confidential item – Remuneration Committee**

The meeting closed at 21.30 hours