

Minutes of a meeting of the Governing Body of Tresham Institute of Further and Higher Education held on Thursday 2 July 2009, at 16.00 hours in Room 170, Windmill Avenue, Kettering.

Present:

E R Baines (Chair)
A P Blunt (Vice-Chair)
J Bews
I Bray
J Dickinson
S Evans
D Hayes
C Isham
A McGlynn
C Stainton
M Silverman
Dr C Sworn
A P M Waterfield
G Wooldridge

In Attendance: S Kind (Director of Finance)
S Wesselby(Vice-Principal)
C Robinson (Clerk to the Governors)

58/09 Apologies

1 M Malin
M Lumsden
P Wardle
D Mills

59/09 Election of Chair and Vice-Chair

2 The Clerk reported that after circulating nomination forms to members the only nomination received for Chair was E Baines and for Vice-Chair, A P Blunt. It was proposed by A P Blunt, seconded by D Hayes and unanimously agreed **that E Baines be elected Chair of the Corporation for the academic year 2009/2010.** It was proposed by A P M Waterfield, seconded by G Wooldridge and unanimously agreed **that A P Blunt be elected Vice-Chair of the Corporation for the academic year 2009/2010.** E Baines took the Chair.

The Chair referred members to the letter he had sent to them concerning succession planning for Board, he said that it was heartening to see new Governors joining and wanted to ensure a balance of experience and “new blood” He said that he had spoken to members whose term of office was about to expire. C Sworn and J Dickinson wished to stand down from the Board; A P M Waterfield, D Hayes and D Mills wished to stand for a further year only and J Bews was prepared to stand for a further four years.

The Chair also said that both he and the Vice Chair would serve only for another two years and they would work with all members to ensure the smooth transition and induction of new members and new Chair.

It was proposed by J Bews, seconded by C Sworn and unanimously agreed **that E Baines and A P Blunt be appointed to the Board for a period of two years.**

It was proposed by A P Blunt, seconded by J Dickinson and unanimously agreed **that D Mills, D Hayes and A P M Waterfield be appointed to the Board for a period of one year and J Bews be appointed to the Board for a period of four years.**

The Chair thanked J Dickinson and C Sworn for their valued contribution to Tresham and the Board.

A P Blunt as Chair of the Search and Governance Committee introduced a new Governor,

Caroline Stainton from the University of Northampton, it was proposed by A P Blunt, seconded by D Hayes and unanimously agreed *that C Stainton be appointed to the Board of Tresham College for a period of four years*. The Chair welcomed C Stainton to the Board.

60/09 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.

61/09 Ten Minute Topic – Rutland Partnership – Derek Robbins

4 Derek Robbins updated members on developments with the Rutland Learning Partnership and said that since last meeting the Board there was still work in progress. The curriculum offer for 2010 was being finalised and it would be different from what is on offer at the moment, a marketing brochure is being prepared for the 2010 offer. Staffing is a key issue and the 40 people employed at Rutland will be TUPE'd. D Robbins then spoke of capital funding issues; he said that Rutland County Council was prepared to contribute £3.8m towards the £6m cost of a new building and that financial modelling had been undertaken to ensure the viability of the offer. He said that the way forward was for the new college to be managed by a trust with a Principal and Director of Post 16 learning in Rutland. A key issue to be faced by partners was the new build and capital programme and D Robbins proposed that Governors might consider making a financial contribution to the Rutland partnership from the capital receipts raised by the selling of some of Tresham's land at the site. He suggested that there were some strategic considerations for Governors, namely:

- A commitment to the proposed trust,
- Support for the proposed transitional curriculum offer for 2010, and a two year guarantee to students starting in September 2009.
- Endorse the proposed approach to staffing matters,
- The consideration of a financial contribution to the trust.

The Chair remarked that he felt that this was the right way to go and the Board were in agreement. He summarised the discussions that members had undertaken both at this and previous meetings and that the view of the Board was:

- Tresham would be committed to being a full member of any proposed Trust arrangement for delivering post 16 in Rutland and long term support to post 16 education in Rutland.
- Tresham would require a commitment from RCC/RLP to the transitional arrangements beginning in September 2010.
- Tresham would cease direct delivery of post16 education in Rutland from August 2011 and notify the appropriate bodies of its intention; Tresham would seek approval to dispose of all land and assets currently owned in Rutland.

There followed a discussion by members of the financial implications of participating in the trust and A P Blunt asked what contributions other partners were making. D Robbins replied that all partners would be approached for a contribution; he reminded members that the proposed trust arrangements would ensure that the commitments of partners would be legally binding. After a lengthy discussion of the financial implications of the proposed arrangements, members were agreed that the Rutland partnership as outlined by D Robbins and the Principal was the way forward. The Principal asked the Board for the authority to enter into negotiations on the basis that had been outlined to members, this was agreed. It was also agreed that the Principal be given delegated powers to negotiate both a land transfer and financial contribution to the RLP subject to an agreed way forward being established by the end of September 2009. A P M Waterfield requested that the Board receive updates over the summer. The Chair thanked D Robbins for his presentation.

62/09 Minutes of the meeting held on 4 June 2009

5 These were agreed and signed.

63/09 Matters Arising

6 There were none.

64/09 Teaching Learning and Achievement

- KPI's – outrun, Final Retention Report against target.
- 7 The Vice- Principal presented the Final Retention Report 08/09, Paper B. He said that he was pleased to report a marked improvement in retention rates across all areas of the college curriculum. There have been particular improvements in Care and Early Years and Service Industries and the overall retention for 16-18 learners increased 5% on 2007/2008. Particularly pleasing are the dramatic improvements in 19 plus retention, an area that has been difficult for the college in the past. In Care and Access and Computing there has been a 24% improvement in retention and other significant improvements are in Construction, Engineering and Motor Vehicle. The net result has been that retention for the 19 plus has increased by 19% compared to 2007/2008 and the overall retention figure for all learners in 2008/2009 improved by 10% to 90%, meeting the targets set. The Chair thanked all concerned in the College for this improvement.
- Teaching and Learning Profiles / Curriculum Health Checks
- 8 The Vice-Principal introduced Teaching and Learning Profiles/Curriculum Health Checks report. He noted that the lesson observation process has been rigorously reviewed and overhauled and the College now has a cross college observation team trained in using new observation forms and a standardisation team also validates all observations on a regular basis. He reported that 71% of lessons observed this year were good or better against target of 70%, the current figure of 5% of lessons graded as inadequate is 2% above the 2007/2008 figure. The Vice-principal said this reflected a more robust observation process and the majority of teachers obtaining an inadequate grade have either been supported to achieve a higher grade or have now left the College.
- SAR Action Plan
- 9 The Vice-Principal presented the SAR Action Plan Update and focused upon the Limited Progress Items and informed the Board of the progress being undertaken to address these.
- Learner Survey
- 10 The Vice-Principal informed the Board that the College has adopted a new approach this year in obtaining feedback from learners, the College has used QDP (a national provider of learner surveys to the sector) and this enables us to benchmark our learner responses against other colleges in the sector. He noted that overall 95% of learners' survey said that teaching was good and 93% felt they were making good progress. There were however areas where satisfaction fell below the 80% threshold and these were being investigated by management and the necessary action taken.

65/09 Update on Curriculum Developments

- 11 R Emery and A Hope updated members on curriculum developments at the College, Paper F. The Board was told of developments with local schools and the continuing importance of partnerships, Tresham is working with 28 secondary schools in five consortia and learning partnerships. The College is currently reviewing its curriculum offer to meet future developments and ideas include the introduction of new curriculum areas such as Music Technology, Sustainable Construction, Criminology and Forensic Science, and TV & Video Production. Working with Employers has been very successful this year and despite the economic downturn the College has met its Train to gain targets. In Higher Education the University Challenge bid will be submitted at the end of June with Tresham as one of the major partners. New Foundation Degrees planned include Business, Fine Art, Computer Systems Management, Sport and Public Services. The Principal noted that although the College has successfully accessed funding for Job Centre Plus short course training, it was important that the 18-25 cohort should be able to access full time provision. He thanked R Emery and A Hope for their contribution and the Board noted the report.

66/09 Corporate

- Principals Blog
- 12 The Principal introduced his latest blog and noted that the College has been set some ambitious enrolment targets for 16-18 year olds for 2009/2010.

- Committee Reports – Audit / Search and Governance
- 13 Members were informed of the latest meetings of the Audit and Search and Governance Committees. The Clerk reported on behalf of the Chair of Audit and noted that the Committee had recommended that the target for the Health and Safety Audit score for 2009/2010 should be 65%. The Audit Committee had recommended that Baker Tilly undertake the External Audit for the College in 2009/2010, members noted the contents of the last Audit Committee and unanimously agreed to the recommendations.

A P Blunt reported on the last meeting of the Search and Governance Committee. He asked members to note the changes in Board membership over the last two years and the review of the Board profile that would be undertaken, he also said that the new Governance arrangements had been considered, the initial findings were positive and there had been an improvement in Board attendance. Members noted the contents of the latest Search and Governance Committee.

67/09 Estates

Capital Project Update

- 14 The Principal and S Kind updated members on the news of the College's successful bid for the Corby re-development, the Principal noting that although the project would be challenging it would be good for staff and students. S Kind said that one of the challenges would be the LSC requirement of reducing costs by 10-15%, the College would need to consider finding alternative sources of funding and additional bridging facilities would be required over the 5 year project cycle. The Chair noted that Simon Evans of NNDC had played an important part in supporting the College's case, as had our local MP Phil Hope, there had been excellent partnership working behind our success.

68/09 Financial

- Management Accounts (Period 10)
- 15 S Kind presented the period 10 Management Accounts, Paper 10 and members noted the contents.
- Draft Budget 2009/2010 and 3 year Finance Plan
- 16 The Director of Finance introduced the Draft Budget 2009/2010 and said that it had been difficult to formulate because of the uncertainty that had surrounded the capital development plans. The College is still awaiting details of LSC awards and with the award of the Corby building project we will incur extra borrowing costs. Members discussed the risks associated with the project and the exposure to extra borrowing, A P M Waterfield asked whether the risk of a drop in LSC income had been factored in, S Kind said it had. It was noted that the proposed pay award would at present be no greater than 1.5% and the Principal noted that management had worked hard to keep pay costs under control. After further discussion it was proposed by A P M Waterfield, seconded by J Dickinson and unanimously agreed ***that the Draft Budget 2009/2010 and three year Finance Plan be approved.***
- Updated Financial Regulations
- 17 The Board noted and approved the amendments to the Financial Regulations 2009/2010, Paper L.

60/09 Any Other Business

- 18 The Clerk referred to minute 41/09 of the May Board meeting, College name change. He reported approval had now been received from the Department for Business Innovation and Skills but with some minor amendments. The name would be Tresham and the business descriptor would now read Tresham College of Further and Higher Education. ***The Board unanimously agreed and approved the change to "Tresham College of Further and Higher Education"***
- 19 J Dickinson briefly informed members of the Young Ambassadors Programme he had been associated with in Northamptonshire and suggested that Tresham nominate a Young Ambassador for the programme.
- 20 The Chair noted that this was last Board meeting for J Dickinson and C Sworn and on behalf of the

Board thanked them for their valuable contributions to Tresham over the years.

70/09 Confidential Item

21 K Edwards, Director of Human Resources informed the Board that it would be necessary to reduce staffing in the College's Learn Direct programme which may lead to one or two redundancies. The programme was currently running a deficit of £30,000 and the Principal noted although Learn Direct has been with the College for 10 years, it has been declining and apart from some small existing provision it is intended to cease Learn Direct. Members noted and approved the proposals.

71/09 Date of Next meeting

Thursday 17 September 2009, 16.00 hours, Windmill Avenue.