



Minutes of a Meeting of the Board of the Corporation

held in the Conference Room of the College on 30th October 2007 at 5.30pm.

Present:

Mr T Edwards (Chairman)
Mr A Croney, Dr K Chester, Mrs D Logan-McCance, Councillor J Davies, Mr M Eggleston, Mr G Marshall, Mr I Stephenson, Mr D Waugh.

Apologies:

None.

Absent:

None.

In attendance:

Mr R Oliver, (Director of Finance and Resources), Mr D Allsop, (Acting Clerk to the Corporation), Ms S Welsh, Director of Curriculum and Quality.

1. Introduction

1.1 The Chairman welcomed Board members to the meeting. The Acting Clerk reported that Ms Amy Stewart, the Student member, had now left the college and that had created a vacancy. A discussion followed and it was suggested that it would be better if a first year student on a two year course could be found to take on the student member role as this would provide an opportunity for continuity. It was also suggested that in line with previous practice a second student could act as an observer and once the expected requirement to have two student members becomes enacted that person could step into the new role. It was noted that efforts were already underway to secure nominations.

Agreed:

1.1 THAT:

- **The Director of Curriculum and Quality should make the necessary arrangements to obtain a student member and an observer in time for the next meeting.**

2. Minutes of a meeting of the Board of the Corporation held on Tuesday 4th September 2007

Matters arising:

2.1. The Acting Principal reported that he hadn't circulated the Durham CC Cabinet paper as it had been superseded by the consultation document included in meeting papers. If any Board member wishes to see the Cabinet paper he would provide a copy on request.

2.2 The Acting Clerk outlined the previous Board minute references to the proposed changed date for staff pay awards. The Director of Finance and Resources indicated his intention to report the outcome of current negotiations with staff representatives to the Board for ratification.

2.3 The minutes were accepted as a true record and signed as such by the Chairman.

Agreed:

2.4 THAT the Board approve the minutes.

3. Chairman's verbal report

3.1 The Chairman reported that there had been five applications for the position of Principal and Chief Executive. The appointments panel had identified two candidates for interview and these would be held on 31 October. A short meeting of the Board will be held at 16.30, following the interviews, to consider the panel's recommendation.

3.2 The Chairman reminded members of the custom for Board members to make a donation to support the Student of the Year award. The presentation will take place at the forthcoming awards evening. Cheques should be made payable to 'Derwentside College' and handed to Susan Errington or Jean Atkinson.

3.3 The Chairman referred to various strategic issues which he had been discussing and stated that further discussions would take place once the Principal and Chief Executive position had been filled.

Agreed:

3.4 THAT the Board:

- **receives the Chairman's report;**

4. Principal's report

4.1 The Acting Principal presented his report, which made reference to:

- Academies;
- Psychology results;
- Recruitment 07/08.

4.2 He referred to the document circulated by the County Council on the future pattern and provision of schooling and stated that the consultation period ended on 23rd November. He outlined the proposals, highlighted the issues and updated the Board on future demographic trends and recruitment patterns. He also made a recommendation that the Board should apply to become a sponsor for the two proposed Academies in Derwentside. There was a significant amount of discussion on this matter.

Councillor Davies declared an interest in the above item.

4.3 The Acting Principal outlined the results of the investigation into the poor psychology results and the developments for the 07/08 academic year. At the request of the Chairman, the Acting Principal gave an assurance that a more pro-active monitoring approach will be adopted in future which should prevent any recurrence of the situation.

4.4 Recruitment of learners for the 07/08 academic year is expected to reach target for FE 16 – 18 and work-based learning. The expected profile for 19+ was also reported. In relation to train to gain an increase in the target by £50,000 to £300,000 should be achieved and the surplus generated is available to support other college activity. A further report on recruitment will be made at the next meeting.

Agreed:

4.5 THAT the Board:

- **receive the Acting Principal's report;**
- **endorses the Acting Principal's recommendation that the College should make an application to support the two Derwentside Academies as a co-sponsor. The Chairman will write an open letter to staff on this matter.**

5. Finance and Resources Reports

5.1 The Director of Finance and Resources presented his report covering the period to 30 September 2007. The papers provided an analysis of:

- Budget position as at 30 September 2007
- Cash flow forecasts 2007/08
- Balance Sheet as at 30 September 2007

He advised the Board that subject to audit, he expects the College to have made a surplus of £258,000 for 2006/07 on a turnover of £8.4m. No

significant audit issues have been identified to date. The cash balance at 30 September was £557,000 representing 27 cash days.

Agreed:

5.2 THAT the Director of Finance and Resources' report be received and its contents be noted.

6. Board matters

6.1 The Acting Clerk presented the paper deferred from the previous meeting outlining options in relation to future Board composition and business conduct.

Agreed:

6.2 THAT the paper will be considered more fully at the Search Committee. Candidates for Board membership will also be considered by the Search Committee. The revised meeting schedule was approved.

Board meeting schedule	Audit Committee schedule
Monday 26 th November 2007	Monday 19 th November 2007
Tuesday 29 th January 2008	Monday 14 th January 2008
Tuesday 18 th March 2008	Monday 17 th March 2008
Tuesday 20 th May 2008	Monday 7 th July 2008
Tuesday 22 nd July 2008	

7. College performance report – success rates 2005/06

7.1 The Director of Curriculum and Quality presented a paper outlining the success rates. The headline rate at 81.9% was, as expected, slightly below that of 84.8% achieved in 2004/05 due to the decline in the proportion of short courses. The Director highlighted the trend analysis for all course types, the priorities for action and the ranking of NE courses. It was noted that for the third year running, the college had been placed in the top 3 college providers in the North East.

Agreed:

7.2 THAT the Director's paper be received and its contents noted. The Board congratulated the staff and learners on the impressive success rates

8. Attendance 2006/07

8.1 The Director of Curriculum and Quality presented a paper on attendance by category. Overall attendance had averaged 88%, 2% below target but categorised by Ofsted as 'good'.

Agreed:

8.2 THAT the the Director's paper be received and its contents noted.

9. Seven day rule items

9.1 Two papers prepared by the Director of Curriculum and Quality had been circulated under the 7 day rule – Staff Development 2006/07 and Observation of Teaching and Learning Sept 06 – Jan 07. The Acting Clerk confirmed that he had received no requests from Board member to include the items circulated under the 7 day rule on the agenda.

Agreed:

9.3 THAT the Director's reports be received and approved.

10. Next meeting Agenda

10.1 Items for the next meeting include:

- Minutes of the previous meeting
- Minutes of Committee meetings
- Chairman's report
- Principal's report
- Director of Finance and Resources report, including:
 - Final outturn position
 - Financial statements management letter
- Director of Curriculum and Quality report – SAR/Quality Improvement Plan
- Seven day rule items
- Board matters.

11. Any other business

11.1 There were no items of other business.

12. Date of next meeting

12.1 The date of the next meeting is Monday 26th November 2007 at 5.30pm in the Conference Room.

12.2 The meeting closed at 19.13 pm.