

Minutes of a meeting of the Governing Body of Tresham Institute of Further and Higher Education held on Thursday 17 September 2009, at 15.30 hours in the Old Cytringianians Room, Windmill Avenue, Kettering.

Present:

E R Baines (Chair)
A P Blunt (Vice-Chair)
J Bews
I Bray
S Evans
C Isham
A McGlynn
S Martin
D Mills
M Silverman
E Taylor
A P M Waterfield
G Wooldridge

In Attendance:

S Wesselby(Vice-Principal)
C Robinson (Clerk to the Governors)
K Edwards (Director of HR)
P Bairstow (Director of Learner Services)

Governor Training: Child Protection

The Chair introduced P Bairstow and K Edwards who facilitated the Child Protection Training session. (Child protection information for Governors attached to minutes)
The Chair said that in order to comply with best practice all Governors should undergo a new CRB check. Governors *agreed* to this and the Clerk would arrange with K Edwards for this to take place.

New Governors

The Chair of the Search and Governance Committee introduced two new prospective Governors with their CV's. Sue Martin, Director of the Corby Learning Partnership and Ebony Taylor, President of the Students Union. It was proposed by A P Blunt, seconded by D Mills and unanimously *agreed that Sue Martin be elected to the Board for a period of four years and Ebony Taylor be elected to the Board for a period of two years.*

72/09 Apologies

1 M Malin
M Lumsden
P Wardle
C Stainton
D Hayes

73/09 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.

74/09 Minutes of the meeting held on 2 July 2009

The minutes were agreed and signed.

75/09 Matters Arising – Confidential Items

3 The Clerk reported his review of the confidential items on the Board agendas 2008-2009. There were four confidential items during the 2008-2009 Board meetings and the Clerk said

he considered that the necessity for confidentiality for all four items had now passed. It was **agreed** that the four items should be placed on the public record.

76/09 Learner KPI's

- Enrolment Update
4 The Vice-Principal updated members on current enrolment. He noted that the College had an ambitious enrolment target for 2009/2010, namely a 15% increase in full time 16-19 learners. The target for last year was 2200 students, this year the target is 2617. The Vice-Principal said that at present the College had enrolled 2400 students and was confident that the target could be met. A P M Waterfield asked for a breakdown of enrolment by campuses and by feeder schools, the Vice-principal said he would include this in his next report. C Isham said that whilst the staff were very pleased with the good enrolment it had meant some very large classes and crowded classrooms. The Principal, thanking the staff for their hard work, said that managers would be working to resolve the issues.
- Final Enrolment 2008/2009 against target
The Vice-Principal presented the final enrolment figures against target, noting that the key 16-19 enrolment target of 2250 had been reached and slightly exceeded. The Principal referred to the Vice-Principal's paper and said the figures illustrated that the College was succeeding in becoming a specialist vocational college, an aim of the College's Strategic Plan.
- Final Retention 2008/2009 against target
The Vice-Principal said the Final Retention figures were very good news, all schools had improved retention and retention across the College overall has increased by 9%. He noted that historically the College had issues with retention rates; the hard work of staff and the unrelenting focus of quality strategies to improve retention had met with success.
- Achievement update
The Vice-Principal said that there was still data to be included before the final success rate targets were confirmed but the provisional achievement figures are good. He tabled a LSC paper that showed a year on year improvement in success rates. He noted a real success story was the dramatic improvement in the 19+ achievement; the success rate was now 80%.
- Quality Strategy and Calendar
The Vice-Principal presented the 2009/2010 Quality Strategy and Calendar. He said this year's strategy would build on the improvements of last year and the College would carry on with the curriculum health checks which would now include a health and safety audit. A P M Waterfield said the Board had been presented with a very impressive set of data and the Chair asked the Principal to express the Governors thanks to all staff for their hard work in achieving this. The Board **noted** the Vice-Principal's papers.

77/09 Corporate

- Principal's Blog
5 The Principal presented his first blog of the year and this was noted by the Board.
- Single Equality Scheme Update (EDIMS)
6 The Vice-Principal updated members on the Single Equality Scheme and said that work on the scheme was nearly complete and that information concerning EDIMS was being collated, the scheme would shortly be rolled out to staff, students and the Board.
- Rutland Learning Partnership Update
7 The Principal updated members on the Rutland Learning and referred members to his paper, Plans for the future of post-16 provision in Rutland; he gave members the latest proposals from Rutland County Council which in essence would see the creation of a Trust to take responsibility

to provide post 16 learning in Rutland. The Trust would include one 11-16 school, which would become an 11-19 provider, Tresham College, other 16-19 schools, RCC, Leicester University and local employers. The Principal explained that Tresham would continue to play a role within Rutland by providing some specialist vocational provision, he noted that RCC were to make a decision on the proposals tomorrow and recommended to the Board that this was the way forward. The Board discussed the proposals contained in the paper and J Bews stated that she felt it was the direction to travel as it would not allow post 16 provision to go out of the county. After further discussion on the curriculum offer in Rutland, the Board unanimously **agreed** to support the proposals and authorise the Principal to continue negotiations.

78/09 Capital Projects

- Updated Report
- 8 In the absence of the Director of Finance the Principal updated members on the current position with the Capital Project and referred to Paper H which gives a summary of the key contractual points of the contract. The Principal also asked members to note the LSC letter, “Capital Project Support – Conditions of Grant” and in particular, item C, referring to the Corby Cube. He said the College had been asked to take a five year lease at a peppercorn rent in the Corby Cube to run Hospitality and Catering; there were however some operational considerations in the running a successful curriculum on the site and strategically Catering would be better sited at Kettering. The Principal said he would inform members of developments. Members were also asked to approve The Draft Governors Minute, attached to Paper H, concerning the Corby Project. It was proposed by A P M Waterfield, seconded by J Bews and unanimously **agreed that the Draft governors minute relating to the New Corby Project be formally approved.**
- Proposals for effective monitoring/reporting of Capital Projects
- 9 The Principal informed members that given the importance of the project, it is proposed that S Kind becomes the temporary Director of Capital Projects to oversee the Corby Project. In order to assist this process a temporary Finance Officer would be appointed whose remit would include consideration of a debt reduction strategy. The proposal was **approved** by the Board. The Clerk said it was also proposed to create a Capital Projects Committee of the Board to monitor the project and report back to the Board. The Committee would be a small focused committee that would principally be concerned with monitoring cost within budget, adherence to the agreed timescale and alerting the Board to any untoward developments. It is suggested that the Committee comprise of I Bray, A McGlynn with A P M Waterfield as Chair. S Kind would be in attendance. It was proposed by A P Blunt, seconded by S Evans and unanimously **agreed that the Capital Project Committee be established.**
- Funding for new Corby Project
- 10 Members were asked to consider Paper I, new Corby Build Project- Bank Funding. Members discussed the borrowing commitment of the College and noted the importance of close monitoring of the project. After further discussion it was **unanimously agreed to approve** the borrowing facilities offered by Barclays Bank.
- St Mary’s Road
- 11 The Principal updated members on developments with the St Mary’s Road site, Paper J. He said that he had met with Kettering Borough Council to explore ways of waiving the covenants on the land and the site is being actively marketed. Members **noted** the report.

79/09 Financial KPI’s

- Accounting Policy
- 12 The Principal presented the Accounting Policies 2008/2009 for approval. It was proposed by A P M Waterfield, seconded by A P Blunt and unanimously **agreed that the Accounting Policies 2008/2009 be approved.**

- Management Accounts for year ended 31 July 2009
- 13 The Board *noted and received* the Management Accounts for year ended 31 July 2009.

80/09 Any Other Business

14 The Clerk informed members that he would be sending them a copy of the LSIS Good Governance Programme for 2009/2010. He urged members to attend one of their many courses and said he would arrange the necessary bookings etc.

The Chair, noting that the College would be inspected this term, referred members to the new Ofsted Common Inspection Framework and particularly the section on Governance, the Clerk said he would send a copy to members.

81/09 Date of Next Meeting

Thursday 8 October 2009 at 4.00pm.