



# TyneCoastCollege

## Meeting of the Board

**Venue:** Conference Room 3, South Shields Campus

**Date:** Wednesday 19 December 2018

**Time:** 4.00pm – 6.10pm

**Present:** Andrew Watts (in the Chair)  
Sheila Alexander  
David Byrne  
George Clark  
Terry Cornick  
Graeme Cruickshank  
Jane Cuthbertson  
Malcolm Grady  
Gary Holmes  
Matthew Laidler  
Mark Overton  
Alain Reynier  
Colin Seccombe  
Andy Walton  
Susan Wear  
Lindsey Whiterod

**Apologies for absence:** Bernard Garner  
Martin Hottass

**In Attendance:** Neil Longstaff (Director of Governance)

ITEM NO.	ISSUES	ACTION
1.	<b>Apologies for absence</b>  The Board received and approved apologies for absence from those identified above after having first considered the reasons for their absence.	
2.	<b>Declarations of interests</b>  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 Academy Trust (MG, GC, MO, AW and LW).	
3.	<b>i. Performance Review</b>  At this stage in the proceedings all staff and the student governor withdrew from the meeting.  <b>Confidential (restricted) item.</b>	

	<p><b>ii. Chief Finance Officer</b></p> <p>The Director of Governance and CEO returned to the meeting.</p> <p><b>Confidential item.</b></p>	
4.	<p><i>Staff and Student Governors rejoined the meeting</i></p> <p><b>Minutes and Matters Arising</b></p> <p>The minutes and confidential minutes of the meeting held on 17 October 2018 were approved and signed by the Chair.</p> <p><b>Matters arising</b></p> <p><u>4.1 Appointment of Deputy Chief Executive/Executive Principal - recommendation from Selection Panel</u></p> <p>Confidential item.</p> <p><u>4.2 Weston College</u></p> <p>Confidential item.</p>	
5.	<p><b>Chair's Update</b></p> <p>The Chair reported that he had attended the recent AoC's Chairs/Principal's Meeting, which focused on the new Ofsted framework.</p> <p>Governors were informed that there had been a poor attendance at the latest Chairs Forum but attempts were being made to re-engage Chairs of College Boards in the region.</p> <p><b>Resolved: That the information is received and acknowledged.</b></p>	
6.	<p><b>Chief Executive's Report</b></p> <p>The purpose of this report was to provide the Board with a regular update on key activities and issues from the Chief Executive.</p> <p>The following matters were raised:</p> <ul style="list-style-type: none"> <li>• Strategic Plan 2018-2023</li> <li>• Opportunity North East (ONE)</li> <li>• Update on TTE</li> <li>• Multi Academy Trust Update</li> <li>• National Leaders of FE Update</li> </ul> <p>Confidential item</p>	
7.	<p><b>Tyne Coast College Self-Assessment Report (2017-18) and Quality Improvement Plan (2018-19)</b></p> <p>Through the College's self-assessment process there were two substantive Self-Assessment Reports (SARs) to consider and the approval of the College grades.</p> <p><u>1.Tyne Coast College Self-Assessment Report:</u> this comprised of two sub-reports from</p>	

	<p>South Tyneside College and TyneMet College reviewing and judging all courses that were in scope of OfSTED.</p> <p>Tyne Coast College Judgement Grades were as follows:</p> <ul style="list-style-type: none"> <li>•Overall Effectiveness – Grade Good</li> <li>•Leadership and management – Grade Good</li> <li>•Teaching Learning and Assessment – Grade Good</li> <li>•Personal Development, Behaviour and Welfare – Grade Good</li> <li>•Outcomes for Learners – Grade Good</li> </ul> <p>The sub Self-Assessment reports for South Tyneside College campus and Tyne Met College campus were both graded as ‘Good’ in all categories.</p> <p><u>2.Dr Winterbottom Halls of Residence Self-Assessment Report</u></p> <p>Judgement Grades were as follows:</p> <ul style="list-style-type: none"> <li>•The Overall Experiences and Progress of Young People is – Grade Outstanding</li> <li>•How well young people are helped and protected is – Grade Outstanding</li> <li>•The effectiveness of leaders and managers is – Grade Outstanding</li> <li>•Overall judgement – Outstanding</li> </ul> <p>Governors were pleased with the report and the plans, as presented.</p> <p>Q. How was the student voice captured? This fell under the remit of the Principals for SSMS and TyneMet College and it would be one of the objectives for the year ahead.</p> <p>Responding to a question the CEO stated that the document was more customer focussed (student /funding bodies/employers etc).</p> <p>It was stated that there was a need to build resilience into staff and understand how to support students i.e. are they skilled enough. The CEO was to consider this.</p> <p><b>Resolved: That the Board agree to receive and approve the report.</b></p>	
<p><b>8.</b></p>	<p><b>Alternative data to achievement rates for Tyne Coast College</b></p> <p>The purpose of this report was to provide the Board with alternative data for achievement rates.</p> <p>The CEO summarised as follows:</p> <ul style="list-style-type: none"> <li>• FE week had undertaken a review of published measures to provide an alternative data set which comprised of: <ul style="list-style-type: none"> <li>○ Learner satisfaction</li> <li>○ Employer satisfaction</li> <li>○ 16-18 positive progression</li> <li>○ Adults into employment</li> <li>○ Overall College league table</li> </ul> </li> <li>• The measures were calculated using a balance scorecard which arrived at an overall score for each college</li> <li>• This data had recently been published and Tyne Coast College had achieved a score of joint 7<sup>th</sup> out of overall college total of 185.</li> <li>• Areas to focus on for improvement were – Learners Satisfaction and 16-18 positive destination.</li> <li>• For Employer satisfaction the college had been placed 9<sup>th</sup> (best in the North East)</li> <li>• For Adults progressing into Employment the college was 6<sup>th</sup>.</li> </ul>	

	<p>Governors commented that this was a very positive report and the information should be used where possible in marketing material.</p> <p><b>Resolved: That the Board agrees to receives the report acknowledging the good performance by the College.</b></p>	
9.	<p><b>Annual Reports to Board from Audit Committee (STC and TyneMet College)</b></p> <p>The Chair of Audit Committee introduced the Annual Report for the College highlighting key areas for governors' consideration.</p> <p>It was explained that the Board was required to receive a report on the work of the Audit Committee (audit functions) on an annual basis.</p> <p>The Audit Committee had received the report and concluded that the information provided allowed them to recommend the signing of the statements of governance and internal control by the Chief Executive and Chair as part of the College's annual reports.</p> <p><b>Resolved: That the Board accepts these reports.</b></p>	
10.	<p><b>Internal Audit Annual Reports (Internal audit annual opinion) Year ending 31 July 2018</b></p> <p>The above mentioned report; which had been considered by Audit Committee, covered the following areas:</p> <ul style="list-style-type: none"> <li>• The annual internal audit opinion</li> <li>• The basis of auditors' audit opinion</li> <li>• Appendix A: Annual opinions</li> <li>• Appendix B: summary of internal audit work completed 2017/18</li> </ul> <p>The auditors concluded that the College had an adequate and effective framework for risk management, governance and internal control. However, auditors work had identified further improvements to the framework of risk management, governance and internal control to ensure that it remained adequate and effective.</p> <p><b>Resolved: That the reports are received and approved.</b></p>	
11.	<p><b>Student Union Accounts 2017-18</b></p> <p>Members were informed that the accounts for 2017/18 had been to Finance and Resources Committee and were recommended for approval.</p> <p>Governors were disappointed to learn that the student union had not made full use of the budget allocation set by the Board. However, governors were reminded that any future underspend would be reallocated to the Dr Winterbottom Fund to be used towards supporting students in other ways.</p> <p>The Student President was informed that the budget had been reduced recently owing to continuous underspends but should the Student Union be able to demonstrate that it had used its allocation and was in need of further funds the Board could be minded to increase its budget.</p> <p><b>Resolved: That the report is approved.</b></p>	

12.	<p><b>Annual Reports and Financial Statements for the Year Ended 31 July 2018 including Regularity Audit Opinion and Management Letters</b></p> <p>The Board received the accounts for Tyne Coast College, which had been circulated in advance of the meeting. It was reported that the accounts had been considered in detail by the Audit Committee and the Finance and Resources Committee with each recommending their approval by the Board.</p> <p>The specific areas where appropriate signatures were required were highlighted and questions were invited. Areas requiring formal approval were:</p> <ul style="list-style-type: none"> <li>• Operating and financial review by Chair of Board</li> <li>• Statement of Corporate Governance and Internal Control by Chair of Board and Chief Executive</li> <li>• Statement on the College’s Regularity, Propriety and Compliance by Chair of Board and Chief Executive</li> <li>• Statement of responsibilities of the Members of the Board by Chair of Board</li> <li>• Financial Statements by Chair of Board and Accounting Officer</li> </ul> <p>Reference was also made to the Regularity Audit Opinion and Management Letters. Members recommended that the Letters of Representation from auditors (Management Letters) be signed by the Chair of the Board.</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>i. <b>That the annual report and accounts for Tyne Coast College for the Year Ended 31 July 2018 are approved and that the appropriate persons, as identified in the papers, are authorised to sign the relevant sections of the documents (as detailed above) on behalf of the Board.</b></li> <li>ii. <b>That the Chair is authorised to sign the Letters of Representation from auditors.</b></li> </ol>	<p>LW/AW</p> <p>AW</p>
13.	<p><b>NIMASA Sea Service Update</b></p> <p>Confidential item.</p>	
14.	<p><b>Management Accounts to 31 October 2018</b></p> <p>The purpose of this report was to keep governors up to date with the financial performance of the College.</p> <p>At this point in the year the College was slightly behind profile, in the main due to the slow start on funding body income for adults and apprentices but partially offset by savings in pay and non-pay.</p> <p>A more detailed forecast exercise was currently being undertaken on all areas but so far the College had increased loan income in line with the College’s increased allocation, amended refectories and halls income in line with forecast.</p> <p>The College had some areas of pay where posts had not been filled and reallocated funding from permanent to non-permanent teaching in line with demand as well allowing for increased costs to deliver the increased loan income.</p> <p>The College had increased the marketing budget by £200k to allow more activity in this area but offset this with reduced exam costs in line with last year’s outturn and some subcontracting costs to the academy for high needs provision that would not occur.</p>	

	<p>Financial health was forecasted to be good at the end of the year and the College expected to comfortably meet loan covenants.</p> <p><b>Resolved: That the report is received and acknowledged.</b></p>	
<p><b>15. Governance update</b></p>	<p>The purpose of this report was to provide an update on governance arrangements for the College.</p> <p>This paper covered the following areas:</p> <ul style="list-style-type: none"> <li>• Composition and membership of the College Board and its committees – an update on existing vacancies.</li> <li>• Proposed new governance structure and principles behind change.</li> <li>• Governor attendance 2017-18: annual review.</li> <li>• Appointment of Chair and Vice-Chair of the Queen Alexandra Sixth Form Committee</li> <li>• Training update.</li> </ul> <p>A governor queried the recommendations regarding the appointment of Chair and Vice-Chair of the Queen Alex Committee. The Chair reassured governors that the governance review would include the QA Committee in due course.</p> <p>Q. Strategic document for QA? No but this was a brand that needed to be reviewed to enable it to expand.</p> <p>In terms of the new governance structure, governors were informed that the Governance Task and Finish Group, had recently met and agreed a set of principles. It was explained that a key theme was to review the work of the Local Boards to determine whether they were necessary and if so, were they performing in a way to support the Principals. It was noted that this review could reach the conclusion that the Local Boards might need to work differently and the Chair outlined examples of engaging stakeholders. It was also noted that the new Ofsted framework was moving towards group inspections and this structure aimed to focus on business growth, quality and finance supported by the Local Boards.</p> <p>It was suggested that the existing Local Boards be consulted on the proposals with any relevant feedback to be taken into account on a proposed structure.</p> <p>Q. Two local bodies? It was felt that there needed to be a 'local' presence particularly in light of the devolution deal north of the Tyne.</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>i. <b>That the Board receives the report acknowledging the information presented.</b></li> <li>ii. <b>That Governors agree:</b> <ul style="list-style-type: none"> <li>• <b>the draft governance structure proposed by the Governance Task and Finish Group and that the Local Boards are to be consulted on the proposals</b></li> <li>• <b>the membership of the Local Boards, as presented, leaving any vacancies until after the governance review</b></li> <li>• <b>to appoint Mr David Bavaird, as Chair of the Queen Alexandra Sixth Form Committee and Mr Jim Coltman as Vice-Chair on the understanding that a review of the QA Board will be undertaken as part of the wider governance review of the College</b></li> <li>• <b>to complete their outstanding online training courses</b></li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>• to note the attendance figures of governors.</li> </ul>	
16.	<p><b>Policies</b></p> <p>i. <u>Health and Safety Policy</u></p> <p>This paper provided the Board with an update on suggested amendments to the College's Health and Safety Policy as recommended by the Finance and Resources Committee.</p> <p><b>Resolved: That the Board approves the amendments to the Health and Safety Policy.</b></p> <p>ii. <u>Modern Slavery Act</u></p> <p>This paper provided the Board with the College's suggested statement on the Modern Slavery Act.</p> <p>This statement was considered at a recent meeting of the Finance and Resources Committee.</p> <p><b>Resolved: That the Board approve the Modern Slavery Act statement as recommended by the Finance and Resources Committee.</b></p>	
17.	<p><b>Student Union Report</b></p> <p>This report gave an update to the board on the work of the new Student Executive 2018/19.</p> <p>The following matters were highlighted for information:</p> <ul style="list-style-type: none"> <li>• Student Union promotion for the new academic year was undertaken as part of the Colleges induction programmes and through the Performance and Progression tutor network. Promotion of the SU was on Moodle and the College Virtual Learning Environment.</li> <li>• Marketing had profiled each of the officers and posters and presentations would be displayed on a range of noticeboards and sites around College as well as the plasma screens and PR sent out to raise profile. The student activities would also be promoted on the National Student Union site.</li> <li>• The Student Executive were elected in October, the President had arranged to meet the Executive to get on with his plans and vision.</li> <li>• Students had attended Marine, TyneMet and PVC Boards in the autumn term.</li> <li>• All members were now set up with payment systems to receive the remuneration based on course attendance and attendance at boards and Executive duties.</li> <li>• Students across the College had been involved in winter fund raisers and in particular a focus on Food Bank support leading up to the festive season and our SU members had contributed to this work.</li> <li>• The students had a positive meeting on 18<sup>th</sup> December confirming social events and fund raising future plans, etc.</li> </ul> <p><b>Resolved: That the report is received and accepted.</b></p>	
18.	<p><b>Appointment or dismissal of Auditors and Remuneration 2018-19</b></p> <p>The Board was informed that the Audit Committee had considered whether the College should retender for internal and external audit services.</p>	

	<p>It was the recommendation of the Audit Committee that current contracts be renewed for a further year.</p> <p><b>Resolved: That the Board agrees to renew the contracts for internal and external audit services for a further year.</b></p>	
19.	<p><b>Application of the Seal</b></p> <p>None since the previous meeting.</p>	
20.	<p><b>Minutes of Committees/Working Groups since the last Board meeting</b></p> <p>The minutes of the meetings of the Committees/Working Groups as follows, were presented for consideration:</p> <ul style="list-style-type: none"> <li>• HE SAR Working Groups – 7 November 2018</li> <li>• Queen Alexandra Sixth Form College - 13 November 2018</li> <li>• SSMS (Local Board) - 14 November 2018</li> <li>• TyneMet Local Board - 21 November 2018</li> <li>• Finance &amp; Resources Committee - 27 November 2018</li> <li>• Audit Committee - 28 November 2018</li> <li>• STC Local Board – 5 December 2018</li> </ul>	
21.	<p><b>Any other business</b></p> <p>i. <u>New Subcontractor Request</u></p> <p>Confidential item</p> <p>ii. <u>Business Development</u></p> <p>It was confirmed that moving forward, meetings of the Business Development Working Group would be incorporated into the College Board's annual calendar.</p> <p>iii. <u>New Construction Building</u></p> <p>It was reported that students had not yet been able to use the new construction unit but the handover of the building was expected by the end of the week.</p> <p>It was stressed that the students had been engaged elsewhere and had not raised any complaints. Being located on the main campus had been viewed as a positive step by students.</p> <p>Q. Dilapidations tying up funding? This was to be progressed.</p>	
22.	<p><b>Identification of confidential items</b></p> <p><b>Resolved: That the following matters are to remain confidential:</b></p> <ul style="list-style-type: none"> <li>• <b>Item 4 - Matters arising:</b> <ul style="list-style-type: none"> <li>4.1 Appointment of Deputy Chief Executive/Executive Principal</li> <li>4.2 Weston College</li> </ul> </li> <li>• <b>Item 6 – Report of the Chief Executive (Strategic Plan, National Leaders and TTE)</b></li> <li>• <b>Item 13 - NIMASA Sea Service Update</b></li> <li>• <b>Item 21.1 - New Subcontractor Request</b></li> </ul>	

<b>23.</b>	<b>Date and Time of Next Meeting</b>  Wednesday 3 April 2019 at 4.00pm at TyneMet College site	
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Chair: .....

Date: .....