

Minutes of a meeting of the Governing Body of Tresham Institute of Further and Higher Education held on Monday, 10 December 2007 in the DeFine Training Restaurant, George Street, Corby

Present: E R Baines (Chair)
A P Blunt (Vice Chair)
Mrs J Bews
A Dicks
S Forrest
J Ghayour (Student Governor)
D Hayes
Ms D Marsdon
B Patel
Ms M Panter
A P M Waterfield
J West
P Wingfield
G Wooldridge

In Attendance: S Kind (Director of Corporate Services)
S Evans (NNDC)
J Wilson (Borough Council of Wellingborough)

C Robinson (Clerk to the Governors)

The Chair welcomed the new Student Governor, Jason Ghayour to the meeting.

10 Minute Topic: Presentation - James Wilson, Wellingborough Borough Council

1 The Chair introduced James Wilson of Wellingborough Council who updated members on the plans for the re-development of Wellingborough Town Centre. He said that the growth in Wellingborough necessitated the redevelopment of the Town Centre and extra retail space was needed. The Tresham site was part of the new vision for Wellingborough; the Council had been working closely with officers of the Institute. He then informed Governors of the planned redevelopment and noted that the existing Tresham site was planned for redevelopment as retail. He briefly outlined the proposed developments for the Town Centre which include a new leisure and culture quarter and the new pedestrian spine would include the Institute. The Council wished to move forward with Tresham and needed to agree with the Institute an alternative site. The Town Centre action plan envisages a planned sequence to the relocation of partners and the Council is ready to talk to the Institute about specific relocation issues. The Council has received a provisional funding settlement of £12, with a further £28m following in two years time. J Wilson said the Council needed a decision from Tresham as soon as possible and the Institute needs to bring a clear vision forward. The Chair said he was mindful of the urgency of this but noted that the Institute needed to consult the LSC. (The Clerk to arrange a meeting in New Year with EB, PB, MS and JW).

A P Blunt stated that he thought the Institute was not being given the best site and were not being given suitable alternatives. C Sworn questioned whether the Institute was getting value from the existing site in the proposed new development. The Chair thanked J Wilson for his presentation and he understood the need for urgency but said that although the Institute did not want to lose out in any development, previous experience had led the Governing Body to be cautious. The Chair stated that there needed to be dialogue in the New Year.

59/09 Apologies

2 J Dickinson
D Mills
M Lumsden
R Virgo

60/07 Declaration of Interest

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

61/07 Minutes of meeting held on 15 October 2007

- 4 The minutes were agreed and signed.

62/07 Matters Arising

- 5 There were no matters arising.

63/07 Principal's Report

- 6 The Principal presented his report to the Board and said he would be happy to answer any questions. He noted that unfortunately the Awards Evening was to be deferred due to the loss of car parking at Wicksteed Park. He gave the Board an update on the recent OFSTED annual monitoring visit and noted that the subsequent letter from OFSTED reporting on the visit was more complimentary than the summary in his report. J West said that he had been asked to present targets for the incoming Principal and he would forward them to the Remuneration Committee. The Chair suggested that along with the Principal's Report, the Board approve the Strategic Aims objectives attached to the report. (Paper B1) He said it would be useful for the Board to provisionally adopt them with the proviso that they are reviewed in the New Year. The Board agreed.
- The Chair said he wished the Board to record a vote of thanks to J West, the acting Principal. He stated that J West had set the benchmark for a modern open management style at Tresham which the Board wanted to continue. The recent OFSTED monitoring visit had noted this. The Board unanimously thanked J West for the work he had achieved and hoped that this would be built upon in the future. The Staff Governors said they wished on behalf of the staff of the Institute to record their thanks to J West.

64/07 Operating Statement - End of Year Review 2006/2007

- 7 S Kind presented the Operating Statement - End of Year Review 2006/2007 and said the document recorded the progress of the Institute over the year. It was proposed by D Hayes, seconded by A P M Waterfield and unanimously agreed that the operating Statement be approved with the proviso that it be reviewed in the New Year.

65/07 Future Structure of Governance

- a) Working Party - Terms of Reference
- 8 The Chair distributed the Terms of Reference for the Governance Working Group prepared by D Hayes and explained the purpose of the group. He also distributed copies of a document giving a brief introduction to the Carver model of Governance and asked the Board to agree to the Terms of Reference for the Governance Working Group. The Board agreed to the Terms of Reference and it was also agreed that the Working Group be A P Blunt (Chair), A P M Waterfield, D Hayes, M Silverman and G Wooldridge.
- b) Instrument and Articles of Governance
- 9 The Board confirmed that the Instrument and Articles of Governance the Tresham Institute Board adheres to are The Further Education Corporations (Former Further Education Colleges) (Replacement of Instruments and Articles of Government) Order 2006.

66/07 Accommodation Strategy Update - Corby/Wellingborough Plans

- 10 S Kind gave the Board a verbal update on the Accommodation Strategy. He noted that the problem with Wellingborough is time. The Jackson Lane site would be a squeeze and it is in the first area to be developed. He asked whether the Institute could afford to sit and wait. The Chair said
- he did not want the Institute to be rushed into a decision and that it was important that we are taken seriously. He also observed that it was not entirely clear what curriculum areas would be needed in Wellingborough, noting that estates policy should follow the curriculum.
- S Kind stated that in Corby negotiations were continuing but said that the Institute was not getting support from Moulton concerning the Construction Skills Academy. He informed the Board that the next property meeting with the LSC would be in January and they have asked for indicative valuations at the meeting.

Issues from Committees

67/07 Audit Committee

The report was presented by S Kind

- a) Minutes of meeting held on November 2007
- 11 The minutes were noted and accepted by the Board
- b) Report and Financial Statements for the year ended 31 July 2007
- 12 The Director of Corporate Services presented the Report and Financial Statements for the year ended 31 July 2007. He said that the accounts had been thoroughly discussed at both the Audit and Finance, Planning and Resources Committees. It was proposed by A P M Waterfield, seconded by B Patel and unanimously agreed that the Report and Financial Statements for the year ended 31 July 2007 be approved and accepted.
- c) Audit Committee's Annual Report to the Board 2006/2007
- 13 The Board noted and accepted the Report.

68/07 Education and Standards Committee

The Report was presented by P Wingfield.

- a) Minutes of meeting held on 21 November 2007
- 14 P Wingfield commented on the minutes of the meeting with students at Windmill Avenue. He said the meeting was very positive and the significant point arising from the meeting was that the students were very complimentary about their courses and tutors. Mrs J Bews said the students had been tolerant concerning some of the difficulties experienced when moving into the new building. G Wooldridge was thanked for ensuring an excellent turnout of students at the meeting.
- b) Self Assessment Report and Quality Improvement Plan
- 15 The Board were given a summary of the Self Assessment Report and Quality Improvement Plan by P Wingfield. He noted that the majority of Observation of Teaching and Learning (OTL) grades had moved from satisfactory to good. There were however some issues with curriculum delivery in certain areas and the Education and Standards Committee would be monitoring these. It was noted that achievement was down for post 19 students and there was a discussion by the Board on this matter. The Principal pointed out that many adult students, although enrolling on a course, did not want to take an examination, thus affecting the overall achievement figures. The Institute is addressing the issue.

69/07 Finance, Planning and Resources

The report was presented by A P M Waterfield.

- 16 A P M Waterfield noted that all of the pertinent issues arising from the last meeting of the Committee had been covered by S Kind in his earlier report on the Audit Committee. The Board accepted the minutes and received the report.

70/07 Personnel Committee

The report was presented by D Hayes

a) Minutes of meeting held on 20 November 2007

- 17 These were received and accepted by the Board.
- 18 D Hayes reported on the meeting the Committee held with the Rutland Campus staff. The meeting, although with a smaller number of staff than last year, was a complete contrast to the last visit. Staff at the meeting were generally positive and there was a marked change in staff morale. D Hayes requested that the Director of Personnel give the 10 Minute Topic at the next Board meeting. This was agreed.

71/07 Financial Items not covered above

a) Month 3 Report

- 19 The Director of Corporate Services presented the Month 3 Report. He noted that although there was nothing untoward, it would be a tight year. The income stream from International Students is poor and tuition fees are slightly down. There will also be pressure on staff costs. The Report was received by the Board.

72/07 Any Other Business

- 20 G Wooldridge requested that an item covering staff issues be a regular item on the Board Agenda. This was agreed.

73/07 Date of Next Meeting

- 22 Monday 11 February 2008.

74/07 Confidential Item