

BOARD OF GOVERNORS



THURSDAY 5 JULY 2012

Report: Minutes of the meeting held on Thursday 10 May 2012
Author: Clerk to the Corporation
Action: Approve
Status: Open

GATESHEAD COLLEGE

Present: Robin Mackie (Chair)
Susan Bickerton
Keith Cann Evans
Ivan Jepson
Aziz Kouame
Chris Macklin
John McElroy
Alan Reynolds
Alex Rutherford
Allan Steele
Mark Taylor
Richard Thorold

In attendance: Mick Brophy
Jackie Doxford
John Holt
Gwyneth Jones

1645 Welcome/Apologies

Robin Mackie welcomed everyone to the meeting. Apologies for absence were received from Kevin Fitzpatrick, David Mitchell and Ian Renwick and from Judith Doyle.

The Chair invited members to declare any interests on any item on the agenda. No interests were declared at this stage in the meeting; however, members noted that should the direction of debate on any item on the agenda result in a potential conflict of interest, this should be indicated during the meeting. Members were also reminded to advise the Clerk of any changes to be made to the declaration of interests.

1646 Minutes of the meeting held on Thursday 22 March 2012

The minutes of the meeting held on Thursday 22 March 2012 were accepted as a correct record.

1647 Matters Arising

There were no matters arising which were not substantive items on the agenda

1648 Draft Strategic Plan 2012-2015

The Principal introduced a report which presented the draft Strategic Plan 2011-2015 for consideration, comment and discussion by the Board. The draft plan appended to

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the report was a revised version of the plan developed in 2011. This is a departure from the normal formal plan; however, it captures at a very high level the strategic direction of the College over the next three years. The report invited Governors to comment on the content and to suggest how the College should respond to the national and regional priorities set out by the coalition Government and the funding bodies for FE. It was noted that the final plan will be influenced by the potential implications of the recent budget and the impact of the economic recovery over the next three to four years as well as the impact of the Government's priorities.

The Principal provided an overview of the discussions on the draft Plan at the Board Strategy Event held earlier in the day for those members who had been unable to attend. He advised that the key questions on Strategic Planning in Appendix 2, which was appended to the report, had been debated and that Governors had highlighted the College's USP as being outstanding at employer engagement. He indicated that there had been an interesting discussion about commitment to students and ways of getting them into employment. Governors had suggested having a tracking system so that current students could learn about the experiences and achievements of former students.

The Chair enquired about the next steps required to finalise the draft plan. The Principal explained that each member of the Leadership Team will review their area of responsibility and that feedback and comments from the Board will be incorporated into the detail of the overall strategic plan. He indicated that the document will be refined and presented to the Board in its final form at the July meeting.

RESOLVED to note the contents of the report

1649 International Strategy Update

The Principal introduced a report which updated the Board on progress in the implementation of the International Strategy, following his visit to key target markets. He reminded the Board that approval had been given in February 2012 for further development work in the priority markets, including the proposed European pilot programme at a cost of £100,000, to enable a multi-stage business plan to be produced that reflected the extent and nature of the Strategy.

The Principal reported excellent progress had been made since March with key activities to take forward the objectives and priorities of the International Strategy. It is clear that the College will be able to assist students and business partners to develop skills and capabilities for the emerging, internationalised world of work. Discussions with potential customers and partners, such as VTC in Hong Kong and ITE in Singapore have shown that the College will be able to increase its overall business, reducing its dependence on vulnerable UK public sector sources, and thus enabling it to maintain and develop its core services to local people and employers. The College can also play an additional role in the development of the economy and its businesses especially in Gateshead and the North East, by providing training and assistance to SMEs, in conjunction with partners such as UK Trade and Investment (UKTI). Such businesses will be able to engage in international work, thus further increasing training, educational and employment opportunities in the region.

The Board noted that additional funding will be needed to implement a number of actions immediately. To date, the work has largely been undertaken by the Principal and other senior staff, supported by external professional services as appropriate. However, the envisaged workload cannot be sustained in this manner on a permanent basis and the intention is to expand resources with a small and

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focused international team based within the College, as indicated in the strategy approved in December 2011.

Members noted that progress made since the Board approval has substantiated the original objectives. The College has substantial and wide ranging opportunities. Recent visits to target international markets have demonstrated the demand for specialist training and education in low carbon related activities in Europe, Hong Kong and China, and also wider afield, including Singapore, Malaysia and UAE. In addition, there is substantial interest in these countries in working with the College to access additional areas of expertise, including in catering, hospitality, design and technical English language learning. There will also be opportunities to enhance the College's offering in Gateshead, through international collaboration, such as in fashion.

A range of partners, encompassing businesses, other colleges and public organisations, both in the UK and internationally, are keen to work with the College. Such partnerships will strengthen the College's potential offering and enable it to access a range of new markets. The development of shared activities and facilities will be required to make the most of these opportunities. A range of delivery models tailored to specific types of opportunity will be required, including staff and student exchanges, training of trainers and curriculum development, and the provision of training directly to students.

The Board noted that the Principal and the Managing Director, Business, Innovation and Development had recently undertaken visits to target markets in Hong Kong, mainland China and South East Asia. The Principal met the Chairman and Chief Executive of the Vocational Training Council of Hong Kong (VTC) and examined key aspects of their provision, including automotive, manufacturing, catering and design. Direct discussions confirmed the interest and suitability of VTC as a partner for the College in South East Asia. VTC is a major provider of training and education in Hong Kong; it also has wide links into mainland China and elsewhere in South East Asia including Singapore. Other discussions held with organisations engaged in Hong Kong's major drive to reduce transport emissions, identified opportunities to engage in shared programmes.

Discussions held in mainland China by the Principal and the Managing Director, Business, Innovation and Development with potential partner colleges and training providers identified major opportunities, particularly for the specialist areas of automotive, low carbon and manufacturing. Potential opportunity for the College in mainland China has also been strengthened by recent announcements from both Nissan and SEV about increased activity there.

Discussions in Singapore included meetings with ITE, a major provider of vocational education and training and a close partner of VTC. The Principal also held discussions with potential partners and customers in Dubai where there are immediate opportunities for the College to deliver training to employers engaged in automotive distribution and servicing. Further discussions are planned with key stakeholders in Abu Dhabi, with facilitation from the UK's Transport Research Laboratory (TRL), which has a major centre in the UAE.

In addition, other opportunities are now opening elsewhere in South East Asia. UKTI in Singapore will provide assistance to enable the College to access training opportunities largely related to manufacturing in Malaysia and Thailand. Recent Government initiatives in respect of Indonesia and Burma have established additional opportunities, with strong encouragement to the College to take a leading role in the

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creation of a new training and vocational education infrastructure. Gateshead Council has arranged for a delegation from Indonesia to visit Gateshead College on 13 May 2012.

Progress has been made in taking forward specific activities in Europe, including those activities encompassed in the Pilot Programme approved by the Board in February 2012. Les Compagnons Du Devoir has been the bedrock of French apprenticeships for many years, particularly in the development of master craftsmen, skilled artisans and high level technicians. Les Compagnons has invited the College to take a leading role in the development of its UK arm, and the Principal is to join its Board. This will provide an opportunity for students to gain wider experience of working in different countries and with other nationalities. In parallel with this work, the College is continuing to identify potential partner colleges elsewhere in Europe.

A programme of further activities has been developed in order to maintain momentum. The intention is to focus the College's implementation work on four areas: immediate direct delivery of training and consultancy to international customers (largely automotive related); participation of students in international programmes, including international apprenticeships; development of partnerships between UK and South East Asia for medium and long term delivery; and training and support to UK based, particularly North East, businesses seeking to internationalise, particularly SMEs seeking to export into South East Asian markets. The College will build on these areas of activity and extend to other markets.

Following on from the work with potential customers and partners, an additional overall Business Plan is being developed, to achieve the target of £15m profitable additional business by 2016/2017. The Plan has two phases; a relative cautious first phase over the first two years, achieving breakeven over this period and enabling the development of capacity, market presence and experience; followed by a more expansionist period over the next three years, entering new markets and growing sales relatively rapidly. A summary of the Business Plan was included in the report showing income, expenditure and key milestones. It is proposed that this first phase of the Plan should be monitored and authorised on a six monthly basis by the Finance and General Purposes Committee.

The Board noted that the College is moving into a new phase of the International Strategy characterised by direct delivery of training and education and the development of partnerships and capabilities. Additional resources are required to support this work, including staff dedicated to the programme, and the report included a request for a budget allocation of £1.5m to July 2014.

A member enquired about the impact of the International Strategy on staff. The Principal replied that contacts in Hong Kong are very committed to staff and student exchange. The long term plan is for all 3,000 full time students to participate in an exchange programme over time but this could take between five and seven years to achieve. It will enhance job opportunities for students in France, Germany or Hong Kong and will set Gateshead College apart from other colleges. It will also make staff more employable as lots of jobs now require international experience.

Another member enquired whether the information listed under Phase 1 Key Milestones included in the report was based on predicted demand or what the College was best placed to deliver. The Principal replied that the key partnerships listed in the first two periods from July 2012 until June 2013 would begin immediately; from June 2013 to July 2014 the programme is more ambitious.

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The Chair concluded that there were lots of opportunities but there was a need to prove to Finance and General Purpose Committee that progress is being made.

RESOLVED

- i) to note the progress being made with the implementation of the International Strategy, particularly the momentum being developed following detailed discussions and explorations in target markets**
- ii) to approve a budget allocation of up to £1.5m to the end of 2013-2014, to enable this momentum to be maintained and enhanced, and the proposed arrangements for the Board to monitor and authorise activity**

1650 Health and Safety Policy

The Principal gave an oral report which advised the Board of the requirement for the annual approval of the Health and Safety Policy; copies of the policy document were available for inspection by the Board. It was noted that the document, which was signed at the October 2011 Board meeting, had been updated to reflect changes in the management structure. A member enquired about whether the College's links with factories in the Far East would need to be covered in the content of the document. The Principal replied that it was not necessary at the current time but that it would need to be included in future policy documents.

RESOLVED to approve the revisions to the Health and Safety Policy

Copies of the updated Health and Safety Policy were signed by the Chairman of the Board of the Corporation and the Principal on Thursday 10 May 2012 following its approval.

1651 Bribery Act 2010

The Clerk introduced a report which advised the Board on the development of policies, guidelines and procedures required in relation to the Bribery Act 2010 which came into effect on 1 July 2011. The act applies to 'relevant commercial organisations' i.e. any organisation which is incorporated in the UK irrespective of where it carries out its business and whether or not it pursues primarily charitable or educational aims.

The Bribery Act 2010 contains two general offences covering 'active bribery' (offering or giving a bribe) and 'passive bribery' (requesting or accepting a bribe). It also introduces two further offences for commercial bribery, creating new forms of corporate liability for failing to prevent bribery on behalf of a commercial organisation, and for bribery of a foreign public official. An organisation covered by the Act can be liable if a person associated with it (including employees, agents, suppliers, partners in joint ventures) offers a bribe for its benefit without its knowledge. Guidance is based around six principles for organisations, which should demonstrate proportionate policies and procedures based on periodic risk assessment and due diligence checks on business partners, which are monitored and reviewed to ensure ongoing compliance, are supported by top-level commitment, and implemented through effective communication and training.

Anti Bribery Policy

The Anti Bribery Policy is a new policy which is required under the Bribery Act 2010.

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It has been prepared following advice from the College's Internal Auditors and members of Audit Committee.

Gifts and Hospitality Guidelines

The Gifts and Hospitality Guidelines is a new document which has been prepared to reinforce the requirements of the Financial Regulations and the Anti Bribery Policy setting out that Gateshead College will not tolerate bribery in any form. The guidelines provide a framework for the receipt and offer of gifts and hospitality.

Public Interest Disclosure Procedure

The Public Interest Disclosure Procedure is an update of an existing document. Minor changes have been made to reflect: the appointment of the Strategy Manager, Customer and Learner Services; the appointment of PriceWaterhouseCoopers as the College's Internal Auditors; and, changes in the telephone numbers of some external organisations.

All three documents will form appendices to the College's Financial Regulations which are currently undergoing review. The Clerk explained that the documents will be available to staff on the College's Digital Dash system.

RESOLVED to note the contents of the report and to approve

- i) the Anti-Bribery Policy**
- ii) the Gifts and Hospitality Guidelines**
- iii) minor changes to the Public Interest Disclosure Procedure**

1652 Charge Your Car (North) Ltd Joint Venture

The Director of Finance introduced a report which advised the Board on the outcome of the procurement exercise to seek a joint venture partner to deliver electric vehicle charging infrastructure management services with Charge Your Car (North) Limited CYC(N). He explained that the recommendation had been reviewed by both the CYC(N) Board and Finance and General Purposes Committee and had been recommended for final approval by the Board. The Board was requested to approve the evaluation team's recommendation that Elektromotive Limited is selected as the Preferred Bidder.

CYC(N) was created by Gateshead College to deliver the North East's Plugged In Places project (PIP). Charge Your Car (CYC) was the first national PIP access scheme to be launched and continues to lead the way with both technological and commercial developments. The existing CYC back office software system will expire on 30 June 2012. There is a requirement to provide this service in the North East until the end of the PIP project on 31 March 2013. This creates an opportunity to develop a second generation back office system which will build upon the North East's existing estate of charge points, and its reputation for successful delivery, and have the functionality to integrate with other regional and national infrastructures. The aim of the joint venture is to establish a national network of choice for electric vehicle charging facilities, under the Charge Your Car brand.

One North East agreed that the preferred delivery model for a second generation EV charging infrastructure management system should be a joint venture partnership,

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with both parties agreeing to develop a new entity and new assets by contributing equity. Each party will exercise equal control over the enterprise and share revenues, expenses and assets. The joint venture will be established as a company owned 50:50 between CYC(N) ('The College') and the JV partner, and will have an equal number of directors appointed by each organisation. Each party will contribute £500,000 to the venture, CYC(N) has secured £250,000 from One North East and hopes to recover the other £250,000 from OLEV (Office for Low Emission Vehicles). The Director of Finance explained that there is a risk that Plugged In Places may have to find £250,000 as OLEV may not provide funding. In response to a question about the timeline the Director of Finance replied that the outcome will be known by August 2012; however, if funding from OLEV does not materialise, other elements of the project will have to be rejigged.

RESOLVED to approve the evaluation team's recommendation that Elektromotive Limited be identified as the successful bidder to become a joint venture partner to deliver Electric Vehicle Charging Infrastructure Management Services with Charge Your Car (North) Ltd and to authorise contracts to be signed

1653 Property Strategy

The Director of Finance introduced a report which updated the Board on progress with the Phase 2 Property Strategy. Phase 4 fit out of the workshops at Construction Centre Phase 2 commenced at the end of March and will continue to late June 2012 with the building ready in time for the new academic year. The account with UK Land, for Phases 1-3 is currently being finalised with discussions over a small claim for extension of time. The overall total is expected to be brought in under budget. Figures summarising the current financial position of the project were included in the report.

RESOLVED to note the contents of the report

Property Strategy – Acquisition of Barmston Court

The Director of Finance introduced a report to the Board which sought approval for the submission of a bid to acquire Barmston Court. The Board noted that the College has invested substantially in the Skills Academy for Sustainable Manufacturing and Innovation and the Test Track, both of which have been funded by the SFA and One North East. The College has also secured £6.3m of Regional Growth Funding to enhance the facilities at the Test Track and to provide an access road via the Turbine Business Park to the south of the site. The original plan was to place the new facilities on additional land leased from Nissan alongside the Test Track; however, this has a number of disadvantages. The location on the Nissan site is a deterrent to some external users thereby limiting the College's capacity to exploit these facilities. A number of partners wish to locate with the College but do not want to be seen close to Nissan. The leasehold ownership also limits the ability to invest and develop the facilities in the future.

The Director of Finance explained that an opportunity had arisen to acquire Barmston Court, a 20 year old building of 1835 m² (20,000 sq ft) on a 6.4 acre site next to the access to the Turbine Business Park and the new route into the Test Track. The site was used by the former Forensic Science Service and offers are being sought by the Home Office but a guide price has not been set. The building and site would provide the College with space to develop the facilities to grow the Test Track, in particular to house the Chassis Dynamometer and test equipment. The building would provide

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space for partners who do not wish to be at SASMI and would be let to them on commercial terms. It is close to other developments such as Van Tech and the business incubator centre.

Robin Mackie declared an interest as Smith Electric Vehicles has leased space at SASMI

Valuation of the property for the College by Lambert Smith Hampton is £1.7m based on £0.5m for the building and £0.2m per acre of land. Land at the adjoining Turbine Business Park is currently available for £0.3m per acre. It is hoped that the College will be able to secure the site for around £0.5m. If the building is fully let to tenants the rental stream based on £8 sq ft would be around £160,000 per annum. Running costs of the building would be covered by a service charge and are expected to be in the region of £120,000 per annum. If the College is unable to let the building at all the P&L impact would be no more than £128k. A number of partners have expressed strong interest in becoming tenants and the College cannot proceed with the proposed development unless their involvement is secured. The development of the facilities for the Test Equipment for the Test Track would be fully funded by the Regional Growth Fund bid. The Managing Director, Business, Innovation and Development and Director of Finance are putting together two further bids to RGF and ERDF to support the cost of acquiring Barmston Court; however, the outcome will not be known for many months.

Lambert Smith Hampton has been appointed to advise the College on the process and strategy and following their advice an initial offer of £350,000 was made, which was rejected. The offer was revised to £400,000 and the owners have indicated interest but as a Government Department must be able to demonstrate that value for money has been secured. To ensure good value is achieved for the taxpayer, the owners have asked the agent to secure final offers from all interested parties by the end of May 2012. The Board noted that the proposal to acquire Barmston Court was discussed by Finance and General Purposes Committee on 29 March and 26 April 2012 and members approved the submission of a bid up to £600,000 to acquire the site. It is hoped that the site can be acquired for substantially less than this amount.

A member enquired about the future direction of Gateshead College in terms of the proposed acquisition of Barmston Court and also with Plugged in Places. The Managing Director, Business, Innovation and Development explained that the work is at the heart of Gateshead College's creation of a curriculum to develop young people to meet the needs of employers in the future expansion of Low Carbon Technologies.

RESOLVED

- i) to approve the submission of a bid to acquire Barmston Court for a price of up to £600,000 as recommended by Finance & General Purposes Committee**
- ii) to approve the acquisition of Barmston Court as part of the investment in Low Carbon Technologies**

1654 Equality North East

The report and the record of discussion on it are 'closed to public access' until such time as they are considered to be no longer commercially sensitive

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1655 Board Membership

The Clerk introduced a report which advised the Board of the appointment of the Sabbatical President of the Students' Union who becomes *ex officio* a Student Governor and the election of Student Governors for the academic year 2012/2013. The report also provided an update on progress in filling the current vacancies on the Board.

Sabbatical President

Rebecca Anderson, who is currently enrolled on the Higher Education Foundation Course has been elected the first Sabbatical President of Gateshead College Students' Union. Rebecca will take up her appointment on 1 July 2012 and as Sabbatical President she will be *ex officio* a Student Governor. Rebecca will attend the next Board meeting on 5 July 2012.

Student Governors

The term of appointment of both Student Governors ends with the academic year on 31 July 2012. Aziz Kouame will be leaving the College after the July meeting of the Board to continue his studies at university. Mark Taylor is staying on at Gateshead College to complete his studies for a PGCE. Following elections held in the College, Mark Taylor has been re-elected 19+ Student Governor for 2012/2013 and Ismael Bamba, a student on IMI Motor Vehicle Service and Repair, Level 1 has been elected 16-18 Student Governor for 2012/2013.

Board Vacancies

There are two vacancies on the Board of Governors appointed under the terms of Clause 2(1)(a) of the Instrument and Articles of Government 2007. The Clerk explained that following the inclusion on the website of an invitation for anyone interested in becoming a Governor to contact her and a campaign of contacting professional organisations conducted by the Marketing Team several expressions of interest had been received. These will be considered by Governance and Search Committee on 24 May 2012. The Chair of Governance and Search Committee indicated that there were a number of CVs to be considered at the next meeting and confirmed that a list of potential candidates would be produced for the Board meeting on 5 July 2012.

RESOLVED

- i) to approve the appointment of Rebecca Anderson, Sabbatical President designate of the Gateshead College Students' Union as ex officio Student Governor for a term of one year commencing 1 July 2012 to run concurrently with her appointment as Sabbatical President**
- ii) to approve the reappointment of Mark Taylor as 19+ Student Governor for 2012/2013**
- iii) to approve the appointment of Ismael Bamba as 16-18 Student Governor for 2012/2013**
- iv) to note the vacancies on the Board and the progress in finding suitable candidates to fill them**

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1656 Funding and Budget

The report and the record of discussion on it are 'closed to public access' until such time as they are considered to be no longer commercially sensitive

1657 Principal's Report

The Principal presented a report which advised the Board on recent developments in the College and highlighted items of particular interest. On 23 March 2012 the Principal signed a Memorandum of Understanding with Nissan Europe to create a Zero Emission Centre of Excellence. On 29 March the Principal met the regional trade union representatives of UCU and Unison to commence the 90 day consultation period relating to the restructuring of the College's teaching workforce.

From 30 March to 17 April the Principal visited various colleges, embassies and employers in the Far and Middle East to discuss the International Strategy, potential collaboration and business opportunities.

On 19 and 20 April the Principal met Gazelle Global colleagues in London to discuss a number of exciting initiatives. On 30 April he met the Chair and CEO of the Entrepreneurs' Forum to discuss their involvement in the College's Entrepreneurial College initiative.

On 20 April notification was received from Ofsted that a full inspection of the SFA funded work delivered by the College will take place from 14-18 May 2012. SFA will conduct a full PFA review concurrent with the Ofsted inspection.

RESOLVED to note contents of the report

1658 Subsidiary Companies

The Director of Finance introduced a report updating the Board on the position with the College Subsidiary Companies. The College currently has six subsidiary companies: Amacus Ltd; North East Apprenticeship Company Ltd; Charge Your Car (North) Ltd; Zero Carbon Futures (UK) Ltd; Tyneside Training Services Ltd; and Gateshead College Foundation. Following discussion at the Board meeting in March, the Boards of Directors of each of the subsidiary companies have met and each has appointed a new Chair, Finance Director and Company Secretary. A table showing the Directors of each company was included in the report. It was noted that John Holt had been appointed as Finance Director and Company Secretary of each company. The Board of Gateshead College Foundation is not affected by the proposal with Susan Bickerton remaining as Chair.

An overview of the work undertaken by each subsidiary company was included in the report.

RESOLVED to note the contents of the report

1659 Modification to the Instrument and Articles of Government

The Clerk introduced a report advising the Board of the recently published Modification Order to the Instrument and Articles of Government. The Education Act 2011 introduces new freedoms for FE colleges, in particular new governance arrangements and dissolution process. Following consultation in the FE College Sector the Department for Business, Innovation and Skills (BIS) has recently

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published a Modification Order to the existing Instrument and Articles of Government for FE Colleges. The Modification Order came into force on 31 March 2012.

A copy of a letter from BIS to the Chairs of College Corporations which outlines the impact of the Modification Order was appended to the report. Also attached were copies of documents to which reference is made in the BIS letter: the Modification Order; the new Schedule 4 to the Further and Higher Education Act 1992 (inserted by the Education Act 2011); and a 'sample' of the current Instrument and Articles taking into account the changes effected by the Modification Order for illustrative purposes only.

The content of these documents will require detailed consideration in conjunction with the Board's modernisation proposals. It was noted that the documents were being presented for information only at this stage and would be presented for further consideration by the Board later in the year after they have been reviewed by Governance and Search Committee.

RESOLVED to note

- i) the contents of the report**
- ii) the letter from BIS to the Chairs of College Corporations dated 30 March 2012**
- iii) the Modification Order 2012 to the Instrument and Articles of Government**
- iv) the new Schedule 4 to the Further and Higher Education Act 1992**
- v) the 'sample' Instrument and Articles of Government**

1660 Skills Funding Agency Financial Memorandum Part 1

The Clerk introduced a report advising the Board of the recent publication of the Skills Funding Agency Financial Memorandum Part 1 which sets out the general conditions of funding for FE corporations. The Board noted that the Financial Memorandum has been revised to align with recent legislative changes to the powers and duties of colleges (through the Education Act 2011), effective from 1 April 2012. The revised version of the Financial Memorandum Part 1 is also simpler and clearer.

The decision of the Office for National Statistics (ONS) to reclassify colleges to the private sector is based on implementation of the new version of the FM Part 1 from 1 April 2012. This means that although SFA would normally expect to consult colleges on the revisions prior to implementation it has only been able to seek feedback from Association of Colleges (AoC) at this stage. Depending upon responses received from colleges subsequent to initial publication of the Financial Memorandum the SFA will make further revisions if necessary for 1 August 2012.

It was noted that the document covers Skills Funding Agency funding and sponsorship of the general Further Education sector but not necessarily general conditions of funding for Young People's funding which are covered in the Financial Memorandum issued in 2006 by the Learning and Skills Council.

RESOLVED to note the SFA Financial Memorandum Part 1 and to refer more detailed consideration of the changes from the 2006 Financial Memorandum issued by LSC to Finance and General Purposes Committee

1661 Report of the Clerk

The Clerk introduced a routine report which advised the Board of Governor activity,

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training and development since March 2012, progress on the Board Quality Improvement Plan and documents signed under seal.

It was noted that members of Remuneration Committee participated in a development and updating workshop on 16 April 2012. Mark Taylor and Abdul-Aziz Kouame have continued to work through the NUS Student Governor Support Programme. Alex Rutherford has also worked through some of the modules as part of his induction as a Staff Governor and is currently studying the CIPFA Handbook book for Audit Committee Members as an introduction to his appointment to Audit Committee.

The Executive Team has continued work on the Board Quality Improvement Plan to review, prioritise and develop the 'Actions to be Taken', and has involved individual Governors, as appropriate, in the process. Copies of the most up to date version of the QIP had been circulated to members before the meeting.

RESOLVED to note:

- i) the contents of the report**
- ii) progress on the Board Quality Improvement Plan**
- iii) that the Corporation Seal was affixed to the Members' Agreement and the Loan Agreement in respect of the acquisition of Tyneside Training Services Ltd which were signed in the presence of the Clerk by Robin Mackie and Keith Cann Evans on 22 March 2012**

1662 Minutes of Committees

The Board received the minutes of the following Committees:
Finance and General Purposes Committee held on 8 March 2012
Finance and General Purposes Committee held on 29 March 2012

1663 Any Other Business

The Principal distributed copies of 'Our Little Black Book' (Gateshead College Annual Review 2010-11).

The Clerk informed members about 'Rising to the Challenges of *New Challenges, New Chances* in Times of Austerity' a regional support forum for Chairs, Governors and Clerks organised by the Association of Colleges at New College Durham on 21 May 2012. Copies of a leaflet providing details of the programme were distributed.

1664 Date of next meeting

The next Board meeting will be held on Thursday 5 July 2012 commencing at 12.30pm.

1665 Chair's Review of Business

Summing up, the Chair commented that the College was continuing to maintain a balance between managing current operations and keeping a watchful eye on investing in new initiatives. He reminded members of the forthcoming Ofsted inspection which would include meetings with Governors and expressed support for College staff in their preparations for the inspectors' visit.