

## Meeting of the Finance & Resources Committee

**Venue:** Conference Room 1, South Shields site, South Shields

**Date:** Tuesday 27 November 2018

**Time:** 3.30pm – 5.15pm

**Present:** Colin Seccombe (in the Chair)  
George Clark  
Lindsey Whiterod

**Apologies:** Malcolm Grady  
Martin Hottass  
Andy Walton

**In Attendance:** Helen Beaton (Chief Finance Officer)  
John Roach (Principal SSMS)  
Neil Longstaff (Director of Governance)

ITEM	ISSUES	ACTION
1.	<p><b>Apologies for Absence</b></p> <p>The Committee approved apologies for absence received from those identified above after having first considered the reasons for their absence.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>The Chair reminded members to declare any conflicts of interest as they arose on the agenda.</p>	
3.	<p><b>Minutes of the previous meeting</b></p> <p>The minutes of the meeting held on 5 October 2018 were approved and signed by the Chair.</p> <p><b>Matters Arising</b></p> <p><u>3.1 Annual Report on Estates</u></p> <p>Q. Building update at TyneMet? It was expected that the building would be handed over on Monday 3 December and the delay had been owing to snagging issues. Over the next two weeks equipment would be moved out of storage into the new building and the students would be using the facilities.</p> <p>Q. Impacting on studies? It was an inconvenience but no major impact to date and no students had withdrawn from the course.</p> <p>Q. Reason for delay? It was a month late owing to Tolent not reporting that there was going to be a delay and then not being able to make up lost time.</p> <p>Q. Costs to College? Little in terms of visits and trips organised; not a significant amount.</p> <p>Q. Penalty clause? Not for the delays experienced.</p> <p>Q. Dilapidations discussions? Ongoing. Remedial works were being completed ahead of handback. No final figures had been agreed. The solicitors and surveyors needed to</p>	

	<p>conclude discussion with landlord but it was expected that this was some way off at present.</p> <p><u>3.2 Management Accounts</u></p> <p>Confidential item</p> <p><u>3.3 Review of Committee Performance again Terms Of Reference</u></p> <p>The purpose of the report was to provide governors with details of the performance of the Finance and Resources Committee during 2017-18. Governors were reminded that the scores had been updated to reflect corrected submissions.</p> <p>The only area identified with a below satisfactory score (2.5+) was 'Reviewing the Marketing KPIs'. Additional comments received through the survey were highlighted and noted.</p> <p>There was a 75% return rate to the survey.</p> <p><b>Resolved: That the report is received and information acknowledged.</b></p> <p><u>3.4 NIMASA Sea Service</u></p> <p>Confidential item</p>	
<b>4.</b>	<p><b>Health and Safety Policy- Annual Review</b></p> <p>This report provided an annual update on changes to Tyne Coast College's Health and Safety Policy.</p> <p>Governors were made aware that the report contained only organisation changes.</p> <p>Q. Has the policy had a full review? Yes. There had been a comprehensive review undertaken prior to merger.</p> <p>Q. Still fit for purpose? Yes.</p> <p><b>Resolved: That the Committee recommends the proposed amendments to the Board for approval.</b></p>	NL
<b>5.</b>	<p><b>NIMASA Sea Service Update</b></p> <p>Confidential item.</p> <p>JR left the meeting.</p>	
<b>6.</b>	<p><b>Annual Report and Financial Statements for the Year Ended 31 July 2018</b></p> <p>Confidential item.</p>	
<b>7.</b>	<p><b>Reconciliation between Management Accounts and Statutory Accounts Year Ended 31 July 2018</b></p> <p>The purpose of this report was to provide governors with information on the adjustments</p>	

	<p>made between the preparation of the July Management Accounts and the Statutory Accounts.</p> <p>This report highlighted that the year-end position had moved from a £22,880k surplus per the management accounts to a £22,827k surplus in the statutory accounts, a movement of £53k.</p> <p><b>Resolved: That the report is received and content acknowledged.</b></p>	
<b>8.</b>	<p><b>Management Accounts</b></p> <p>Confidential item</p>	
<b>9.</b>	<p><b>Tyne Coast College Financial Performance</b></p> <p>Governors considered a letter received from the Education and Skills Funding Agency (ESFA), which commented upon the Colleges financial plan.</p> <p>The appropriate assessment grade given, based on the College's financial plan, was:-</p> <ul style="list-style-type: none"> <li>• Good for 2017/18 (the latest outturn forecast year), and</li> <li>• Good for 2018/19 (the current budget year).</li> </ul> <p>Consideration was also given to the financial dashboard, which incorporated various key performance indicators and measured those against both target benchmarks and benchmarks achieved in the sector.</p> <p>Governors were pleased with the College's positive performance.</p> <p><b>Resolved: That the report is received and content acknowledged.</b></p>	
<b>10.</b>	<p><b>Learner recruitment and funding update 2018-19</b></p> <p>Confidential item.</p>	
<b>11.</b>	<p><b>Student Union Accounts 2017-18</b></p> <p>The report provided governors with details of the Student Union accounts results for 2017/18 and an overview of activity in the year.</p> <p>HB highlighted the following:</p> <ul style="list-style-type: none"> <li>• Net Budget £27,000</li> <li>• Net Expenditure £9,263</li> </ul> <p><b>Resolved: That governors note the contents of the report and that the information is to be presented to the Board for information.</b></p>	HB
<b>12.</b>	<p><b>Annual Report on Governor Expenses</b></p> <p>This paper provided the Committee with an update on the level of expenses claimed by governors during 2017/18.</p> <p>Governors were encouraged to claim expenses for carrying out their duties.</p> <p><b>Resolved: That the committee agrees to receive the report.</b></p>	
<b>13.</b>	<p><b>Approval of Contracts and Planned Expenditure in Excess of £125K</b></p> <p>Confidential item.</p>	

<p><b>14. Chair's Urgent action not covered elsewhere on agenda</b></p>	<p>This report detailed the occasions where the Chair of the Committee had exercised urgent action since the previous meeting.</p> <p>Governors were informed of the following instances where Chair's action had been used:</p> <ul style="list-style-type: none"> <li>• NIMASA:</li> <li>• Bad debts</li> <li>• Financial Regulations Update</li> </ul> <p><b>Resolved: That the report is received and Chair's action is endorsed.</b></p>	
<p><b>15. Modern Slavery Statement</b></p>	<p>This paper provided the Committee with the College's suggested statement on the Modern Slavery Act.</p> <p><b>Resolved: That the committee recommend the Modern Slavery statement to the Board for approval.</b></p>	<p>NL</p>
<p><b>16. Any other business</b></p>	<p>None.</p>	
<p><b>17. Date of next meeting</b></p>	<p>Wednesday 20 March 2019 at 4.00pm at STC</p>	
<p><b>18. Identification of Confidential Items</b></p>	<p><b>Resolved: That the following items are to remain confidential:</b></p> <ul style="list-style-type: none"> <li>• Item 3 - Matters Arising (Management accounts)</li> <li>• Item 3 - Matters Arising (NIMASA Sea Service)</li> <li>• Item 5 - NIMASA Sea Service Update</li> <li>• Item 6 - Annual Report and Financial Statements for the Year Ended 31 July 2018 (Until approved)</li> <li>• Item 8 - Management Accounts to 31 July 2018</li> <li>• Item 10 - Learner recruitment and funding update 2018-19</li> <li>• Item 13 - Approval of Contracts and Planned Expenditure in Excess of £125K</li> <li>• Item 19 – Salary review</li> </ul>	
<p><b>19. To undertake the annual salary review for the Senior Postholders and Director of Governance</b></p>	<p>Confidential item.</p> <p>The CEO and Director of Governance withdrew from the meeting during discussion on their own salary review.</p>	

**Signed:** .....

**Date:** .....