

Minutes of a meeting of the Governing Body of Tresham Institute of Further and Higher Education held on Monday 14 May 2007 in the DeFine Training Restaurant, George Street, Corby Campus.

Present: E R Baines (Chairman)
A P Blunt (Vice Chairman)
Mrs J Bews
P Chambers (Student Governor)
A Dicks
S Forrest
Ms D Hayes
M Lumsden
B Patel
Mrs M Payne
Mrs F Smith
Dr C Sworn
Ms R Virgo (Student Governor)
J West (Principal)
P Wingfield

In Attendance: Ms C McCarron (Deputy Principal)
S Kind (Director of Corporate Services)
Ms H Guy (for 10 minute topic)
Ms J Reynolds (PA to the Principal/covering for the Clerk)

The Chair provided the Board with some background details with regard to the proposed new Governors. Simon Forrest is a Solicitor at Wilson Browne Solicitors and Michael Lumsden is a Chartered Accountant at Moore Stephens. A P Blunt stated that they came with recommendations from the Search and Governance Committee. The Chair asked if there were any objections and none were received. *It was unanimously agreed that S Forrest and M Lumsden become members of the Governing Body of Tresham Institute.*

At this point in the meeting the Chair made a speech and presentation from the Governors to Mrs S Macdonald, who had been invited along. The Chair thanked Mrs S Macdonald for her leadership over the past decade and wished her well for the future. Mrs S Macdonald said a few words of thanks to the Board.

The Chair acknowledged that this would be Mrs F Smith's last Full Governing Body meeting before her retirement in the summer. The Chair stated that Mrs F Smith had been a Governor for the past four years and had been a tremendous Governor representing the staff of the Institute. The Chair thanked Mrs F Smith for all of her hard work.

10 Minute Topic: Gender Equality Scheme

Ms H Guy gave a presentation to the Board regarding the Gender Equality Scheme. This scheme is a legal requirement and had to be published by 30 April 2007. Ms H Guy reported that the Institute had published a draft scheme and that this now needed formal approval. The scheme had to address the needs of men, women and transgender people. Ms H Guy stated that traditional stereotypes did show through in the recruitment of staff and students. She stated that the percentage of women in Engineering and Construction

could do with being increased as could the number of men in Care, Beauty, etc. Ms H Guy reported that an action plan had been devised and has suggested proactive marketing is implemented, for example, putting posters up in Rugby Clubs for Beauty courses. Ms H Guy stated that the new Director of Human Resources should look into this area as part of their role.

Ms H Guy reported that the staff profile, an appendix to the Gender Equality Scheme, showed anomalies in terms of grades of pay with women in lower roles. Issues of equal pay would be addressed in the action plan. Ms H Guy reported that data collection was already in place but that the analysis was not particularly strong. She has suggested that gender be included in the Self Assessment Report (SAR) for this year. Ms H Guy explained that impact assessments would have to be completed and that these apply to race, gender and disability. Impact assessments would have to be completed for every change in procedure within the Institute, for example, changing the college start time.

Ms H Guy asked for formal approval from the Board for the Gender Equality Scheme 2007-2010. It was agreed that the scheme would be approved subject to it being submitted to the next Personnel Committee and Education and Standards Committee – ***action: Draft Gender Equality Scheme to go to the next Personnel and Education and Standards Committees.*** The draft scheme was agreed in principle and formal approval would be given at the July Board meeting.

Ms H Guy gave a brief presentation to the Board regarding Single Equality Schemes and a handout was distributed to members of the Board. Ms H Guy explained that there were six strands to a Single Equality Scheme: Race, Disability, Gender, Age, Sexual Orientation and Religion. Ms H Guy reported that the Council for Equality and Human Resources state that a Single Equality Scheme should consider all six strands. The advantages to this are that it is inclusive and cohesive, easier to manage impact assessments and slow consistency and less training. The disadvantages to this are different duties for Race, Disability and Gender, strong lobbies against from some stakeholders and possible marginalisation of the issues. Ms H Guy stated that there would be some challenges with a Single Equality Scheme and that some of these would be ownership by staff and embedding impact assessments so that every activity is considered. Ms H Guy stated that the idea was that the scheme would make a difference and that Ofsted would be monitoring this. The Board agreed that a background paper was required for consideration – ***action: J West to produce a background paper to take to Management Team meeting and then to go to Personnel and Education and Standards Committee.*** It was agreed that this item would return to the July Board for formal approval – ***action: Single Equality Scheme to be an item on the July Board meeting agenda.***

14/07 Apologies

These were received from C Robinson, D Mills, M Churchill and A Waterfield.

The Chair explained that Ms J Reynolds was standing in for the Clerk.

15/07 Membership

This matter was dealt with at the very beginning of the meeting as detailed previously.

16/07 Declaration of Interest

The Chair asked any member present to declare any interest they might have in items on the agenda and none were received.

17/07 Minutes of meeting held on 5 February 2007

The minutes of the meeting held on 5 February 2007 were agreed as a true record, subject to the following amendments:

- Mrs J Bews be added to the present list.
- B Patel be removed from the present list and listed under item 01/07 – Apologies.

The Chair stated he would sign the minutes after these amendments had been made.

18/07 Matters Arising

56/06 Options Review for 16-18 Provision within Stamford and Rutland

The Principal reported that he had attended the third meeting of the Rutland and Stamford Strategic Options Review Steering Group and that he and the Governing Body of Tresham had met with Lincolnshire and Rutland LSC and Northamptonshire LSC to discuss the two partnerships that were being proposed, one in Oakham, including Tresham Institute and one in Stamford. The Principal stated that the proposition that emerged was that the Institute would be an entity that would take the form of a trust and that it would be the provision of 16-19 education in a shared and collective way. The Principal said that it would probably be based on the site adjacent to the Vale of Catmose. He stated that it would be sensible to take time to think things through, particularly in terms of the curriculum and the extent of the capital side. The Principal asked for the Board to allow to him to continue to work on these proposals and to return to the July Board meeting with a full paper which would invite Board members for a decision.

The Chair reported that Lincolnshire and Rutland LSC were keen that whatever happened was a managed approach that met the needs of the area. The Chair said that the Institute would need to have more detail about this and that he would like to continue the dialogue with Lincolnshire and Rutland LSC, if there were no objections from any members of the Board.

C Sworn stated that he was conscious about staff motivation in Rutland and that the Institute should ensure that staff were protected. The Principal reported that he had met with Rutland staff to discuss the situation and was keeping them fully briefed. P Chambers asked that consultation with students at Rutland could take place too.

P Wingfield stated that the Institute has a similar relationship with East Northants and therefore could be ahead of the game.

19/07 Principal's Report

The Principal reported that he had taken the opportunity to change the format of this paper due to the size of the document. He explained that it was now a short report with appendices. The Principal stated that the LSC indicative allocation had been received and meant that it would be very tight, but on the positive side of frightening. He stated

that it would involve skilful management of the budget and adapting the curriculum. The Principal reported that more detailed information would be received at the July Board meeting for members. The Principal reported that the main new items he was working on were management culture and communications. The Principal stated that he was happy to take any questions from members of the Board. Mrs M Payne asked where the Management Standards would go to next. The Principal stated that the Management Standards had been to the Management Team and had been sent to the Operational Management Team (OMT) to be discussed at the OMT meeting on 16 May 2007 and that they had been mentioned in outline to the Unions. The Principal stated that once agreement had been received from OMT the Management Standards would be distributed to all staff for consultation. B Patel asked about the figure of £1.2m in the Value Added Tax section of Appendix Four. S Kind explained that this figure was in connection with what is called the Lennartz principle and refers to a continued dialogue with HMRC regarding part recovery of input VAT on certain capital additions. S Kind reported it was effectively an interest free loan that should come back from customs and that it was very complex and protracted. S Kind stated that he was confident that this money would be received and that the figure had been in Full Governing Body reports on previous occasions and was disclosed in last year's annual accounts.

The Chair asked members if they were comfortable with the new style of Principal's report. Ms D Hayes stated that it was a much better format; B Patel said he liked the format and P Wingfield stated that it was a very clear summary and very concise.

C Sworn asked if a comment whether satisfactory or unsatisfactory could be added to the table on Appendix Two of the report, as this would be very useful. The Principal stated that section four of the main report contained the detail relating to this appendix. Ms C McCarron reported that the predictions for 16-18 full time numbers was 93.5%, for 19+ full time numbers 114% and for 16-18 part time numbers 111%. Ms C McCarron stated that there was a slight issue with part time 16-18 numbers and that the cash drawdown would be 92%. A P Blunt stated that the current shortfall on part time students would be made up – *action: comment of "satisfactory" or "unsatisfactory" to be added to appendix two of the Principal's report in future reports.*

Mrs M Payne stated that she liked the new format of the Principal's report, but that the fear would be that Governors would not be seeing everything. She stated that Governors would have to be more challenging to find out what was going on. The Chair stated that there would be more onuses on Governors.

J Dickinson suggested that KPI's be included against the major items to gain an impression of where the Institute was doing well and where improvement was needed.

a) FE Self Regulation Implementation Group

The Chair referred to paper C and said that some colleges feel that this is the future for further education. The Chair asked members of the Board to look at this paper and visit the website – www.feselfregulation.org.uk – between now and the next meeting to see if there were any issues.

Issues from Committees

20/07 Audit Committee

The report was presented by Mrs F Smith.

a) Minutes of meeting held on 15 March 2007

A verbal report on the Corporate Manslaughter and Corporate Homicide Bill 2006 would be received at the next Audit Committee. The Institute had been selected to receive a Learner Eligibility and Existence Audit.

b) Health and Safety Report

Tony Bird presented the Annual Health and Safety Report to the Committee. There had been a formal Health and Safety Inspection in December and there would be a full Health and Safety audit in May and the Audit Committee will receive a report at their next meeting. The LSC had given positive feedback to the Institute's revised approach to the management of health and safety. The format of the Health and Safety report would be reconsidered.

The no smoking policy was discussed with regards to the new Windmill Avenue campus and the Principal said it would be addressed at the Management Team meeting.

c) Internal Auditors

i) Corporate Governance

P Marsh of Grant Thornton concluded that there are adequate governance processes in place to ensure compliance with appropriate policies, procedures and best practice.

ii) Risk Management

P Marsh concluded that there is an adequate and effective risk management process that continues to be appropriate to the Institute.

The internal audit report on the LRC at St Mary's Road concluded the adequacy and application of internal controls are adequate.

Personnel/Payroll along with Tresham Business Solutions would be reported on at the next Audit Committee.

d) Any Other Issues

iii) Risk Management/Business Continuity Recovery Plan

The Business Continuity Plan was distributed to members of the committee for information. The Principal had suggested a prompt card be produced with key contacts and information. It was acknowledged that the Business Continuity Plan needs to be updated in terms of names.

S Kind reported that the Health and Safety committee had met earlier that day and looked at the audit of the Education Maintenance Allowance (EMA) system and it was more than satisfactory.

A P Blunt stated that training and re-training in terms of risk management and business continuity was very important and that training had to be embedded.

21/07 Education and Standards Committee

The report was presented by P Wingfield.

a) Minutes of meeting held on 14 March 2007

The minutes of the meeting held on 14 March 2007 were noted. P Wingfield said to refer back to appendix three in the Principal's Report, paper B. The Education and Standards Committee received a report from the Executive Director on matters concerning behaviour and issues relating to behaviour. The Principal's Report refers to this issue.

b) Any Other Issues

i) Curriculum Audits

Refer to appendix three in the Principal's Report.

ii) Higher Education Strategy and Operating Statement for 2006-2009

Concerned about what range of HE provision was going to be offered and this was now outlined in appendix three of the Principal's Report.

iii) Employer Engagement – Train to Gain

Concerned about making sure Train to Gain is extended, nature of staffing, extending to other areas of the curriculum. Again, this is mentioned in the Principal's Report.

iv) Accountability Report

P Wingfield stated that a statement within this report: "quality improvement processes owned by all staff" is reinforced elsewhere.

P Wingfield mentioned that the new diploma application had been successful and gateway level had been achieved due to the cooperation of Tresham Institute staff.

c) Policies to recommend to the Board

i) Information Advice and Guidance Policy

The policy was proposed by P Wingfield, seconded by Mrs F Smith. Mrs M Payne pointed out some grammatical errors within the policy. *The Information Advice and Guidance Policy, subject to grammatical amendments, was approved by the Board.*

22/07 Finance Planning and Resources Committee

The report was presented by A P Blunt

a) Minutes of meeting held on 12 March 2007

The shortfall on part time students had been discussed. Financial reports had been received which demonstrated an overall satisfactory position. The Committee were

informed that the Wider Senior Team had spent a day with a consultant focusing on the vision in the new policy context.

b) Any Other Issues

i) Construction Training in Corby Borough LSC Interim Report

The Principal reported that concern had been expressed at the Finance, Planning and Resources Committee regarding the Construction report that had been produced and was critical of Tresham Institute. The Principal wrote to the LSC and Chris Moody, Principal of Moulton as a result of this report. The Principal reported that he and I Mawdsley attended a Steering Group meeting at Moulton College where the "Interim Report Final Draft" was presented and they were pleased with the outcome. The Principal stated it was clear now that the Institute would manage the Construction Academy and that the capital funding would be through a Tresham Institute application, overseen by a Steering Group of other Colleges and Schools. The Principal stated that there were a number of other considerations now in terms of how it would work, how to have the provision used by others, full range of provision. The Principal reported that Tresham's construction is currently split between Wellingborough and Corby campuses.

c) Minutes of meeting held on 16 April 2007

The Principal reported that Moulton College had stressed that the report noted by the Committee at the last meeting was very much an interim one.

d) Accommodation Strategy Update

The Principal reported to the members of the Board on this item. The Principal stated that he had met with the LSC and it was a positive meeting with the LSC being supportive. The Principal reported that there are three problems:

- 1) Potential overspend on the new campus at Windmill Avenue in Kettering and not knowing how much it will be. The Principal informed members of the Board that the LSC want to know the exact overspend amount in order to allow the Institute to submit in principle bids.
- 2) Delays in selling the St Mary's Road site in Kettering.
- 3) Preferred site in Corby – need certainty regarding the Territorial Army relocation. The Principal reported that the LSC will not consider an in principle bid on this site until there is certainty.

The Principal reported that other sites in Corby were discussed by the LSC. The Principal asked members of the Board to consider what should happen and when. He stated that it is a worrying situation. The Chair stated that this matter would come through to the Board via the Finance, Planning and Resources Committee. Ms D Hayes said that it needed a serious Risk Analysis of the situation as this was not done for the Kettering project. The Chair stated that the Kettering project was taken over by the LSC. The Chair informed members of the Board that with the Principal's arrival it was an opportune time to look at the site situations.

e) Management Accounts

i) Month 6

These were received at the Finance Planning and Resources Committee meeting on 12 March 2007.

ii) **Month 7**

These were received at the Finance Planning and Resources Committee meeting on 16 April 2007. It was reported that the Institute was looking at a break even at the operating level.

f) **Any Other Issues**

i) **Rutland Strategy**

This item was discussed under point 18/07 on the agenda.

ii) **Construction Training**

This item was discussed under point 22/07 b) on the agenda.

iii) **Bank Mandate approval**

A P Blunt stated that the bank mandate approval needed to be put before the Board. The Chair explained that he and the Vice Chair had signed the bank mandate letter and checked that members of the Board were happy with this. It was agreed and the bank mandate was approved.

iv) **Learn East – Directorships**

A P Blunt reported to the Board that Learn East still exists and would carry on for another year or so. The two remaining Directors are A P Blunt and S Kind.

v) **FP23/07 – Accommodation Strategy Update**

S Kind referred to item FP23/07 from the minutes of the Finance, Planning and Resources Committee held on 16 April 2007. S Kind stated that he and staff would need reassurance from the Governing Body regarding overspend on the new build at Windmill Avenue. S Kind explained that monthly reports were produced by Turner and Townsend and that the current outturn was £17.4m. S Kind reported that the Institute was committed to £16.3m before the demolition of the existing Windmill Avenue campus. The handover of the new build is due to take place next Monday. The Chair asked for an actual proposal in words for the members of the Board to be able to consider. J Dickinson stated that this matter was discussed at the Finance, Planning and Resources Committee. S Kind stated that he was asking the members of the Board if he could carry on working in accordance with Turner and Townsend monthly reports and would continue to report to each Finance, Planning and Resources Committee and Full Governing Body Committee on the situation. J Dickinson reported that the Finance, Planning and Resources Committee had asked for the advisers to take a much more robust position. It was acknowledged that there was dissatisfaction with the work from Turner and Townsend and that it was not a robust relationship. The following proposal was put to members of the Board: *“To continue expenditure in line with Turner and Townsend monthly status report as recommended by Institute advisers until the next Full Governing Body meeting.” This was proposed by E Baines and seconded by A P Blunt.* It was agreed that an interim report would be submitted to the next Finance, Resources and Planning Committee in June. The Principal apologised to members for this matter not having been made clearer.

g) Policies

i) Fees Policy 2007-2008

A P Blunt reported that this was an overarching policy and had been received as a policy. The Principal reported that there were a couple of points to be made regarding the Fees Policy. Firstly section had been added to say that where fees were deemed inappropriate, prior approval should be sought from the Principal, Deputy Principal, Director of Corporate Services and the Executive Director: Curriculum, Planning and Review to vary the recommended rates. The Principal also stated that with the exception of Key Skills students, all students should be charged tuition fees.

23/07 Personnel Committee

The report was presented by Ms D Hayes.

a) Minutes of meeting held on 13 March 2007

The minutes of the meeting held on 13 March 2007 were noted. Ms D Hayes reported that no candidates had been received for the Sinclair Scholarship this year.

b) Any Other Issues

i) Meeting with Kettering Campus Staff

The Committee met with Kettering staff prior to the Personnel Committee meeting.

ii) Response to Issues raised by Corby staff with the Personnel Committee

The Personnel Committee felt that the Management response to the issues raised by Corby staff was very defensive. Ms D Hayes reported that these issues were now being addressed through the changes that the Principal was implementing. The Chair stated that he hoped feedback received from staff would change over the next year.

c) Policies to recommend to the Board

i) Age Discrimination Policy and Procedures

This policy was proposed by A Dicks and seconded by Mrs F Smith and unanimously agreed that *the Age Discrimination Policy and Procedures be approved.*

24/07 Search and Governance Committee

The report was presented by A P Blunt. He stated that there had been no Search and Governance Committee meeting since the last Full Governing Body.

a) Proposed Dates for 2006-2007

A P Blunt reported that the Clerk to Governors would issue the Committee dates for the next academic year before the next Full Governing Body meeting. A P Blunt explained that one of the changes would be that Finance, Planning and Resources Committee meeting would be a week later than previously.

b) Notice of Election of Chair and Vice Chair

Nomination forms for the Chair and Vice Chair were distributed to members of the Board at the meeting. The deadline for returning nomination forms to the Clerk is Friday 6 July 2007.

c) Training Days

A P Blunt reported that it was proposed that a Governors Half Away Day should take place on Friday 29 June 2007 and the focus of the day would be Estates and development issues. The Chair stated that Andrew Cheal, Northampton LSC and Nick Rashley, Lincolnshire and Rutland LSC would be invited to attend and listen rather than to do any presentations. The Chair stated that he wants the training afternoon to be driven by Tresham and to be proactive and not responsive. P Wingfield pointed out that 29 June 2007 was an LSC Board meeting date and it was therefore *agreed that the Governors Half Away Day would take place on Friday 6 July 2007.*

25/07 Financial Items not covered above

There were no items.

26/07 Any Other Business

a) Student Union Constitution

P Chambers reported that he did not know what was happening with the Student Union Constitution document as he had passed it on. The Chair stated that he had expected to see a paper for this meeting and asked that a paper be submitted to the July Board meeting. A P Blunt stated that the Clerk to Governors would need to receive the paper at least two weeks before the actual meeting date.

The Chair reported that Jimmy Kane had passed away recently. The Chair has written to Jimmy Kane's widow on behalf of the Governors to express condolences.

**27/07 Confidential Item
Report from the Remuneration Committee**

28/07 Date of Next Meeting

The date of the next meeting would be **Monday 9 July 2007 at 18.00 hours.**

The meeting closed at 20.30 hours.