

Minutes of a meeting of the Governing Body of Tresham Institute of Further and Higher Education held on Thursday 5 March 2009, at 16.00 hours in Room 170, Windmill Avenue, Kettering.

Present:

A P Blunt (Vice-Chair)
J Bews
I Bray
T Day
D Hayes
C Isham
M Lumsden
D Mills
M Silverman
A Schaeper
Dr C Sworn
A P M Waterfield
P Wardle
G Wooldridge

In Attendance: S Kind (Director of Finance)
S Wesselby(Vice-Principal)
C Hole (Director of Resources)
P Bairstow (Director of Learner Services)
C Robinson (Clerk to the Governors)

11/09 Apologies

1 A Dicks
J Dickinson
E Baines (Chair)
M Malin
A McGlynn
K White

12/09 Declaration of Interest

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

13/09 10 Minute Topic

3 Learner Services – P Bairstow
P Bairstow, the Director of Learner Services gave a short presentation on the work of Learner Services. Learner Services included learning support for students, the organisation of Learning Resource Centres throughout the Institute and the delivery of tutorials. P Bairstow described the various strands to services provided by the Learning Resource Centres which included study skills support and study support guides. There is an increasing emphasis on the use of IT, self access and study support guides and also an increased use of virtual resources, for example core texts are on-line. Learning support for students include support of those learners with dyslexia and for students with learning difficulties and/or disabilities. Learner Services are also concerned with the progression of students, the quality of their experience whilst at the college and help is available for learners with health or financial issues. Learner Services also assists with the organisation and running of the Student Council and with enrichment activities for students. The tutorial programme is an essential component of the quality process for students and Learner Services will be introducing a centralised admissions and interview system. A P M Waterfield asked if the tutorial programmes were inspected by Ofsted, the Vice –Principal replied that they were and Ofsted placed importance on the quality of tutorial programmes.
The Chair thanked P Bairstow for her presentation.

14/09 Minutes of the meeting held on 29 January 2009

- 4 03/09, line 13 should read, “K McCarthy said that in 2008/2009”
The minutes were agreed and signed.

15/09 Matters Arising

- 5 Rutland Young Peoples Learning Partnership.
The Principal informed members that the proposed joint meeting of Governors in Rutland had been cancelled but it would be rescheduled for a date in April. He would be updating the Board on progress with the partnership at the April Board meeting.

16/09 Teaching and Learning and Achievement

- 6 SARQIP Progress Report (including action plan update)

The Vice-Principal briefly updated members on progress with the SARQIP, Paper B. He said that some good progress had been made and that it was hoped that the target for completion would be July

- 7 Leadership and Management

The Principal introduced the Leadership and Management SARQIP action plan. (KQ5), Paper C. He said progress had been made noting that the Institute now has a robust performance appraisal system and that good work had been done on value for money. Regrettably accommodation issues had been taken out of our hands by the current LSC impasse. Members were asked to note progress being made in addressing quality assurance and performance standards, there was now coherence in the Institute’s structures with an improved focus on the learner. Progress has also been made with teaching and learning, the teaching and learning profile has improved and reached target. The Principal felt that there were signs of “green shoots of recovery” and noted that all schools and support teams show improved SAR grades in 2008/2009.

- 8 College Key Performance Indicators (KPI’s)

The Vice-Principal presented the latest KPI’s on attendance, retention and applications using the College Reporting System. He noted that the overall college attendance currently stands at 92% against the target set for the year of 90%. The retention KPI’s are also favourable, currently the retention rate stands at 94%. The Vice-Principal said this was an improvement from the 84% retention of last year and showed that many of the quality and management initiatives that have been put in place are having an effect on retention. He said that it was pleasing to report that 19+ retention is currently 94%; historically the Institute has suffered from poor retention for 19+ learners, last year it was 78% and this was an area for improvement from the last inspection. The Board noted the report from the Vice-Principal.

17/09 Corporate

- 9 Principal’s Blog

The Principal introduced his latest blog. He noted that the College Road shows were successful. The Road shows provide staff with updates on the college’s progress and priorities as well as providing staff with an opportunity to give feedback to management. He asked members to note some changes in the College Leadership Group, R Emery is to become Director of External Partnerships and P Bairstow will take responsibility as the Designated Named Person for Child Protection. C Hole is planning to retire and his role will be replaced by advertising for a new post, the Director of Technology, Innovation and Resources. The Institute has been recently visited by IIP Investors in People and the college will be re-accredited. In conclusion the Principal asked members to note the Annual Awards Ceremony which will take place at the Kettering campus on Friday 22nd May 2009.

- 10 Health and Safety Policy / Health and Safety Action plan – Interim Report

C Hole presented the new Health and Policy saying that it had been re-written to take account of the new management structure. The new policy had been considered by the Audit Committee. There was discussion by members of the policy and health and safety matters; C Sworn asked

whether the policy was an active document or was it just filed away, C Hole replied that the Health and Safety Policy was the front sheet of an active health and safety management process in the college and briefly described the management of health and safety in the college. He referred to page 16 of the policy and the specific areas of risk managers must be aware of. C Isham informed the Board that health and safety was taken very seriously by staff, it was well embedded and students have health and safety modules included in their curriculum. It was proposed by C Sworn, seconded by G Wooldridge and unanimously agreed ***that the Health and Safety Policy be approved by the Board.***

C Sworn referred to the figures given in the Health and Safety Action plan and D Hayes noted that they gave no indication of the nature or severity of the accidents. There was discussion by members of the reporting and recording of accidents and D Hayes said the Board needed to be given a report on accident figures and progress against the action plan. This was ***agreed*** by members and a report would be given to the Board in July.

- 11 College Income – Update

The Vice-Principal gave members an update on college income, Paper H. He noted that with the Adult Learner Responsive target, which the institute was concerned about, was now on track to meet target. On the Employer Responsive side the Institute has done well and we appear to be on track to meet income targets. The Institute is currently negotiating with the LSC for next year's allowance.

18/09 Estates

- 12 Capital Projects - Update

The Director of Finance gave members an update on the current position with the Capital Projects. He said that all college projects had been stalled until June when it was hoped that the LSC would come to a decision. In the meantime the Institute was exposed to professional fees of £120,000 per month and a decision would have to be made soon to stand down our professional advisors. In response to a question from P Wardle concerning costs incurred so far, the Director of Finance replied that the Institute would have to wait for the outcome of the LSC review and in the worst case scenario we would have to write them off. He tabled a letter that had been sent to the Minister of State from the NNDC supporting the Institute's case.

- 13 St Mary's Road - Update

S Kind updated members on the St Mary's Road site. He said he had met with the Deputy CEO of Kettering Borough Council and was told there had been expressions of interest in the site. The position of the telephone masts is nearing completion and with regard to the covenants we are awaiting a date to go to the Lands Tribunal.

19/09 Financial

- 14 Management Accounts to 31 January 2009 – period 6

The Director of Finance presented the period 6 management accounts and said there was nothing untoward. He said staff costs were firmly under control and although cash flow had been adversely affected by the new build project, this would be eased by the new allocation of resource in April. The management accounts were received and noted by the Board.

20/09 Any Other Business

15 The Principal reported that he had been appointed to the Lincolnshire and Rutland Employment and Skills Board.

21/08 Date of Next Meeting – Thursday 2 April 2009 at 4.00pm.