



TyneCoastCollege

Meeting of the Board

Venue: Conference Room 3 at STC site

Date: Wednesday 11 July 2018

Time: 4.00pm – 6.05pm

Present: Bill Midgley (in the Chair)
Sheila Alexander
David Byrne
George Clark
Terry Cornick
Graeme Cruickshank
Bernard Garner
Gary Holmes
Martin Hottass
Alain Reynier
Colin Seccombe
Andy Walton
Andrew Watts
Susan Wear
Lindsey Whiterod

Apologies: Malcolm Grady
Mark Overton

In Attendance: Neil Longstaff (Director of Governance)
Helen Beaton (Chief Finance Officer)

ITEM NO.	ISSUES	ACTION
1.	Apologies for absence The Board approved apologies for absence received from those identified above after having first considered the reasons for their absence.	
2.	Declarations of interests The Chair reminded members to declare any conflicts of interest as they arose on the agenda. Standing declarations were for Academy links i.e. North East Futures UTC (GH) and Tyne Coast College Trust (MG, AW and LW). GC declared an interest in Item 17 – Succession Planning.	
3.	Presentation: Marketing Deferred owing to staff absence.	

<p>4.</p>	<p>Minutes</p> <p>The minutes and confidential minutes of the meeting of the Board held on 28 March 2018 were approved and signed by the Chair.</p> <p>Matters arising not covered on the agenda</p> <p><u>Volunteering</u> LW indicated that she would be following up the suggestion of establishing volunteers in assisting students in career choices and work opportunities.</p> <p><u>Data Protection Policy</u> It was confirmed that the Data Protection Policy had been circulated to members of the Board following the previous meeting. Governors confirmed their approval.</p>	
<p>5.</p>	<p>Chair's Update</p> <p>The Chair highlighted the following matters for governors information:</p> <ul style="list-style-type: none"> • Recent changes to the governance structure and reporting procedures had been implemented but discussions had been taking place between the Chair, Governance Committee and Director of Governance (DoG) to streamline further. • Poor attendance at graduation events by governors particularly HE awards at TyneMet. Governors asked that dates for graduation events be set sooner and governors notified well in advance to try and secure their attendance at such events. It was also suggested that responses be monitored to ensure appropriate governor representation at each event. • There had been a recent data breach, which had been reported to the Information Commissioner's Office. It was noted that such matters would be reported to the Board as and when appropriate. <p>Resolved: That the information is received and acknowledged.</p>	<p>LW/NL</p>
<p>6.</p>	<p>Report of the Chief Executive</p> <p>The purpose of this paper was to provide the Board with a regular report on key activities and issues from the Chief Executive.</p> <p>The Chief Executive reported on the following matters:</p> <ul style="list-style-type: none"> • 2017/18 and 2018/19 Pay Award Recommendation (Confidential item) • Halls of Residence Inspection • Update on the National Leaders of FE Programme • Institutes of Technology (Confidential item) • Academy Update (in addition to Confidential item 7 below) • Letter from the Rt Hon Damian Hinds MP • Potential Mergers and partnerships (Confidential item) <p>Further clarification was provided on the following:</p> <p>i. <u>Ofsted inspection of Hall</u> LW was delighted to report that the College had achieved the grade 'outstanding' in all three areas of the recent Ofsted inspection of the Halls of Residence and was one of the first institutions to be inspected under the new care standards.</p>	

	<p>It was reported that a student had written to the Secretary State for Education, Damian Hinds MP, to highlight the excellent support offered to him whilst studying at South Tyneside College. The SoS replied with a letter of thanks to Eamonn Murphy and Ken Knott, acknowledging the positive impact they had made to the life of students. An invite to visit the College had been extended to the SoS.</p> <p>ii. <u>Confidential items</u> (as shown above).</p> <p>Resolved:</p> <ul style="list-style-type: none"> i. That the Board agree to receive the report and acknowledge the information provided. ii. That LW is to draft a letter of congratulations to relevant staff on a successful Ofsted on behalf of the Board. 	LW
7.	<p>Academy Trust Update</p> <p>Confidential item.</p>	
8.	<p>Loan from Santander</p> <p>Confidential item.</p>	
9.	<p>Quality Improvement Plans (STC/TyneMet)</p> <p><u>South Tyneside College</u> The purpose of this report was to inform the main Board on the current status of the PVC Quality Improvement Plan (QIP) identified through the quality indicators used to monitor improvements.</p> <p>It was noted that this report and the QIP update had been presented and discussed in detail at the Local Board on Tuesday 3rd July.</p> <p>Apprenticeships – confidential item.</p> <p><u>TyneMet College</u> This report provided the Board with a June 2018 update on performance with regard to Quality Improvement and progress in the academic year. This report and QIP update had been presented and discussed at the Local Board.</p> <p>Resolved: That governors agree to receive the reports and confirm their approval with the processes identified and the Plans as presented.</p>	
10.	<p>Strategic Business Plan incorporating Curriculum Plans 2018/19</p> <ul style="list-style-type: none"> (i) Tyne Metropolitan College (ii) South Tyneside College (PVC) (iii) South Shields Marine School (SSMS) <p>The above-mentioned reports provided the Board with an update on the current Strategic Business Plan and the final curriculum planning undertaken for the provision offer in 2018/19.</p>	

	<p>It was explained that these documents had been scrutinised by the relevant Local Boards and discussed at length.</p> <p>A governor queried the SSMS report expressing a view that there it was lacking in terms of having a strategic view. The Chair of the SSMS Local Board acknowledged that there was work to be done but this was being addressed by the new Principal and his new team.</p> <p>Resolved: That the reports are received and Curriculum Plans 2016-17 are approved.</p>	
11.	<p>Marine Strategy 2018-2021</p> <p>The Marine Strategy provided external oversight and guidance on the future direction of maritime provision at Tyne Coast College.</p> <p>The report indicated that the strategy needed to reflect the current and the medium term growth vision and should underpin existing processes that measured and improved teaching quality, and student achievement levels.</p> <p>It was noted that this report had been considered by the SSMS Local Board, where several amendments had been recommended.</p> <p>Resolved: That governors agree the strategy as presented.</p> <p><i>AR and MH joined the meeting</i></p>	
12.	<p>Student Union Report</p> <p>The report outlined the following for information:</p> <ul style="list-style-type: none"> • Future Events • NUS card sales and budget • Meetings of the Executive Committee • Promotion and Learner Voice • The year ahead <p>The DoG informed the Board that the Principal for TyneMet College, having responsibility for the student union, had been in contact to report that she had had a very positive meeting recently with members of the Student Executive Committee.</p> <p>Resolved: That governors agree to receive the report.</p>	
13.	<p>Annual Equality and Diversity Report</p> <p>This report was to provide the members of the Board with a report on the College's commitment to equality and diversity and provide an update of progress to address the College's Equality Objectives 2017.</p> <p>Governors were made aware that this report had been presented and discussed at the Local Board for STC on Tuesday 3rd July.</p> <p>The key issues were highlighted for governors' consideration and governors' attention was drawn to the Action Plan. It was noted that the STC Local Board asked that 'ensuring appropriate diversity across the membership of the College Board and Local Boards' be</p>	

	<p>an added action to the plan having already been identified within the Governance Action Plan.</p> <p>A governor asked that the College look at connecting with Northern Power Women, a collaborative campaign to accelerate gender diversity.</p> <p>It was noted that the full report was available within the Knowledge area of the Board's SharePoint site.</p> <p>Resolved: That the Board approve the report and Action Plan subject to the additional governance issue being included.</p>	<p>LW</p> <p>LW</p>
<p>14.</p>	<p>Review of Chair's Performance</p> <p>Reference was made to the minutes of the Governance and Search Committee, which indicated that as the Chair would be stepping down from the Board on 31 July 2018, the results of the survey were to be used as part of a forward looking assessment on lessons learnt from the first year of the 'new' College.</p>	
<p>15.</p>	<p>Annual Review of Governance Arrangements</p> <p>The purpose of the report was to undertake the annual review of the governance arrangements for the College taking into account recommendations from the Governance and Search Committee.</p> <p>A new Board structure was presented for approval. The DoG explained that it was being proposed to dissolve the Quality and Standards Committee as this had only been established a temporary measure for the first year of the 'new' College and views were being sought on a proposal to merge the Governance and Search Committee with Audit Committee in the summer term, for the purposes of undertaking the annual review of governance of the College. The Governance and Search Committee was to operate as a task and finish group during the year for matters such as appointments.</p> <p>The Instrument and Articles of Government (I&A) and Standing Orders, which set out the way in which the Board operated, had been amended to reflect the decision taken by the Board in March 2018 to introduce 3 Vice-Chairs and the new governance structure.</p> <p>No changes had been made to the Code of Conduct.</p> <p>The Terms of Reference of Committees and Local Boards and associated workplans were presented for review and approval. An amendment had been made to the Governance and Search's remit to cover appointments to the Tyne Coast Academy Trust and the workplan had been changed to reflect changes relating to policy review dates and reporting periods.</p> <p>In an attempt to further streamline the governance reporting system and avoid duplication of information to the Board several options had been considered and were outlined for governors' views. Governors concluded that unless there was an urgent matter requiring governors' attention, all draft minutes, once approved by the appropriate Chair, should be made available for information within the Knowledge Area on Meetingsquared, instead of waiting for the next meeting of the full Board/committee meeting.</p>	

	<p>Resolved:</p> <p>i. That the Board agree:</p> <ol style="list-style-type: none"> a. The governance structure b. The amended Instrument & Articles of Government c. The amended Standing Orders d. The revised Terms of Reference of Local Boards, Committees and Sub-Committees e. The updated Workplan 2018/19 <p>ii. That the Committee Chair's Reports are to be replaced by making available approved draft minutes as soon as possible within the Knowledge Area on Meetingsquared.</p>	<p>NL</p> <p>NL</p>
<p>16.</p>	<p>Governor Attendance – update</p> <p>The DoG presented a report updating the Board on the attendance of governors at meetings of the Board and its Committees and sought their views as to whether any action was necessary.</p> <p>It was noted that a full report on governor attendance had been considered by the Governance and Search Committee at its meeting on 2 May 2018 and no action was recommended.</p> <p>The Chair suggested that any issues concerning attendance could be raised during his 1-1s with governors.</p> <p>The Attendance Policy and Public Access to Meetings and Papers Policy, were presented and recommended for approval by the Governance and Search Committee.</p> <p>Resolved:</p> <p>i. That the Board agree to receive the report acknowledging the information presented.</p> <p>ii. That the Attendance Policy and Public Access to Board Meetings and Publication of Minutes and Papers of the Board and Committees Policy are approved subject to post titles being amended to reflect current position.</p>	<p>NL</p>
<p>17.</p>	<p>Succession Planning</p> <p>This report aimed to provide an update on the membership of the Board, Local Boards and Committees, and to plan for appointments in a timely manner.</p> <p>The DoG highlighted the following matters:</p> <ul style="list-style-type: none"> • Mr Bill Midgley's office as a governor of the College was due to end on 31 July 2018. Members of Governance and Search Committee had interviewed Jane Cuthbertson as his potential replacement and was recommended for appointment by the Board. • Vacancies and changes (recent and proposed) to the membership of Local Boards and Committees were presented and outlined to governors for consideration. It was noted that owing to a change in guidance Mr A Reynier was required to stand down as a member of the Audit Committee. • Following elections for Local Staff Governor positions on two Local Boards, the following staff had been appointed: <ul style="list-style-type: none"> - Local Board for Tyne Metropolitan College - Peter Renshaw - Local Board for South Tyneside College (P&V) - Glenn Stephenson • As Andrew Watts was due to become Chair on 1 August 2018, the Governance and Search Committee recommended that he should step down from his roles on the 	

	<p>South Tyneside College (Professional and Vocational) Local Board, Performance Review Sub-Committee and the Finance and Resources Committee but could remain on the Career College North East Board and Business Development Working Group.</p> <p>Governors reviewed the documents and the DoG responded to questions asked.</p> <p>Resolved:</p> <ul style="list-style-type: none"> i. That governors agree to receive the report and acknowledge the progress being made to fill current and forthcoming vacancies. ii. That governors wishing to serve on South Tyneside College (Professional and Vocational) Local Board or Finance and Resources Committee in place of AW are to contact the DoG. iii. That the membership of the Local Boards and Committees, as presented, are re-appointed for a further year. iv. That Jane Cuthbertson is appointed as a College Governor with effect from 1 August 2018 for an initial period of one year and is appointed to the Audit Committee. v. That Cllr Grayson is to be replaced by Cllr Early who now holds the post of Cabinet Member responsible for Children, Young People and Learning on North Tyneside Council’s cabinet. 	<p>All</p> <p>NL</p> <p>NL</p>
<p>18.</p>	<p>Management Accounts and Commentary</p> <p>The purpose of this report was to keep governors up to date with the financial performance of the College for the period ending 31 May 2018.</p> <p>As at the end of May 2018, the College had made a £674k surplus, which was £329k above budget. A comparator figure for the previous year was not included in the management accounts due to the August 2017 merger.</p> <p>Total income was £866k below budget due to low Adult Classroom, 16-18 Apprentices and Adult Apprentices income. Year-end income projections had been amended for these areas in the reforecast. £913k Nimasa sea time income was included in these accounts, which were offset by equivalent non-pay expenditure.</p> <p>Payroll costs were £770k below budget due to low lecturer costs resulting from vacant posts either not being filled or being filled after the start of the academic year; these costs had also been projected to the year-end.</p> <p>Non-pay expenditure was £182k below budget due to lower than budgeted partnership delivery, low exam and estates maintenance costs. Included in non-pay costs were £913k Nimasa sea time costs, which were offset by equivalent sundry income noted above.</p> <p>The College’s financial health had moved to “Good” due to the improved financial performance in the month and was forecasted to be “Good” at the end of the academic year.</p> <p>Q. Individual College contribution variances? STC had greater sub-contracting ranging between 20-30%. The Chair indicated that the outsourcing of work would need a comprehensive review with a report back to the Board at some point in the future.</p>	<p>HB</p>

	<p>Governors commented that a move to more in-house work would generate higher school contributions.</p> <p>The members of the Board were made aware that the Finance and Resources Committee had reviewed the budget line by line, heavily scrutinising the figures presented by management and had challenged SEG (Senior Executive Group) to maximise income.</p> <p>LW stated that curriculum planning and the budget setting process were robust.</p> <p>The Chair of Finance and Resources Committee indicated that he was encouraged that there had been no dramatic fluctuations since December 2017.</p> <p>Resolved: That the report is approved.</p>	
<p>19.</p>	<p>College Budget 2018/2019</p> <p>HB explained that it was a requirement of the financial memorandum that governors approved a budget prior to the start of a financial year.</p> <p>This paper was to request the approval of the 2018-19 budget for Tyne Coast College on the recommendation of the Finance and Resources Committee.</p> <p>The aim was to set a budget that at least maintained the College's financial health rating of 'good' as well as comfortably meeting the loan covenants from Santander, which this budget achieved.</p> <p>The budget included a 1% pay increase and a £200k restructuring provision to be available for changes in curriculum or funding in the future.</p> <p>Governors were reminded that an additional meeting of the Finance and Resources Committee had been convened recently to discuss the draft budget in detail.</p> <p>Resolved: That the Board approves the budget for 2018/19, as presented.</p>	
<p>20.</p>	<p>Two Year Financial Forecast</p> <p>This paper showed the financial forecast using the forecast outturn at May 2018, the detailed budget for 2018/19 and projecting for the following year.</p> <p>The College's objectives continued to be to maintain the strength of the balance sheet and to operate in the difficult environment it currently operated in and expected to operate in the coming years. The College also aimed to keep a financial health rating of at least 'Good' during the life of the forecast.</p> <p>This financial plan was prepared on a conservative basis with regard to income growth and did not assume any significant capital projects that were not already approved.</p> <p>It was reported that the Finance and Resources Committee had considered this paper in detail.</p>	

	<p>Resolved:</p> <p>i. That the Board approve the forecast and that it be submitted to the ESFA by 31 July 2018.</p> <p>ii. That the Board endorse the responses to the questions raised within the financial checklist.</p>	HB
21.	<p>Approval of Student Union Budget 2018/2019</p> <p>For 2018-19 it was proposed to reduce the amount offered to the Union to £15,000 for activities and payment of officials and support for those officials.</p> <p>This reduction had been made at the request of the Finance and Resources Committee as in recent years there had been traditionally a significant underspend against the budget. It was hoped that this would also encourage the union committee to sell NUS cards as the union would receive a percentage of the sales back, which would increase the available budget.</p> <p>It was noted that the budget was monitored as part of the monthly management accounts package provided by the Finance Department.</p> <p>In addition, the Committee suggested that any shortfall in expenditure at the end of the year be allocated to the Dr Winterbottom Fund to support students.</p> <p>Governors expressed some concern over the continuing underspend by the Student Union and questioned as to whether some of the students on the Executive Committee lacked the necessary breadth of social experience. It was suggested that the Student Forums could be used to raise and discuss areas of concern via the Principals of the Colleges or governors themselves.</p> <p>Responding to a question, LW confirmed that the Dr Winterbottom Charitable Fund covered all students across the College, on all sites.</p> <p>Resolved: That the Board agree a budget of £15,000 for the 2018-19 academic year and that any future underspend be allocated to the Dr Winterbottom Fund to further support students.</p>	HB
22.	<p>Annual Health and Safety Update</p> <p>The purpose of the report was to provide an update on accident/incident data and significant Health and Safety developments during 2016/17 at STC and 2017/18 (Interim to May 2017) at Tyne Coast College (TCC).</p> <p>The report highlighted the following points:</p> <ul style="list-style-type: none"> • Approved changes to the health and safety policy and took account of the merger with TM to produce a TCC version. • Statistics showed that accidents/incidents were still declining. • RIDDOR reportable accidents • A summary of inspections and audits had been undertaken by third parties and internal staff – no serious breaches were found. • A summary of fire drills and fire alarm activations on the college site. • Staff training in this area – all mandatory training completed during the period and further development of Training Needs Analysis and nominated H&S training lists. 	

	<p>Governors asked that in future reports they would want to see as much trend data as possible to enable them to identify any areas giving cause for concern e.g. number and type of accidents.</p> <p>Resolved: That the Board agree to receive the report and acknowledge the information presented.</p>	LW
23.	<p>Internal Audit Strategy 2018-21 and Audit Plan 2018/2019</p> <p>This strategic plan and annual internal audit plan, which was being recommended by Audit Committee, set out the scope of the planned work to be undertaken by internal audit for 2018-19 within a wider 3 year strategy.</p> <p>This plan was developed based on consideration of the College's corporate objectives, risk profile and assurance framework as well as other factors affecting the College in the year ahead including changes within the sector.</p> <p>Through these activities, potential internal audits were identified and prioritised for 2018-19 based on those areas viewed as of greatest benefit. The reviews planned for 2018-19 were detailed in the report.</p> <p>It was noted that should the risk profile change and different tasks emerge that could benefit from internal audit input, the plan would be updated subject to the approval of the Audit Committee.</p> <p>Resolved: That the Internal Audit Plan 2018-19 and Strategy 2018-21 is approved.</p>	
24.	<p>Policies (Approval via Committees)</p> <p>The following updated policies, which had been recommended by the Finance and Resources Committee, were presented for Board approval:</p> <ul style="list-style-type: none"> • Senior Postholders Disciplinary and Grievance Procedures • Bursary Policy • Travel and Expenses Policy • Foreign Travel Policy <p>Resolved: That the above-mentioned policies are approved, as presented.</p>	
25.	<p>Application of the Seal</p> <p>The DoG confirmed that the College Seal had been used on one occasion since the last report was given to the Board; this being in relation to a contract with Tolent for the construction unit on the TyneMet College site.</p> <p>Resolved: That the information is received and noted.</p>	
26.	<p>Minutes of Committees since the last Board meeting</p> <p>The minutes of the meetings of the following committees were received by the Board:</p> <ul style="list-style-type: none"> (i) Governance and Search - 2 May 2018 (ii) TyneMet Local Board - 16 May 2018 (iii) SSMS Local Board - 17 May 2018 (iv) Queen Alex Sixth Form Committee - 19 June 2018 	

	<p>(v) Audit - 20 June 2018 (vi) Finance and Resources - 20 & 27 June 2018 (vii) Career College North East - 28 June 2018 (viii) South Tyneside College (P&V) Local Board - 3 July 2018 (ix) Business Development Working Group – 11 June 2018</p> <p>Resolved: That the minutes, as mentioned above, are received.</p> <p><u>Matters arising</u></p> <p>i. <u>NIMASA Sea Service</u></p> <p>Confidential item.</p> <p>ii. <u>Marketing</u></p> <p>Governors asked that the marketing strategy of the College be reviewed by the Business Development Working Group (membership to be extended to all governors) with an executive summary being brought back to the Board in October 2018.</p> <p>It was acknowledged that the marketing budget needed to be included as part of this review.</p> <p>The members of the Board indicated that they wanted a clear understanding of what marketing was achieving for the College and whether objectives were being met.</p> <p>Governors were asked to forward any questions they wished to raise about marketing activities to the DoG so that the report could be framed accordingly.</p> <p>Resolved: That the Director of Governance is asked to organise a Business Development Working Group meeting to be held in September and that appropriate information on the FE sector be circulated in advance of the meeting.</p>	NL
27.	<p>Identification of confidential items</p> <p>Resolved: That the following matters are to remain confidential:</p> <ul style="list-style-type: none"> • Item 5 – Chief Executive’s Report (2017/18 and 2018/19 Pay Award recommendation, Institutes of Technology, Northumberland and Hartlepool Colleges and Private Training Provider) • Item 7 - Academy Update • Item 08 - Loan from Santander • Item 26 - Minutes of Committees since the last Board meeting (matters arising re. NIMASA Sea Service) • Item 30 - Business Growth Plan and Proposed College Structure 	
28.	<p>Any Other Business</p> <p>None.</p>	
29.	<p>Date and time of Future Meetings</p> <p>Resolved: That the schedule of meetings 2018-19 is approved, as presented.</p>	NL

30.	<p>Business Growth Plan and Proposed College Structure</p> <p>Restricted confidential item. All staff except for LW, withdrew from the meeting taking no part in any discussion or voting.</p>	
31.	<p>Presentation to Governor</p> <p>Governors were reminded that Bill Midgley was retiring as a governor when his term of office ended on 31 July 2018.</p> <p>The Vice-Chair made a presentation to Bill Midgley on behalf of the Board of Governors to recognise his contribution as a member of Tyne Coast College Board and TyneMet College over many years, particularly during his time as Chair of the Board and his support through the recent merger.</p> <p>BW thanked the Board for their comments and gift, and wished the College and Board well for the future.</p>	

Chair:

Date: