



**THE GRIMSBY INSTITUTE**  
of Further & Higher Education

# Annual Report 2005 - 2006



## Mission & Strategic Aims

### Mission Statement

*To be a first class, customer focused and dynamic provider of education and skills.'*

The Institute's strategic aims throughout the year were:

1. To provide high quality teaching and learning so that learners achieve their goals
2. To increase and widen participation in learning for all members of the community
3. To have learning programmes that meet the changing needs of learners and the economy
4. To develop strong partnerships with a range of organisations that will help us deliver our aims
5. To have high quality professionally qualified staff who can deliver our vision and aims
6. To be an effective and well managed Institute
7. To remain financially viable into the future in order to continue to meet the needs of our learners

The Institute continued to work to increase:

1. Learner Participation
2. Employer Engagement
3. Quality and Standards
4. Quality of its Workforce





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## Principal's Message



*The Academic Year 2005-06 was an extremely successful year for the Grimsby Institute of Further & Higher Education and most importantly for our thousands of students.*

*Rapid growth over the last few years has enabled us to evolve as a college establishing new courses both in Further and Higher Education. We are immensely proud of this growth and success and will continue to build on this by offering a high quality learning experience, exceptional student support and an infrastructure that provides for academic achievement and personal development.*

*But of the many products of this organisation, the one that has had the greatest effect in past years, and that holds the greatest possibilities for the future, is the student who receives a qualification from the Grimsby Institute.*

*I look forward to seeing the further developments of the campus Master Plan, which will help to ensure that our students are given every opportunity to succeed.*

*My thanks to all our staff, students and partners for their continued commitment to the development of the Institute.*

Professor Daniel Khan  
Principal and Chief Executive

## Report from the Chair of the Corporation

*It has been an honour and a pleasure to serve as the Chair of the Grimsby Institute of Further & Higher Education's Board of Governors during the year.*

*The Institute's ability to meet the needs of both learners and employers is one of our unique strengths. We remain committed to providing learners with life-changing opportunities, and ensuring the region's economy has the skilled workers it needs to sustain its growth. We will continue to respond to emerging needs as identified by our partners in business, the community, and government.*

*We take great pride in the comprehensive provision and the ladders of opportunity that we offer; students can progress from basic education to degree level study with us.*

*I would like to thank our senior management team, led by Principal Daniel Khan, for their dedication and commitment in a year that saw us achieve new heights. Our staff deserve great thanks as well, for their passion and commitment to our learners' success.*

*I would also like to recognise the contributions of my fellow members on the Board of Governors, in providing leadership, insights, and a voice for their communities.*



Philip Jenkinson  
Chair of the Corporation



## Overview



### CONTEXT

The Grimsby Institute of Further & Higher Education, formerly Grimsby College, serves the county of North East Lincolnshire and the surrounding region, offering full and part-time Further Education, training for business, education in the community and a growing Higher Education provision. With over 1,200 staff, the Institute is the third largest employer in the region. It has a Senior Management Team of five, led by Principal and Chief Executive, Professor Daniel Khan.

The Institute is the largest provider of vocational qualifications in North East Lincolnshire, and offers A/AS Levels through the North East Lincolnshire Sixth Form Partnership. It also offers extensive Work Based Learning provision, providing apprenticeships for 16 to 24 year olds. During 2005/06 it offered over 100 Higher Education programmes through partnerships with universities including Sheffield Hallam, Huddersfield, Lancaster, Hull, and Leeds Metropolitan, as well as a range of Foundation Degrees and Access courses. In the 2005/06 academic year, the total number of enrolments at the Institute was 38,952.



### STATISTICAL OVERVIEW

In 2005/06 significant increases in enrolments in the Caring, Brickwork, Electrical Installation, and Hospitality curriculum areas were seen, and on work based learning programmes. Over 4000 employers in the region and sub-region were supported through workforce development, including a substantial number of apprenticeships.

The Institute responded to Government led agendas in many areas, however the most impressive was the increase in participation of 16 - 18 year old students on full time courses, with numbers increasing from 2,354 in 2004/05 to 2,659 in 2005/06, an increase of 13% for the year. The number of level 1 enrolment for 16-18 year olds increased from 2,622 in 04/05 to 3,326 in 05/06 an increase of 26% which demonstrates the commitment of the Institute to encourage learners to continue with education at all levels.

The Institute's number of higher education students rose to 1,150, with the increases being particularly strong in foundation degrees, responding to the needs of industry.

Overall retention rates for 19+ students at the Institute increased from 85% in 2004/05 to 86% in 2005/06. The Institute also increased the percentage of 19+ students achieving their learning goals and therefore increased the overall success rate for students from 76% in 2004/05 to 78% in 2005/06.

## Humanities & Science

### NORTH EAST LINCOLNSHIRE 6<sup>th</sup> FORM PARTNERSHIP

Summer 2006 saw continuing success for the A level partnership. Results exceeded the national average pass rate (97.5% compared to the national benchmark of 96.6%). 100% achievement was recorded in 19 subjects. Overall, 22 different subjects were completed by students.

Amongst varied enrichment activities, a particular success again was the science trip to Disneyland, incorporating three days of Royal Society for Science lectures.

GCSEs this year were also very strong with a 94% pass rate. Results for the core subjects of English (100%), Maths (94%) and Science (96%) were again impressive.

### ACCESS to HIGHER EDUCATION and FOUNDATION DEGREES

In September 2005, 38 mature students began an Access course with a further 42 undertaking the Bridge to Access preparation course. Retention was excellent and well above national averages for Access. The programme was identified as a model of good practice for the region.

The BA in English Studies completed the first full programme with nine graduates gaining degrees validated by the University of Hull. External feedback from the University and from the External Examiner was very good. The BA in Sociology with Psychology also had all 13 graduates achieving their degrees.

### TEACHER TRAINING and COUNSELLING

The teacher training provision continued to recruit well and the demand looks set to continue at current levels. Feedback from students showed a high level of satisfaction with the provision. This was confirmed by evaluations carried out using the university's pro forma. External Verifier and External Examiner reports also confirmed that good practice and sound provision was in place.

### 14 – 16 PROVISION

Summer 2006 saw further completions for applied GCSEs and other vocational provision which had been developed nationally in response to the Government initiative for increasing vocational opportunities in schools. The Institute worked with seven local schools by delivering Level 2 qualifications in Health & Social Care, and Media. Additionally some students undertook Level 1 qualifications in Motor Vehicle and Catering.



Sean Edwards jetted off to Hungary to study dentistry after picking up a grade A in Biology and a grade B in Chemistry to secure his place.

The 20 year-old from Scunthorpe said:  
 "I've enjoyed it here at the Institute and think I'll look at moving back to the area to practice once I've qualified. It's going to be a lot of work but definitely a good career to train for."





## Literacy, Numeracy & Study Support



In November 2005 the area of Literacy and Numeracy underwent an Ofsted\* re-inspection, which proved to be successful.

The subsequent report highlighted that:

‘Some learners make particularly good progress, for example, from entry level in numeracy, to level 1 and further successful progression to higher education.’

‘Teaching is lively and enthusiastic and learners are highly motivated.’

‘The college’s self-assessment is largely accurate in identifying weaknesses in teaching and learning. An effective process is in place to improve teaching.’

The good teaching and learning for adults at the Learning Shop - the provision offered in Grimsby Town Centre - and the well managed drop-in support at the main Institute site were identified as notable strengths. Retention was reported as being good and achievement as being satisfactory.



### STUDY SUPPORT

During the year the remit of Study Support was transferred to the new Assistant Principal for Learner Services and the 14-19 Academy, Bonny Hodge, and immediately felt the benefits of the synergy with her ‘Every Child Matters’ agenda.

There was a significant extension to the range of support offered; First Steps, which provides an alternative curriculum for Year 11 pupils, had a large increase in referrals. Ninety-six pupils completed their course and 52 returned to the Institute to continue in post-16 education and training. The Unit was delighted to receive an award from Children in Need to set up a horticulture and healthy eating project.

Study Support also made its contribution to the Institute’s International and Higher Education Strategies, welcoming the first undergraduates from China, providing English classes to support their degree studies. Also, 49 new undergraduates were supported through the Disabled Students’ Allowance Scheme, bringing the total supported to 88.

For Further Education learners with learning difficulties and/or disabilities, the changes in Learning and Skills Council funding for adults resulted in a total revision of the curriculum on offer which secured the provision. Over £1.3m was claimed by the Institute to support these learners in discrete provision and others on mainstream courses throughout the Institute. A new base room for learners with profound and multiple learning difficulties was also established.

## Humber Business School

### HUMBER BUSINESS SCHOOL

Representatives from the first group of Enterprise Ireland Strategic Management Development programme, which consisted of owner/managers from the Irish Seafood Sector, travelled across from Ireland to graduate in July 2006. As part of their programme, which included a series of workshops delivered in Ireland, the group visited the Prince Edward Island in Canada where they could attend a specialist seafood exhibition. All of these companies went on to participate in a Phase 2 project which the Institute subsequently won. The overall success of the first group has also led to a second group of companies commencing their programme in May 2006.

Humber Business School also secured a major contract to deliver Institute of Leadership & Management (ILM) programmes to Managers and Supervisors at North East Lincolnshire Council, starting in September 2006 and continuing throughout the next academic year.

### COMPUTING AND OFFICE TECHNOLOGY

The most significant development in this academic year for this department was the change in Higher Education provision. New highly specialised staff were recruited and, after a challenging settling in period, began enabling students to benefit fully from their expertise. The first cohort of learners successfully achieved a degree in Computing, delivered at The Institute and validated by Hull University.

Further Education students continued to benefit from a range of enrichment activities, including visits to Manchester Airport, Drax Power Station and Times Crème exhibition. Work placements remained at the heart of administration and secretarial courses to ensure students gained real experience of their chosen vocational area. Level 3 ICT students were very successful in completing the Oracle course, which complements their main programme of study. A second tutor undertook staff development with Oracle in Los Angeles to enable the department to participate in the Oracle Academy.

Programme developments included the introduction of NVQ in Team Leading at Level 2 and iTQ, with plans in place to allow progression through to NVQ Level 3 and 4 in Management. The Pearson Vue testing centre continued to flourish, providing local access to vendor exams including Microsoft, Cisco and Comptia. This facility proved very popular with individuals from local industry.

The highlight of the year was, again, the annual award ceremony in June, when all learners in the department came together to celebrate their achievements.





## Leisure Industries



Sheri Rothenburg, 22, sailed off to success as a sports therapist on a luxury cruise liner for Steiner, having spent two years working towards a National Diploma in Sports Therapy at the Institute.

**She said:**  
"On the National Diploma I learnt lots of skills, including the theory of anatomy and physiology as well as practical things like massage. It's made me multi-skilled, which definitely impressed the people who were interviewing me for the job."

She hopes one day to come back to the UK and open her own sports therapy clinic.

The Sport and Public Services area had over 1100 students during the 2005/06 session. All Public Services level 1, 2 and 3 courses became EDEXCEL and a new Entry level programme for Sport and Public Services was launched.

The students benefited from a huge range of trips and activities to support their coursework. These included a Lymstone Marines visit, University of Leeds Anatomy demonstration, Thackray Medical Museum visit, a British Expedition Leadership Award field week, trip to Old Trafford, visit by the National Wheelchair Basketball Roadshow, and several visits by the Royal Marines, plus a Royal Marines residential training week.

The department was also very pro-active in encouraging community sport events, and supporting charities through fund-raising events. These included a Beach Volleyball Tournament, Girls Football tournament, inaugural Athletics Meeting for schools, and several Fun Runs.

### TRAVEL & TOURISM

The Travel and Tourism area offered programmes on a full time basis from entry level to degree level, including foundation degree.

Student trips included visits to Barcelona, Lincoln, Sheffield, and an American Summer School. A notable trip was to the Gambia, with students fund raising beforehand and taking much-needed writing materials, such as pens, crayons, notebooks and drawing pads, to the local school. Some students also undertook work placements at Humberside Airport, within the Entertainment department of North EastLincolnshire Council, and in Cape Cod and Block Island, USA.

Guest Speakers from the sector who came in to talk to the students represented McDonalds, Butlins and Golden Sands.

## Leisure Industries

### HAIR & BEAUTY

The specialist Artistic Team, consisting of staff and students, worked with performing arts students on various productions, visited schools and the community.

As well as running Hair and Beauty competitions and fun days, the department ran 'Skills Week', when various manufacturers and companies relevant to the sector were brought in to develop skills knowledge for staff and some students.

Trips organised for students during the year included visits to events including 'Salon' and 'Professional Beauty' in London. The area also held its own awards evening. Additionally, staff from the Hair and Beauty department delivered seminars and workshops to industry personnel throughout the year. The department held various fund-raising events, such as fun or fancy dress days, supporting Children-in-Need in particular.

Student successes included Dawn Constantine who completed a Holistic Therapies diploma in June 2006 and went on to integrate reflexology treatments within the mental health sector, treating patients to help them cope with their illness. Two more Holistic Therapies diploma students set up a complementary therapies consortium for corporate companies, to reduce stress and improve well-being in the work place. Kachina Bush completed Levels 2 & 3 Beauty along with Levels 2 & 3 Hairdressing, Fashion and Photographic make-up, and Media and Theatrical Make-up. She moved to Brighton in July 2006 to continue her career in film and make-up.





# Humber Engineering Training Centre



## OVERVIEW

Engineering continued to be committed to providing quality, skills-specific training to meet the needs of students and industry. The quality improvements were reflected in the greatly improved retention, achievement and success rates, which were often above national benchmarks, ranging from 5% to 23% above benchmark (5% Motor Vehicle, 10% Skegness Motor Vehicle and Process Tech, 12% Fabrication/Welding, 13% Refrigeration, 17% Mechanical Eng and 23% Electrical/Electronics). An improving three year trend was recorded in success rates in all curriculum areas.

The Engineering division saw substantial growth in its income and contribution, increasing from £2,120,758 in 2003/04 to £2,901,365 in 2005/06, a 36% growth. Staff development and the introduction of an Engineering Learning Coach made a significant impact on teaching and learning. This was reflected in the improved Observation of Teaching and Learning grades and the grade profile for good or better was well above the national average.

The restructure of the CISCO/ Microsoft Academy room and the e/Learning Electronics computer delivery room provided a quality learning environment. Improvement to the learning environment allowed for greater utilisation of space. The introduction of a partition wall in the HETC engineering workshop provided a more appropriate, high quality learning environment.

## ACCREDITATIONS & EVENTS

The Motor Vehicle area was delighted to receive confirmation of achieving LSC Centre of Vocational Excellence (CoVE) status, adding to becoming a Quality Centre for the IMI. The sponsorship of Martyn Bell Racing raised the profile of The Institute within the motor vehicle industry in general and a high profile launch event for his new British Touring car took place at the Institute in March 2006. Regular involvement by Martyn Bell and his team encouraged student participation, and enthusiasm grew.

The first group of NASEC trainees successfully completed their training with The Institute, with excellent success rates. The NASEC course was awarded a Grade 1 (Outstanding) by the external ECITB inspectors for teaching and learning. The Institute was again successful in gaining the contract for 2006/07, against strong competition. The Refrigeration area gained Direct Claims Status for City & Guilds Qualifications.

The Institute was again involved in the Girls in Engineering schools event; a very successful day with much enthusiasm. The Refrigeration Open Day involved the invitation to employers to attend Refrigeration seminars throughout the day, encouraging them to view the refrigeration facilities and gain a greater understanding of the courses on offer. This was well received by the employers and gave the department the opportunity to work more closely with representatives from industry and evaluate their needs, in terms of training requirements.



**AUTOMOTIVE**  
Technical Training Centre



**CENTRE OF  
VOCATIONAL  
EXCELLENCE**

# Humber Engineering Training Centre

## WORK BASED LEARNING

The Ofsted inspection of WBL in Engineering in Oct 2005, confirmed that the strategies implemented over the year had improved the WBL provision to Grade 2 - Good. Particular strengths recorded at this inspection were: good success rates, comprehensive inductions, good arrangements with employers and effective management of the provision.



## COMMERCIAL ACTIVITY

The Health & Safety team undertook the development of the NEBOSH international certificate. Dealing with safety standards around the world, this programme was specifically aimed towards oil refinery operations. A big success in North Africa, a range of trainees undertook the 24-week programme at the Institute.



The Institute was proud to be awarded a major contract to deliver a specialised multi-skilled Engineering programme for 26 new apprentices for the Airco Group - one of the market leaders in professional engineering.

Following the Institute's success with a pilot project for the training of managers, supervisors and process operators at Croda Chemicals Ltd in 2004/05, a factory-wide initiative saw a further 60 Croda personnel trained in petro-chemical operations to NVQ L2 standard.



Working with Humber Chemical Focus, the region's leading chemical development agency, the Institute was awarded a major contract to design, deliver and implement a multi-skilled engineering programme for employees within the process industries, across Humberside. The Institute created a programme development team with its partners to design the appropriate training scheme. Valuable contributions were made by Total, Novartis, Huntsman Tioxide, Ciba specialty chemicals, Synthomer, and Croda Chemicals. Accreditation of this specialised award was successfully achieved through the process awards authority VQ\SET, the nation's leading award body for the petro-chemical industry.

# Construction & Built Environment



## PROFESSIONAL TRAINING

The Institute began running courses to enable electricians and others in the construction sector to gain training to meet Part P requirements. Its assessment centre became only the fourth in the country approved by a UKAS Accredited Certification Body to be able to offer accredited assessments, and was the first college in the UK to do so.

The Institute worked closely with The National Association of Professional Inspectors and Testers (NAPIT) and Blue Flame Certification Ltd to ensure that its training and assessment processes met the needs of the industry and their representatives attended a special presentation ceremony at The Institute to officially launch its new status as an industry leader in this type of training, and to open its professional training and assessment centre.



## HUMBER CONSTRUCTION TRAINING COMPANY LTD (HCTC)

A major obstacle to aspiring young entrants to vocational employment in the construction industry is the scarcity of work experience opportunities so to address this significant obstacle, the Institute formed a company in November 2005, dedicated to providing a total learning experience for work based learners (apprentices). By June 2006 HCTC employed two bricklayers, a carpenter, one apprentice joiner and two apprentice bricklayers, and was a VAT and Ltd registered company.

The proposed learning experiences will not only cover their chosen trade area but a total package of construction techniques and planning. Moreover, the Company will provide construction training resources to support the community, and help projects and schemes move off the drawing board into the community infrastructure.

Additionally, a number of construction schemes were undertaken at the Institute's new Nunsthorpe campus including restoration projects involving brickwork, plastering, and painting and decorating, with a completion date of the beginning of September 2006.



## Animal Care

The Animal Care and Horticulture areas continued to flourish and, with accommodation bursting at the seams, the teams welcomed the opportunity to become involved in the planning and preparation to relocate to the newly refurbished Nunsthorpe Campus, for the start of term in September 2006.

During 05/06 the Horticulture area continued to develop relationships with local schools to complete horticulture projects in the community. The work in building the profile of the subject through highlighting opportunities for vocational study, contributed towards the successful recruitment of the first group of full-time learners in the area and made a significant contribution towards the portfolio of courses available at Floral Hall.

The area also launched a range of full-cost Floristry courses which were highly successful and well attended throughout the year. Floral Hall celebrated its 5th anniversary and hosted a champagne reception which was attended by local dignitaries, community members, governors, staff and students. This event provided an opportunity for guests to visit Floral Hall and view the work undertaken to develop and maintain the venue as a significant and highly valued community facility. It was also a highly successful year for Joan Woodhead, the floristry tutor, who won first class prizes at both the Chelsea Flower show and at the Lincolnshire show.

Animal Care enjoyed a successful year and achieved outstanding success rates for the National Diploma in Animal Management, whilst the full-cost dog grooming courses increased enrolment numbers and achievement rates to the highest levels ever. They also hosted a number of highly successful Groomers' Network meetings which were very well attended by members from across Lincolnshire, Nottinghamshire and Norfolk.

Full and part-time students also benefited from an extensive programme of enrichment activities which included recreational trips to undertake activities such as bowling and go-cart racing, as well as vocationally relevant educational visits to Flamingo Land, the Lincolnshire Show, pig breeding units, riding stables, Crufts and conservation sites.





## East Coast School of Art & Design & East Coast Music Academy



Over the year the area continued to build its portfolio of full time Higher Education courses, and Foundation Degrees in Performing Arts, and Arts Management were introduced.

The performing arts department hosted a range of lively, interactive workshops with external artists including the Boka Halat celebrating cultural diversity through music and performance. In addition to many performances staged at the Westward Ho Theatre, the pantomime 'Wind in the Willows' was performed to children from several local primary schools. Students also benefited from the prestigious experience of working with the nationally renowned theatre company Crag Rats, to perform a piece of theatre for a regional forum of AimHigher.



Local schools had the opportunity to see music students performing in their touring show, a series of professional gigs which took music out to the local community. Samba drumming and song-writing workshops gave students the chance to work with professional musicians to explore a wide range of musical forms.

Staff and students from the East Coast School of Art & Design took part in the Insight Open Studio Event. Over two weekends the doors of Westward Ho were open to the public, giving them the opportunity to view work in progress, purchase or commission original work and chat to the working artists. Art and Design students took advantage of the Gallery space throughout the year and hosted a lively and diverse programme of exhibitions of student work and external professional artists. Additionally, the area established a diverse visiting lecture programme, attracting professional artists and designers from a wide range of disciplines. Students and staff also enjoyed educational trips to Prague, Berlin and New York.



More than 40 students and many staff from ECSAD undertook the roles of models, directors and technical team to produce the Mayor's Charity Fashion Show, 'Showcase', which played to an audience of over 1,100 at Grimsby Auditorium, raising money for the Mayor of North East Lincolnshire's charities. Students went on to produce a spectacular for the Mayor's 'Masquerade' Ball, and a Fashion Show at Grimsby Rugby Club.

The first graduate show for the Fine and Applied Arts students and the end of year further education art, design and fashion shows, moved to more spacious, external accommodation. The exhibitions and fashion shows were exceptionally well attended and received.

A retrospective exhibition was held to celebrate the 120th Anniversary of the Arts School and showcased the work of students and staff, past and present, whom have gained national recognition as professional artists.

# International

## CHINA

The Institute had a large cohort of Chinese students on campus in Grimsby studying on a variety of academic programmes covering Business, Tourism, English, and Media, following a 100% success rate in attaining visas.

Further links with educational institutions in China were developed with joint ventures and new training centres being established.

Over 140 Chinese students enrolled at the Institute's partner institution, Beijing Geely University, studying on the first phase of the joint degree courses. An agreement to open a joint campus in Wuhan City, Hubei Province was made and a new collaborative degree course with the Zhengzhou Teachers' College in Henan Province was set up to start from September 2006.

A significant development in Grimsby was the opening of the Institute's International Centre, The Towers. Situated on Bargate, a short distance from the Institute's main campus, the Towers underwent extensive building work and refurbishment, transforming it into a dedicated base for the Institute's range of international operations. Offering living accommodation and facilities for 34 students, as well as classrooms and a boardroom, the centre reflects the Institute's commitment to international development. It was officially opened by Grimsby MP, Austin Mitchell, and guests from the Chinese General Consulate in Manchester also attended the event.

A variety of functions took place, celebrating our International links and increasing number of foreign students. These included a welcome party, Chinese New Year celebrations and an official Civic Welcome to the area by the mayor at an event run jointly with the international arm of the Rotary Club, supported by the British Council.

## COMMERCIAL ACTIVITY

A considerable amount of international consultation, training and project work with other countries including Tanzania, Uganda, Kenya, Egypt, Spain, Norway, Pakistan and Greece was undertaken by the Institute's Humber Institute of Food and Fisheries and Humber Engineering Training Centre (see separate sections).





# East Coast Media



## COURSES

July 2006 saw the second cohort of students completing East Coast Media's (ECM) 'Increased Flexibility' programme. Year 10 and 11 pupils from two local schools studied twice a week at ECM to complete the 1st Diploma in Media, a level 2 qualification, as one of their GCSE options. With almost 100% of pupils passing, the course was acclaimed as a great success and expanded during the year to include pupils from two more schools

Over the summer of 2006, investment by the Institute created three enhanced rooms for the school classes on the ground floor of the ECM centre, providing some of the best media facilities for schools in the UK.

The year saw the start of two further level 3 full-time National Diplomas within the ECM Centre of Vocational Excellence: Games Development and E-Media. As well as their studies in the media centre, students benefited from study and filming trips to Cologne and Whitby.

A brand new Foundation Degree (Fd) in Broadcast Media launched in September 2005, marking ECM's first collaboration with the University of Hull. During the year, divisional staff worked to create new Fd and BA (Hons) courses, to launch in autumn 2006.

## PROFESSIONAL TRAINING

In Autumn 2005 a nationally unique training programme, run in conjunction with Skillset, the Sector Skills Council for the media industry, and funded by Yorkshire Forward, commenced. The Pilot Diploma in Broadcast Skills delivered professional level training to learners intent on careers in television. A successful year saw many graduates getting jobs in the industry and in 2006 the course was accredited by the Broadcast Journalism Training Council.

Key relationships developed throughout the year with industry firms such as the BBC, ITV and the Press Association. The division also worked with North East Lincolnshire Council and training company, Positive Impact, to deliver intensive Media Handling and Crisis Communication training.

## MEDIA IN THE COMMUNITY

Working with the DfES and local production company Focus 7, the division produced a DVD on diversity for distribution nationally to colleges and for use locally. Extensive filming in nine minority communities in North East Lincolnshire took place.

In partnership with other colleges the division launched 'JobsTV Humber', an innovative project to bring media skills to the unemployed and an opportunity for their work to be shown on television.

## Propeller & Channel 7

### PROPELLER

Propeller Television Ltd, a wholly owned subsidiary company of Grimsby Institute, was started in March 2005 with a budget of £5.2million (£2.95million from Yorkshire Forward), to deliver a national channel for new film and television talent on the SKY platform. It announced itself to the media industry at IBC, the world trade show in Amsterdam in September 2005 and came on air in February 2006. By the end of the 2005/06 academic year, Propeller had supported more than 1200 budding freelancers and new production companies against an original target of 500, building a reputation for a raw, edgy and unique schedule of films attracting audiences and praise from all over the UK. Employing 22 staff and with head offices in Leeds, West Yorkshire, and TV studios in Immingham in the Humber, Propeller became a regional success, having a national and potentially international impact.

As the Propeller TV channel sits on the Eurobird satellite it is broadcast to not only 18 million potential SKY viewers in the UK, but also a further 90 million viewers across mainland Europe who fall within the satellite's footprint. This provides an exceptional export opportunity as the services, programming and broadcast strategy that has made Propeller successful in the UK can be applied to a European wide market. Propeller, UKTI and Yorkshire Forward's EU office ran a very successful marketing event in Brussels to raise the awareness of Propeller amongst the 256 regional offices represented in the EU headquarters. A reception event held off the back of the exhibition and screenings held in Brussels were very well attended by European television executives, European regional officers and representatives from the Media section of the EU commission. This helped Propeller to select its first phase partnerships with four European countries: Spain, Poland, Sweden and Germany.

### CHANNEL 7 TV

Channel 7 Television is the longest running Community TV Channel in the UK, transmitting to 140,000 people on Virgin Media Digital cable channel 879. This year Channel 7 made major improvements to its technical infrastructure installing a new state-of-the-art tapeless digital broadcast system. January 2005 saw a new look for Channel 7 with a fresh brand logo appearing on TV screens accompanied by an improved schedule of programming. During the summer a successful daily news service was piloted with a view to extending this service with partner support in the coming year.

One of the most exciting developments for the channel was the launch of the new Channel 7 website [www.channel7tv.co.uk](http://www.channel7tv.co.uk) Attracting around 6,000 visitors a month the site offers streaming video content, an exciting archive of programming and the 'soap box' where individuals can post feedback and suggestions. Channel 7 began moving forward, working on new programming such as Fast Slug, Lincolnshire Hot Pot, Meniscus Film Festival, Artist Tea and The Outstanding Safer Community Awards, bringing together entertainment and purposeful television for the benefit of the community.





# Humber Institute of Food & Fisheries



The Humber Institute of Food & Fisheries (HIFF) played a key role in the region to provide the expertise to address specific industry skill gaps. Through its Centres of Vocational Excellence (CoVE) for Food Manufacturing and Ports & Logistics, the focus was on the impact that this training and support has for companies.

In April 2006, the Grimsby Institute hosted a visit by Michelle Roberts, the newly appointed Learning & Skills Council (LSC) Director of Skills and Workforce Development. The LSC national office CoVE team identified the Institute as having successful CoVEs which would highlight best practice.

## HUMBER FOOD MANUFACTURING TECHNOLOGY / PORTS & LOGISTICS

The CoVE teams more than exceeded the individual sector-related Level 3 target during 2005/06. HIFF built on the successes of previous achievements to further strengthen employer relationships with a range of large and small companies through the support of the CoVEs and a wide range of European and LSC funded projects.



## FOUNDATION DEGREES

HIFF offered three work-based Foundation Degrees in Food Manufacturing Management, World-Class Manufacturing (WCM) and Logistics Management all of which demonstrated continued growth and new intakes for the 2005/06 academic year. Two cohorts of students from the Army were also recruited onto the Logistics programme

The first groups of Logistics Management and WCM Foundation Degree students successfully completed their programmes and graduated during the summer and all Foundation Degree graduates were able to progress on to a top-up programme due to the development and validation of the BSc full degree.



## THE FOOD TECHNOLOGY ADVISORY SERVICE

The Food Technology Advisory Service (Humber) Ltd (FTAS) continued to play a major role in commercial activities, promoting a range of activities including BRC accreditation, traceability and new product development, creating additional workforce development opportunities throughout the Humber region. During 2005/06, FTAS engaged with approximately 160 companies, equating to 29 beneficiaries, placed 30 on 'step change' to BRC accreditation and sign posted 60 to a range of learning. Mr Stephen Clarke, Managing Director of Tri-pack Plastics Ltd, was nominated by FTAS for the SME Business Manager of the Year at the Hull & Humber Chamber Lincolnshire Business Awards, 2006 which he subsequently won.

## Humber Institute of Food & Fisheries

### INTERNATIONAL PROJECTS

Following a visit to Grimsby by the Director General of the Marine Fisheries Department in Karachi, where he experienced how traceability systems and technology are put into practice, three members of the HIFF team spent time in Pakistan successfully carrying out the first phase of a UN Traceability project.

Dr Mike Dillon travelled to Australia in September to present at the International Association of Fish Inspectors' (IAFI) sixth World Congress on Seafood Safety, Quality and Trade. Professor Daniel Khan and Dr Dillon then proceeded onto Malaysia to visit an Aqua Culture Farm to meet with investors planning to establish a similar facility in Grimsby.

The Grimsby Institute hosted the European Association of National Productivity Centres International Conference in October 2005. A range of specialist speakers, including Government representatives from Rwanda and Uganda, the LSC, the Sector Skills Council for Food & Drink, and local business leaders all presented their strategies and perspectives regarding 'Education for Productivity'. Visitors from a number of member countries including the Netherlands, Greece, Cyprus, Finland, Turkey, Bulgaria and Estonia also attended.

The international alliance between Enterprise Ireland (EI) and the Institute developed further when the deputy director of commercial development travelled with a delegation from EI to meet with Japanese refrigeration and freezing specialists, ABI Co Ltd. A Memorandum of Understanding was signed to ensure ongoing product and technical support for those companies adopting Cells Alive System technology.

### DEVELOPMENTS

Dr Mike Dillon was awarded a visiting professorship by Hull University and became Vice Principal Research and Enterprise. A key appointment was made to oversee the Institute's commercial business activities when Mick Lochran took on the role of Executive Divisional Director for manufacturing management. Dr John Esser was appointed as Research Director to manage a range of European Union and United Nations' research projects in countries such as Africa and Indonesia.

Following a UKTI sponsored trade mission to Thailand, a delegation from the National Food Institute of Thailand was invited to visit the Institute to view its research facilities in RFID technology, used in traceability and supply chain systems within the food industry. The delegation signed a Memorandum of Agreement for the Institute to design and implement a traceability system on the forthcoming Panga fish farm and processing facility in the north of Thailand.



**A Key Account Manager for Schenker, Simon Bratton enrolled onto the Foundation Degree in Logistics Management at the Institute to develop and formalise his industry skills.**

**Having worked in the sector since 1987, Simon found that he was already familiar with many areas but not in the detail that was covered on the course.**

**He said:**

**"I have learnt things about all aspects of the supply chain, which will make me better at my job, and have also now got a formal qualification which recognises my skills. My employer has been incredibly supportive and everyone benefits as a result. I will certainly be continuing my studies to a higher level."**

## Hospitality



The final of the national UK Seafood Championships, which is organised by the Institute's Hospitality department and sponsored by Young's, was held at the Institute in June.

The lead judge was Mitchell Tonks of Fishworks fame and two of the Institute's teams made it through to the final where they received certificates of merit, for preparing a menu to a budget and featuring under-utilised fish and shellfish.

2005/06 was a busy year for Hospitality with many events including hosting the UK Seafood Championship Final, winning the Army Catering Challenge, and a varied range of enrichment activities. Two members of the team completed their NVQ Level 3 Hospitality Supervision qualifications.

The Institute team, consisting of 12 students, won the Army College Catering Championship and was invited to receive the trophy at a prize-giving banquet. The team had to take part in several tests, including camouflaging a tank! The students then had to prepare a three-course meal in an army mobile kitchen, in the style of 'Ready, Steady, Cook'.

In November students attended the Good Food Show at the NEC in Birmingham, where they watched demonstrations by Gary Rhodes and Gordon Ramsay. Gordon Ramsay was charming and made time to sign copies of his book and have his picture taken with the students.

The climax of the year was the annual trip for lunch at Winteringham Fields, the Michelin-starred restaurant, near Scunthorpe. As well as enjoying their food, the students were also given the chance to look around the kitchen, cellars and the rooms where the rich and famous go to stay.

The Gallery training restaurant, which is open to the public, had a very successful year with the Christmas black-tie event proving so popular that two events had to be held. The Jus Juse internet café continued to be popular with staff and students.

## Care

The division of Care offered courses from Entry to Degree level, serving a wide variety of learners, in age and choice of course; offering courses for parents in managing children's behaviour and courses to support the local community with Foundation Degrees and NVQs in Early Years and Health & Social Care. In collaboration with some local comprehensive schools the division supported Years 10 & 11 in vocational subjects.

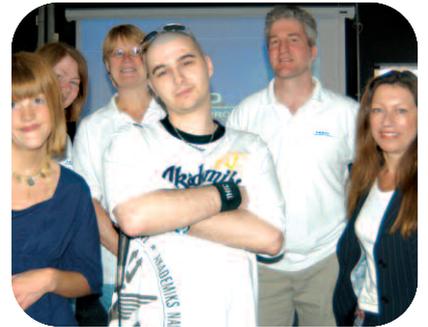
In 2005/06 the area recruited 2632 Further Education learners, an increase of 18% on the previous year. The 16-19 years learners continued to have additional elements to their courses to support enrichment and personal development; classes in Personal safety, Drug awareness and Creative Activities enabled learners to present a more pro-active CV to employers. Mature learners interested in Childcare were offered a new level 1 course, 'Working with families'.

Similarly, Higher Education courses increased their enrolments of new learners to 429, an increase of 66%. The HE learners were able to access a University Foundation Award in HE study skills to strengthen their progress and development on their HE courses. New courses in HE included Foundation Degrees in Crime & Disorder, and Early Childhood studies. The department also worked with the faculty of Health and Life Sciences at York St. John University resulting in new provision for students wishing to progress into Occupational Therapy routes.

A visit to the Ukraine as part of a mission to attempt to forge new relationships between the division and more needy communities occurred early within the summer. Discussions were held regarding how potential links could be made with the Institute in the future

Enrichment activities included visits to Hull prison, Leeds Medical Museum and to the Animal Care division at Grimsby Institute. Invited speakers included the Domestic Violence Forum and a Rap performance from an ex-mental health service user.

The team continued to develop new provision to respond to changing national and community needs, and pursued stronger and more resourceful links with the local Primary Care Trust and Early Years sectors.



## Community & Widening Participation



Eighteen year-old Simon Alison found the Institute's Workforce Development (WFD) programme the perfect way to get recognition for the skills he used on a regular basis in his job, without having to set foot in a classroom.

Simon, who has Asperger's Syndrome, was supported by a member of the Institute's WFD team in the Youngs-Bluecrest factory where he worked, while he built up his National Vocational Qualification (NVQ) in Food & Drink Manufacturing portfolio.

Through being observed doing his job, explaining his actions and why he followed particular procedures, and undertaking training, such as Food Hygiene and Use of a Hand Jack, he was able to achieve this Level 2 qualification.

### LEARNING CENTRES

The Institute's IT centres were externally verified by City and Guilds and achieved an 'A' grade, demonstrating that the centres' systems and procedures for assessment and internal verification continue to operate at an excellent standard.

The Learning Centres began to offer the ECDL qualification which is recognised as the IT qualification of choice for many Humber Bank factories and the NHS. The course is delivered for a one-off fee which is well below the level charged by local competitors. In this academic year the IT Learning Centres enrolled students on over 3400 courses, and more than 1500 students completed an IT course. Towards the end of 2005/06, Learndirect was successful in renegotiating its contract with the University for Industry (UFI), having had a successful year. Learndirect exceeded its targets for funding achievement, skills for life national test passes, skills for life completions and pre-level 2 course completions.

### DISTANCE LEARNING

The Distance Learning team delivered to learners who, for many reasons, chose not to come into the Institute to learn. The tutors inducted learners in the workplace, allowing the learning to take place at the learner's own time and pace. In 2005/06 1354 learners were enrolled and extensive tracking systems were in place to support them throughout their programme.

The Distance Learning department's new Development Team started the development of e-learning, and the tracking systems already in place will provide a centralised Distance Learning administration and management system. The development of an on-line Level 2 Understanding Diversity course and Level 3 Managing Diversity course meant that the area was able to enrol learners from organisations further afield including The Metropolitan Police, Humberside Police and Humberside Fire & Rescue. Retention of 92% and achievement of 71.7% improved on the last year, with a success rate of 56% which doubled the previous year's success.

Distance Learning received excellent External Moderator reports and Audit reports and was been asked to provide samples of good practice paperwork and procedures to assist other colleges. A Tutor Guide was developed to assist new tutors to Distance Learning, as well as a Student Guide which will form part of the induction process. A new employer questionnaire was also developed.

### WORK FORCE DEVELOPMENT and WORK BASED LEARNING

Work Based Learning had a very successful year, improving again year on year. The area has a framework achievement rate of 64%, against the national rate of 50% - a great achievement.

## Customer Services

### INTERNATIONAL STUDENT SUPPORT

The highlight of the International calendar was the visit to York with the Libyan trainees and their families, where they visited the Yorvik Centre, Minster and Clifford's Tower.

### LITTLE STARS NURSERY

In October 2005 the staff of Little Stars Day Nursery were awarded third place in the 'Nursery World' magazine 'Team of the Year' award at a prestigious ceremony in London. However, this achievement was surpassed just four weeks later when Tracy Bennett won 'Nursery Management Today' magazine's 'Manager of the Year' award, again in London at the Hilton Hotel.

Locally the Nursery gained recognition for 'Outstanding Practice in Outdoor Play' from the NE Lincolnshire Early Years Development Agency. In May 2006, Little Stars expanded its gardens so that all units had direct access to free-flow outdoor play - a unique feature in this area.

### JOBSHOP

This free service for students and employers moved location to a more prominent site within the Institute and promoted vacancies for students and graduates from many companies including: NE Lincolnshire Council, NHS Grimsby Hospital, NHS Primary Care Trust, Job Centre Plus, Grimsby Institute, and WBL Unit apprenticeships

### CHAPLAINCY

Five HE students from the Institute, accompanied by Institute chaplain Dr Mike Ward, visited South India in July 2006, where they were able to supervise the handing over of a fishing boat, donated by the Grimsby Institute, to one of the villages devastated by the 2004 tsunami that been partnered with the Institute in the 'Starfish Project'. During the 12-day stay with the Institute's partner chaplaincy at the Christian Medical College, Vellore, the students, all studying for a BA in Sociology with Psychology, met the tsunami widows of Thirumullaivasal. These widows will own the boat in a ground-breaking fishing co-operative that has been set up by CMC Vellore with Grimsby Institute, as a key part of the Starfish Project.

The trip was an exhausting but exhilarating 12 days and the students also threw a party at a local children's home and donated sports equipment to the home at Ranipet. For the students, it was a unique opportunity to see the Starfish Project first-hand and help the chaplain in negotiating the administrative and practical hurdles in working with an Indian partner agency to help regenerate a community devastated by the tsunami.



# Computer Services Unit & E-print



## COMPUTER SERVICES UNIT

As well as completing 4572 IT related faults, the Computer Services Unit implemented a completely new network infrastructure, moving to Microsoft Active Directory, running on numerous Windows 2003 servers. As part of the new network the team implemented the following:

Converted 1500+ workstations onto the new system, implemented an automatic (secure) system for creating staff accounts, updated the current (in house written) Student Account Creation system, re-packaged and deployed over 100 applications, installed and configured a new student e-mail system, installed and configured a new internet access server, implemented seamless integration of MIS systems for staff, and upgraded wireless access points.

This was achieved while keeping systems up and running with CSU's own dedicated team and within two months.

Fifty rooms were fitted with brand new AVA resources, including interactive whiteboards, interactive plasma screens, and projectors, bringing the number of AV capable rooms to over 140. Over 400 computers were replaced across all sites.

Networking and PCs were installed into the Institute's new Nunthorpe campus with a direct communication link back to the main campus, giving students and staff access to the same dekstops as at main site. A voice-over IP telephone system was also implemented.



## EPRINT

The reprographics team offered a variety of services to staff and students from the Institute and to the general public, trading under the name of Eprint. Many major Institute publications, such as the annual report and training handbooks, plus most of the organisation's learning materials, were printed and finished by the department. Responsibility for printing across the Institute and all annexes for staff and students also sits within Central Services and they oversaw 112 machines during this year.

In terms of volume of production, 2005/06 was the busiest year so far for the department with seven million black and white copies being produced - one million more than the previous year, and 732,000 full colour copies produced, more than double the amount produced in the previous year.

December 2005 saw the completion of the transformation of the reprographics area into a completely digital print room. A new guillotine was also purchased to enhance the print finishing options available.

Three of the staff within the area successfully completed their NVQs in Business Administration and Customer Service, with two proceeding to the next level.



## Communications

The Communications department was responsible for coordinating all the Institute's marketing campaigns, promotional materials, media coverage, public relations activity, and website design and content throughout the year.

The marketing personnel worked to produce the summer recruitment campaign to promote the Institute as the key education provider in the area. The 'There's only one place to go this summer' campaign, was used across a variety of advertising mediums including buses, billboards, posters, press advertising and mobile media. The central themes of the campaign were adapted for use on radio.

Printed promotional materials included three prospectuses covering Higher, Further and Part-time courses, with a specialised handbook devised for international students. A special publication documenting 60 years of the Institute was written with one of the organisation's former principals, Frank Vivian. The finished book was launched at a special signing ceremony attended by many Institute staff, past and present, governors and specially invited guests.

Several newsletters were produced and distributed throughout the year, targeting 150,000 homes in the area. The team was also responsible for producing the Institute's Annual Report.

The team coordinated the Institute's presence at a wide range of events, from traditional UCAS fairs to community events including the Great Grimsby Motor Show, run in conjunction with the Grimsby Evening Telegraph at the Institute's main campus, and Bright Start at Grimsby Auditorium. They were also responsible for the prestigious graduation ceremonies held at Grimsby Town Hall and the Annual General Meeting.



## Diversity & Equal Opportunities



The Institute has continued to drive forward an agenda of Equality of Opportunity committed to Inclusive Learning, valuing and harnessing the diversity of the learner/staff population and the local community.

It produced a diversity DVD 'Life in the Different Communities' as a training resource (along with paper-based training materials), which was praised by Bill Rammell, the then Minister of State for Lifelong Learning, Further and Higher Education. The DVD profiles nine different ethnic minority and faith communities in North East Lincolnshire, and presents an informative picture of life in the 21st century in such communities. This will be used within the Institute to supplement tutorials by tutors and training for staff but will also be sold nationally as a training resource.



Training continued with external and internal trainers. This year saw particular training programmes and materials around diversity delivered to both staff and learners.

The Access Group (formerly Wheelchair Users Group) was extended to ensure participation by disabled staff and learners in action planning the 'Disability Equality Scheme' to promote disability equality.

An extremely successful Diversity Week took place in November 2005, celebrating the value of diversity to the Institute's staff, learners and partners. There was greater participation in the events from Institute staff, learners and members of the community.

Links with the Equality and Diversity ACL/FE Network, North East Lincolnshire Council, the Primary Care Trust, the North East Lincolnshire NHS Trust and Humberside Police continued. The Institute hosted delivery of diversity theatre 'The Challenge' in Autumn 2005.

The Institute was instrumental in composing a booklet profiling the black minority ethnic groups who are members of 'North East Lincolnshire Communities Together' with whom Peter Barnard, Clerk to the Corporation and Registrar, worked to integrate diverse cultures into the local community.

Chinese New Year, the Year of the Dog, was celebrated and extremely well attended by learners, staff and members of the communities, and visits to the Mosque, Synagogue and Gurdwara were made by learners together with Institute staff, to raise their awareness of these faiths and communities.

The Institute continued its work with the Black Leadership Initiative through Principal, Daniel Khan, and Peter Barnard's direct involvement, speaking regularly at national and regional events. The organisation was also commended for its community work and was a runner up for the Beacon Award Commission for Black Staff in FE and Network for Black Managers Award for Promoting Racial Equality.



# Human Resources

## STAFF NUMBERS

At the end of 2005/6, the Institute employed 1,263 members of staff. In 2005, the comparative figure was 1,214. This reflects an increase of 49 individuals (4%). With the exception of the cleaners, security staff and a few agency staff employed for emergency cover, the Institute directly employs all staff.

The overall make-up of staff was:

	Number		FTE	
	05	06	05	06
Senior Postholders	5	6	5.00	6.00
Management Spine	26	34	25.61	33.61
Acad: f/t & fract.	295	342	260.93	304.31
Acad: p/t	290	277	--	--
Support	598	604	373.18	364.43
<b>TOTAL</b>	<b>1214</b>	<b>1263</b>	<b>664.72</b>	<b>708.35</b>

(Please note that the FTE figures do not include part-time or casual staff on variable hours contracts.)

Over the year, the FTE figure has increased by 43.61 which translates into a 7% increase. The most significant change has occurred with the number of full-time and fractional staff, rising by 47 over the year to 342 (+16%), the FTE's for the same group increasing on a similar scale. The number of hourly paid academic employees has fallen by 13 (-5%) while the number of support staff has increased by six (+1%).

The number of staff on fixed-term contracts has decreased over the last two years, from 104 in 2004, to 82 in 2005, to 76 in 2006 – note: this excludes secondments (1: 2006), temporary adjustments to permanent contracts (12: 2006) and staff on fixed-term contracts because they are 65 or over. Of the 76 standard fixed-term contracts in 2006, 62 (82%) were for Support roles (including 6 Modern Apprentices), the remaining 14 (18%) being Academic.

## GENDER, ETHNICITY & DISABILITY ANALYSIS

When the same data (as per the above) is communicated in terms of gender, ethnicity and disability, the following analysis is produced:

	Number		Female		Male		Black & Ethnic Minority		Disability	
	05	06	05	06	05	06	05	06	05	06
Senior Postholders	5	6	1	2	4	4	1	1	0	0
Management Spine	26	34	8	11	18	23	2	2	0	2
Acad: f/t & fract.	295	342	139	174	156	168	9	11	2	18
Acad: p/t	290	277	184	165	106	112	9	9	5	4
Support	598	604	440	442	158	162	6	7	20	28
<b>TOTALS</b>	<b>1214</b>	<b>1263</b>	<b>772</b>	<b>794</b>	<b>442</b>	<b>469</b>	<b>27</b>	<b>30</b>	<b>27</b>	<b>52</b>

## Human Resources

Compared with 2005 the number of female staff has increased by 22 (+3%) while the level of male employees has risen by a greater proportion (+27, +6%). This is an encouraging move given the workforce as a whole comprises of nearly two-thirds female staff. There are three more staff of Black / Ethnic minority origin than in 2005 (+10%). In terms of employees with disabilities the total figure has increased significantly, largely due to returns from the confidential questionnaire issued to all staff earlier in the year.

### AGE PROFILE

The age profiles for the main groups of staff are shown below:

Age Group	All		Academic		Mgmt Spine & Senior Post Holders		Support	
	05	06	05	06	05	06	05	06
Under 25	7%	9%	2%	2%	0%	0%	12%	17%
25-34	18%	19%	16%	18%	0%	0%	20%	21%
35-44	32%	31%	35%	34%	27%	28%	30%	27%
45-54	26%	25%	29%	29%	50%	44%	22%	20%
55 & Over	17%	16%	18%	17%	23%	28%	16%	15%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

The proportion of staff under 35 has increased by 3% since 2005 (+2% for Academic, +6% for Support). The Academic and Support categories have experienced a marginal fall in the number of staff 55 or over while the 'Management Spine & Senior Post-holder' group has seen a 5% increase. The Institute continues to employ staff over 65 (the normal retirement age) and is glad to retain their skills and enthusiasm for their work. At the end of 2005/06 the Institute employed 19 individuals aged 65 or over. This is the same number as in 2005 and compares to 14 in 2004 and 12 in 2003. The group of 19 comprises eight hourly-paid Academic staff, one fractional Lecturer, five Invigilators, two Art Models, one Technician, one Student Support Worker and one Fitness Instructor. Within this group only six are female (32%), three have a disability (16%) and there are no individuals of Black / Ethnic minority origin. Three of the 19 have contractual hours, the remainder being on hourly paid or casual contracts.

### STAFFING COSTS

Salary Costs for 2005/06, compared with 2004/05:

Post type	2004/5 Staff Cost	2005/6 Cost
Academic: Full-time	£8,957	£9,625
Academic: Part-time	£1,208	£1,129
Business Support Staff	£8,363	£8,619
<b>TOTAL</b>	<b>£18,528</b>	<b>£19,373</b>

## Human Resources

Salary costs between the two years have increased as a result of the continued growth of the Institute (FE, HE and international activity) and the development of new areas of activity (eg: Propeller). Costs have also increased as a result of the annual pay award and incremental scale increases.

### INSTITUTE COMPANIES

There were a total of 16 Institute subsidiary companies, seven of which were active. Of these, the following employed staff:

Name	Activity
Grimsby College Trading Limited	Inter-company Leasing / Cleaning Contract / Self Supply of Printing
Food Technology Advisory Services Limited.	Provision of training, education & consultancy to food manufacturing industry
Manufacturing Improvement International (MII) Limited.	Consultancy, providing, Technical advice, Facility design / Project control, IT performance tools, Learning packages and publications
Image Studios Ltd.	TV, Film & Media training & education facilities
Propeller TV Limited.	Runs propeller, the national channel for new film and television talent on the SKY platform.
Humber Construction Training Company Limited	Based at the new Nunsthorpe Community Campus, gives full-time learners the opportunity to obtain on-site experience, enabling them to achieve their full NVQ.

### OTHER HR ACTIVITY

A DVD was developed both to promote the Institute as a place to work and to help individuals through their induction period. This includes welcome messages from senior members of staff, a Guide to the Grimsby Institute, a video on Living and Working in North East Lincolnshire, and case studies and interviews with staff across the Institute. This information was also made available in the new 'Employment' section on the Institute web-site, along with details of the latest vacancies.

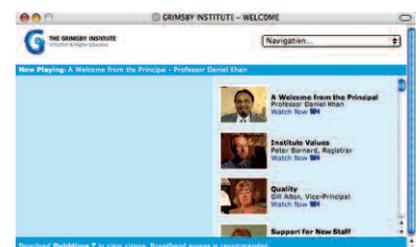
The Institute worked with the DfES to produce a DVD with associated training material about nine BME and faith communities (see Diversity section). Development continued on the self-service facility on the Institute Personnel System (Trent). Staff can now book and authorise annual leave, view internal employment history, view payslips, change personal details and view training and qualification information.

The Institute created a 'Health & Wellbeing' Group which includes several members of staff involved in this agenda.

The Institute's success in managing sickness absence continued, the average number of working days lost during the year remaining at 3.6 days per employee.

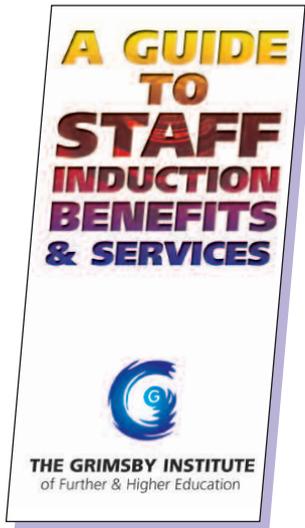
In particular the number of working days lost because of musculo-skeletal reasons fell by 117 days.

The interventions of the physiotherapists, the continued emphasis on exercise, good working habits and posture significantly contributed to this.





## Human Resources



### STAFF BENEFITS

Over the 2005/06 academic year the Institute has continued to offer a wide-ranging portfolio of staff benefits and services.

All new employees were offered a staff Buddy (Mentor), a programme of Essential Training and a Staff Induction within a month of joining.

Contractual benefits included Annual Leave, Pension Schemes, Sick Leave and Pay, Maternity / Paternity / & Adoption Leave and Pay, Compassionate Leave and Staff Development (and subsequent membership to the Students' Union). Staff also benefit from the discretionary benefits of Additional Life Cover and the availability of a £500 Compassionate Grant.

The annual benefits survey shows internal services and produce are very popular among staff (e.g. Bakery, Travel Agency, various Catering Facilities, Animal Care, Floral Hall, Hair & Beauty, and the Bargate Fitness Suite). An interest free loan for staff to buy PCs was also available and the number of staff taking advantage of this doubled throughout the year.

Surveys also showed staff wanted to see more retail discounts available within the package. Consequently the Institute teamed up with Combined Benefit Services to offer the MyChoices discount and personal accident plan package. This was introduced to new employees at Induction sessions and proved popular among staff.

The Institute affords access to a number of services externally, most of which saw an increase in take-up over the last 12 months. These included subsidised BUPA membership (60%), Dental Plan, The Health Scheme, Benenden Healthcare, Childcare Vouchers (big savings on NI and tax) and Saving / Giving to Charity via Payroll.

The Personnel Department communicated the above opportunities and more via a number of communication channels including the benefits leaflet, Institute web-site, First Class e-mail system, posters, the staff diary and flyers with payslips. In particular, there was a programme of monthly promotions of specific elements of the benefits package.

## Commercial & Facilities

On a long term strategic level the Commercial & Facilities department continued to be heavily involved in delivering a ten-year Master Plan for the Institute, to give direction to the accommodation strategy and the operational needs of the Institute.

### NEW CAMPUS DEVELOPMENT

The most exciting development taking place was the transformation of the Institute's new campus, Nunsthorpe, from a dis-used junior school into a base for Animal Care, Horticulture and some Construction courses (Painting and Decorating, Plastering and approximately 40% of the Brickwork section, with the remaining 60% staying at the main Nuns Corner site.)

This refurbishment also included the development of specialists' workshops, an IT centre, a refectory, sports hall, dog kennels, greenhouses, and the North East Lincs Library, which will be open for use by the general public and students.

The Humber Construction Training Company (HCTC) carried out some of the work on the site. This new Institute Company agreed to build the dog kennels, refurbish the old kitchen building at the back of the campus and construct a large extension for Horticulture, as well as a number of smaller jobs.

All windows and doors were replaced, and most of the floors and suspended ceilings. A complete new heating and air handling system was installed and the entire campus completely re-wired, along with the installation of the latest technology in the form of Voice Over Internet Protocol (VOIP) cabling.

### OTHER SIGNIFICANT WORKS

The Hub refectory at the main campus was significantly refurbished and a series of new counters incorporated to allow for a wider variety of cuisine to be served, and an all-round more relaxing and recreational environment offered. It re-opened during August 2006. The healthy eating, nutritional content and variety of choice on offer in the refectory continued to be a high priority and the facility won the Heartbeat Award for the third consecutive year.

A considerable amount of projects were carried out within the summer period including window replacement schemes, an extensive toilet refurbishment, office moves, M&E improvements and upgrades along with essential preventative maintenance. The Motor Vehicle extension project was to increase both the capacity and flexibility within the Automotive area workshop delivery space. Work commenced in July 2006, scheduled to be completed within a project time frame of 11-14 weeks.



## Commercial & Facilities



A substantial amount of work was undertaken to make the Institute accessible for people with disabilities, in line with the requirements of the Disability Discrimination Act. In total, £1 million will have been spent when the work is complete, although most of the work at the Institute's main site was completed in the 2005/06 academic year. Improvements made included: automated doors, a new larger lift with automated services, wider doors, vision panels, tactile signs, road crossings, seating, fixed hearing induction loops, new flooring, and specialised furniture.

The responsibility for student accommodation was moved over to the Commercial & Facilities Department. Due to the successful recruitment of overseas students and domestic students the Institute found itself oversubscribed for accommodation needs. This resulted in conversions taking place at the current halls of residence over the summer of 2006, creating 18 further places, taking the total number of student places available to 130.



### TRANSPORT

Five coaches enabled the Institute to provide free transport to students living in some of the more rural villages in the region, and areas which did not have a regular direct public bus service.

### The i-Bar

The i-Bar continued to be very much in demand from the Institute and external clients and frequently opened for private functions at weekends, as well as throughout the week. Promoters began using the i-Bar on a regular basis, putting on a range of entertainment from international classical guitarists to signed Manchester bands on the verge of commercial success.

### THE SHOP

This facility continued to support the needs of the students through stationery requirements, a book ordering service, a facility for ordering uniforms and bespoke curriculum needs such as hairdressing kits.

## Bargate Fitness Suite and Retra

### BARGATE FITNESS SUITE

The on-site gym and fitness centre, Bargate Fitness Suite, offered competitively priced health club membership to the Institute's staff, students and the general public, and had around 1500 members as well as pay-as-you-go customers. It offered a fully equipped gym, extensive exercise class timetable, running club, sauna and steam facilities, solaria and was home to the Physical Therapy Centre, for the treatment of aches, pains and sports injuries.

It employed a team of 20 staff who, apart from the three reception staff, entered on the Register of Exercise Professionals, a national register set up to prove qualifications and quality of provision in the fitness industry.

The Inclusive Fitness Initiative continued to develop well with over 1000 visits in the period by disabled users.

The BFS team was involved in hosting or taking part in many community events, including the national Sainsbury's Sport Relief Mile in July which saw around 120 participants run a one-mile course around the Institute grounds. The race was started by footballers Michael Reddy and Gary Cohen from Grimsby Town FC.

They also entered a team of members and staff and their family members into the 5K Race For Life in June, took part in the Cleethorpes Carnival in July with a float with a 'Look how far fitness has come' theme.

BFS took part in a national campaign during July and August run by the Fitness Industry Association and backed by BUPA to raise money for Cystic Fibrosis. Participants had to make 20 visits in a one-month period and the total money raised was £877.45. They gave away 1 year's membership to Marie Bellamy who raised an impressive £376.20 individually. They also participated in British Heart Week by offering Institute staff blood pressure readings, healthy eating and exercise/activity advice.

The Physical Therapy Centre at the BFS had an impromptu visit from Nick Knowles from the BBC's DIY:SOS programme. Nick called in for a massage following straining his back during filming the show at a house in nearby Cleethorpes.

### RETRA

The Retra Hair and Beauty salon ran as a commercial facility, open to Institute students and staff, as well as the general public, with a team of three Hair Stylists and three Therapists. The salon introduced BioSculpture Gel Nails in December 2005. A new Manager joined the team in April and the area was revitalised with a contemporary new logo and salon refurbishment in the summer.



RETRA

# Financial Analysis

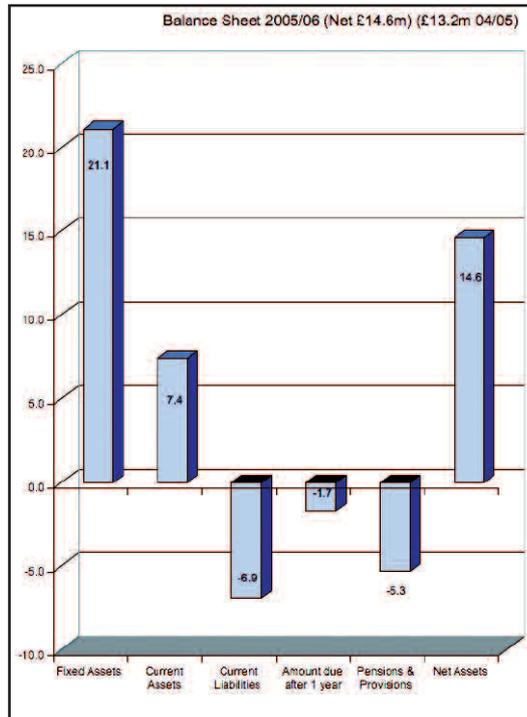
## FINANCIAL OVERVIEW

The Grimsby Institute made an Operating Surplus of £1.8m for the year ending 31st July 2006.

This was the best financial result for the Institute since its incorporation in 1993 and compares to an Operating Surplus of £.5 million for the previous year, which was itself the best previous financial result.

The charts within this section illustrate the financial stability of the Institute and give an insight as to where the income comes from (and its growth in recent years) and where the expenditure is spent.

## BALANCE SHEET



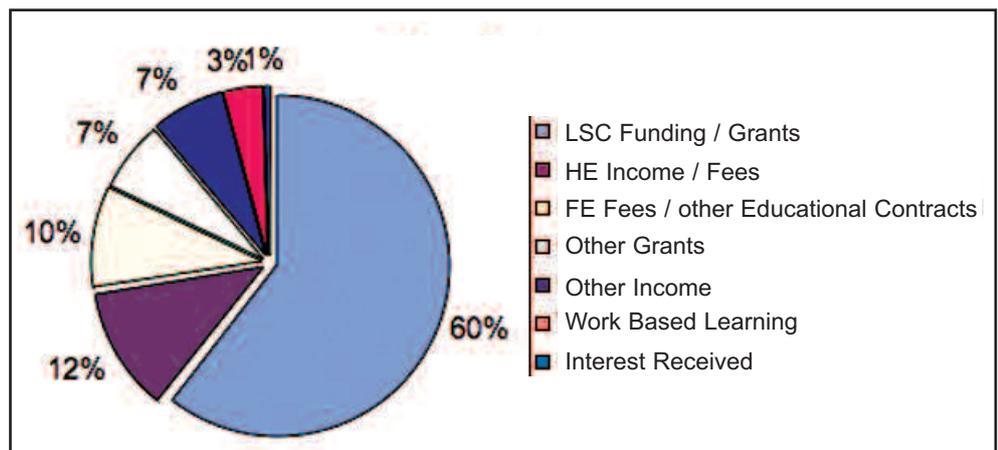
The Net Assets of the Institute totalled £14.6 million at 31st July 2006. This compared to a figure of £17.5 million at July 2005, however an adjustment in the way that all colleges (and companies in the private sector) have now to include the deficit on the Local Government Pension Scheme (to which Support Staff belong) has created this apparent reduction.

A similar re-stated figure for 2001/02, with the pension deficit included, would have shown Net Assets (with the Pension Deficit included) of £12.2 million, so there has been an increase of almost 20% in the five years.

A similar re-statement of the 2004/05 Net Assets, would have given a figure of £13.2 million (an increase of £1.4million – 10.6%, in the 2005/06 year). Fixed Assets represents buildings and equipment, and the amounts due over 1 year (£1.7 million) represent long term bank loans.

## OPERATING INCOME

This chart shows the growth in Operating Income of 9.8% compared to 2004/05. The total income of £34.7 million has shown consistent growth over the years and has increased by 82.6% in the 5 years since 2000/01 (£19 million).



## Financial Analysis

### OPERATING INCOME (contd)

£m	05/06	04/05	03/04	02/03	01/02	00/01
LSC Funding/Grants	21.0	20.2	19.0	17.8	15.2	12.5
HE Income/Fees	4.2	3.3	3.0	2.5	2.3	2.1
FE Fees/other educational contracts	3.3	3.1	3.3	2.4	1.9	1.3
Other Grants	2.3	1.2	1.4	1.1	1.2	0.7
Other Income	2.5	2.3	2.3	2.2	1.8	1.5
WorkBased Learning	1.2	1.1	0.9	0.8	0.9	0.7
Interest Received	0.2	0.1	0.1	0.1	0.1	0.2
		31.6	30.0	26.9	23.4	19.0
% Year on Year increase	9.8%	5.3%	11.5%	15.0%	23.2%	

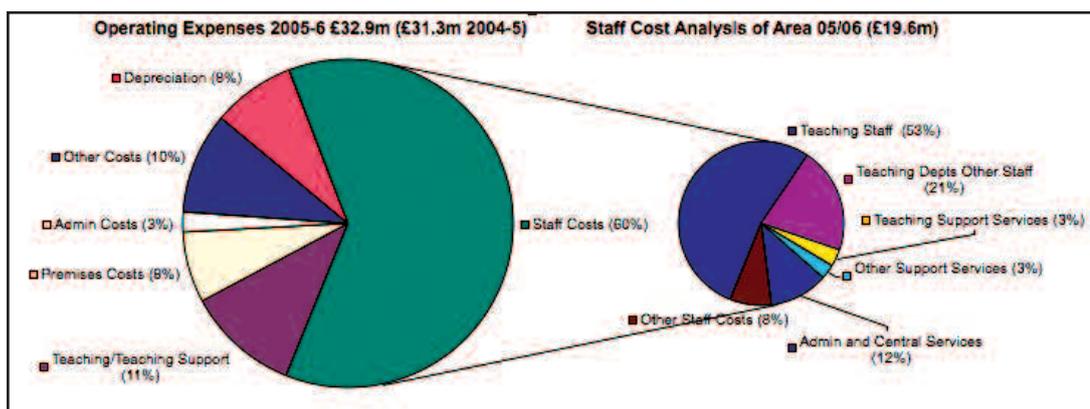
### OPERATING EXPENSES

As with income, Operating Expenses have continued to grow and stood at £32.9 million for 2005/2006, which represents an increase of only 5.1% in the year as the Institute has managed to operate efficiently.

Staff Pay accounts for £19.6 million, almost 60% of total costs, (a very similar percentage to the previous year).

Of the non-pay costs (40%), 11% was spent on teaching and teaching support areas, 8% on depreciation of fixed assets, 8% on premises and only 3% on administration and central costs. A further 10% of expenditure was spent on the trading and other income generating areas (Refectory etc, and projects such as Propeller TV).

The £19.6 million staff costs chart shows that the majority of staff costs (53%) were spent in the teaching areas and a further 24% on teaching support. Administration and Central Services staff totalled 12% of the staff costs.



# Financial Analysis

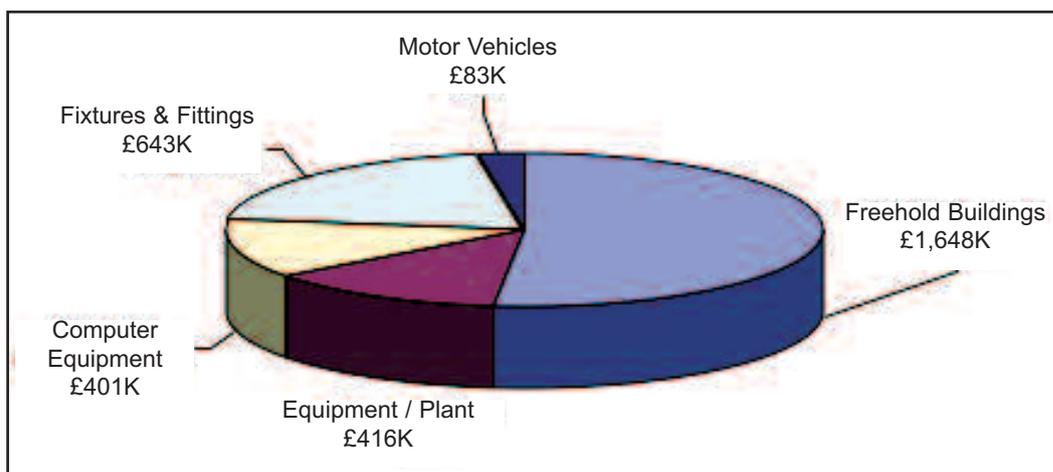
## OPERATING EXPENSES (contd)

The chart below shows the increase in Operating Expenses over the last six years to a total of £32.9m for 2005/06.

£m	05/06	04/05	03/04	02/03	01/02	00/01
<b>Staff Costs</b>	19.6	18.7	17.8	15.8	13.7	11.9
<b>Teaching/Teaching Support</b>	3.7	4.2	4.4	3.8	3.2	2.2
<b>Premises Costs</b>	2.5	2.3	2.4	2.0	1.8	1.5
<b>Administration Costs</b>	0.9	0.9	0.9	0.6	0.6	0.5
<b>Other Costs</b>	3.5	2.5	2.4	2.7	2.5	1.6
<b>Depreciation</b>	2.7	2.5	1.9	1.6	1.2	1.2
	32.9	31.1	29.8	26.5	23.0	18.9
<b>% Year on Year Increase</b>	5.8%	4.4%	12.4%	15.2%	21.7%	

## CAPITAL EXPENDITURE SPEND

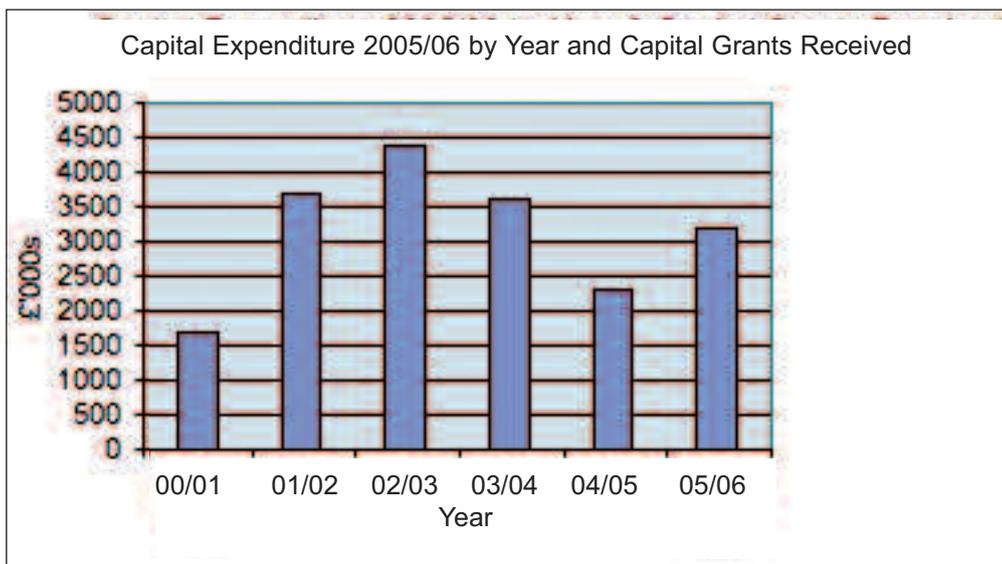
Capital expenditure in the year totalled £3.2 million with just over half this figure (£1.65 million) being spent on buildings, with the refurbishment of the Nunsthorpe Campus being the majority of this spend.



## Financial Analysis

### CAPITAL EXPENDITURE and CAPITAL GRANTS RECEIVED

This chart shows the continuing commitment to the infrastructure and equipment / facilities of the Institute. Over the last 11 years the Institute has spent almost £27 million on capital expenditure. Less than £10 million of this cost has been funded by capital grants from the Learning and Skills Council (LSC) or other bodies. The balance has had to be funded by the Institute's own cash resource or by bank loans. As at 31st July 2006, total bank loans stood at £2.5 million, of which £1.7 million was due beyond one year.



	00/01	01/02	02/03	03/04	04/05	05/06
<b>Capital Spent £m</b>	1.7	3.7	4.4	3.6	2.3	3.2
<b>Capital Grants Received £m</b>	0.3	0.8	2.2	1.7	0.6	0.8
<b>Funded from own Resources £m</b>	1.4	2.9	2.2	1.9	1.7	2.4



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