

Meeting of the Board

<u>Venue:</u>	Conference Room 3, South Tyneside College
<u>Date:</u>	Wednesday 2 August 2017
<u>Time:</u>	4.00pm – 6.05pm
<u>Present:</u>	David Byrne (DB) George Clark (GC) Terry Cornick (TC) Graeme Cruickshank (GCr) Bernard Garner (BG) Malcolm Grady (MG) Gary Holmes (GH) Bill Midgley (BM) Mark Overton (MO) Colin Seccombe (CS) Andy Walton (AWa) Andrew Watts (AW) Susan Wear (SW) Lindsey Whiterod (LW)
<u>Apologies:</u>	Sheila Alexander (SA) Martin Hottass (MH) Alain Reynier (AR)
<u>In Attendance:</u>	Neil Longstaff (Director of Governance) Helen Beaton (Dep. Chief Executive/Chief Operating Officer)

ITEM NO.	ISSUES	ACTION
1.	<p>Confirmation of Chair and Vice Chair of the Board</p> <p>Governors were asked to endorse the Shadow Board’s appointments of Chair and Vice-Chair for the period up to 31 December 2017.</p> <p>Resolved:</p> <p>i. That Mr Bill Midgley is appointed to the Board of Tyne Coast College until 31 December 2017 and is to assume the role of Chair.</p> <p style="text-align: center; background-color: #cccccc;">Mr Bill Midgley in the Chair</p> <p>ii. That Mr Andrew Watts is appointed Vice-Chair of Tyne Coast College Board until 31 December 2017.</p>	
2.	<p>Apologies for absence</p> <p>The Board received and approved apologies for absence from those identified above after having first considered the reasons for their absence.</p>	

<p>3.</p>	<p>Declarations of interests</p> <p>The Chair reminded members to declare any conflicts of interest as they arose on the agenda.</p> <p>The members of the Board were reminded of the standing declarations in respect of roles held in the Academy Trust for the following governors:</p> <ul style="list-style-type: none"> • LW – Director, Member and Chief Executive • AW – Director and Member • MG – Member <p>SW declared an interest with Ouseburn Learning Trust.</p>	
<p>4.</p>	<p>Minutes and Matters Arising</p> <p>The minutes and confidential minutes of the meeting of the Shadow Board held on 3 July 2017 were approved and signed by the Chair.</p> <p>Matters arising</p> <p><u>Proposed Governance</u></p> <p>The Chair highlighted several matters outstanding concerning the governance arrangements for the College.</p> <p>It was reported that after further discussions with the governors concerned CS was being nominated as Chair of Finance and Resources Committee and GC as Vice-Chair. GC was also nominated as Chair/Lead Governor for Performance, Appraisal and Review.</p> <p>South Tyneside College and TyneMet College Boards had each been asked to nominate a governor to serve on the Dr Winterbottom Charitable Fund Group; MG and CS had been nominated.</p> <p>The Chair reported that Cllr Janet Hunter was to be the nominate substitute for the Chair of Children, Education and Skills Sub-Committee if the latter could not attend meetings of the TyneMet Local Board.</p> <p>Governors were asked to approve the above mentioned recommendations.</p> <p>Resolved: That the proposed appointments, as mentioned above, are agreed.</p> <p>Governors took an opportunity to recognise the contributions made by Janet Hunter and Peter Davidson during the merger process and asked that a letter of thanks be sent to them on behalf of the Board.</p>	<p>LW</p>
<p>5.</p>	<p>Dissolution of Tyne Metropolitan College</p> <p>The members of the Board were presented with a copy of the letter from the Company Secretary for TyneMet College, which notified the Secretary of State for Education of the decision to dissolve Tyne Metropolitan College Corporation and to confirm that South Tyneside College’s Board had agreed to accept all property, rights and liabilities</p>	

	<p>of TyneMet College with effect from the date of dissolution.</p> <p>Resolved: That the information is received and noted.</p>	
6.	<p>Merger: To accept decisions and recommendations made by the Steering Group, Merger Committee and Shadow Board</p> <p>The purpose of this report was to seek Board approval of all decisions and recommendations made by the Steering Group, Merger Committee and Shadow Board when establishing arrangements for Tyne Coast College.</p> <p>Key approvals being sought were highlighted.</p> <p>Resolved:</p> <p>i. That the report is received and accepted.</p> <p>ii. That governors endorse all decisions and recommendations made by the Steering Group, Merger Committee and Shadow Board.</p>	
7.	<p>Branding</p> <p>At this stage in the proceedings Lorraine Schapira (Head of Marketing) joined the meeting.</p> <p>LS gave an update on branding and outlined the integration process. The current approach for the brands was one of caution and clarity; being cautious in changing too much too soon, developing clarity of the existing brands and introducing some subtle links as part of a phased integration process. Quick wins with high impact but low costs were being targeted.</p> <p>LS made reference to the fact that South Tyneside College used ‘It’s all about YOU’ strapline and it was being proposed that ‘YOU can’ would be the TyneMet identity. LS felt that this would introduce, in a slow and cost-effective manner, a link between the two brands.</p> <p>A governor suggested the word ‘U’ be used as a replacement for ‘You’ as a marketing tool. It was felt that students could be drawn to this style and there might be more scope for linking other advertising features.</p> <p>Q. Market tested ‘You’? Yes, but only internally.</p> <p>Various branding designs were shared with governors. It was commented that some of the white lettering did not stand out on some backgrounds; this was to be addressed.</p> <p>Q. Bigger, Better, Stronger – is it needed going forward? It was acknowledged that this would be developed over time, as would the marketing plan.</p> <p>A governor suggested using LinkedIn as a means of promoting the College. It was proposed that each governor adds an agreed form of words about the College to their own account thereby ensuring a common approach. LS was to draft wording for governors.</p> <p>Q. Market differentiation? It was stressed that the College needed to target students at appropriate times e.g. when considering options at 14 and 16. Types of marketing and</p>	<p>LS</p> <p>LS</p>

	<p>roll out of adverts, promotional material etc. were discussed.</p> <p>A governor was interested to hear how the College used blogging/vlogging etc? LS explained that South Tyneside College had used various social media including YouTube, Facebook etc to promote the College and to engage with students.</p> <p>It was reported that the refurbishment of the main entrance at TyneMet College was ongoing.</p> <p>Governors were of the view that a good start had been made with branding and expected this to develop further as the College moved forward.</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. That the report is received. ii. That LS is asked to give a presentation to the Board in spring 2018 on progress being made with Marketing, which is to include a branding strategy. <p>LS was thanked for her presentation and left the meeting.</p>	LS
8.	<p>Governance – update</p> <p>The purpose of this report was to provide an update on governance arrangements for the College, which covered the following:</p> <ul style="list-style-type: none"> • Composition and membership (Board and Committees) • Schedule of Meetings 2017-18 • Amended Terms of Reference of Committees • Policies and Procedures • Expenses Policy <p>Governors were reminded that a number of issues had already been resolved earlier in the meeting and the remaining matters for consideration were as follows:</p> <ol style="list-style-type: none"> i) Composition and membership (Board and Local Boards). <p>Vacancies on the Local Boards were highlighted. The Chair stressed the need to identify nominations in readiness for the next Board meeting which was scheduled for 18 October 217.</p> <ol style="list-style-type: none"> ii) Committee Composition and Membership <p>The following were to be resolved:</p> <ul style="list-style-type: none"> • Vice-Chair of Governance and Search Committee • 2 College Governors for the Queen Alexandra Sixth Form Committee • 2 College Governors for the English and Mathematics Task Group <ol style="list-style-type: none"> iii) Schedule of Meetings 2017-18 <p>An amended calendar of meetings was presented for governors' consideration. It was also proposed to hold a separate 'training' session for governors in September focussing on the College budget, which would enable the Finance and Resources Committee to meet at a more convenient time in October.</p>	

	<p>iv) Amended Terms of Reference of Committees</p> <p>Revised terms of reference for the Finance and Resources Committee and the Career College North East Board were presented for consideration.</p> <p>v) Policies and Procedures</p> <p>It was proposed that all South Tyneside College’s policies and procedures, other than those already amended and approved, be adopted for Tyne Coast College subject to necessary changes to post titles, staff names etc. Going forward, policies and procedures were to be presented to the Board and/or its Local Boards/Committees for review and approval when due for renewal or where changes in legislation were required, whichever the earliest.</p> <p>vi) Expenses Policy</p> <p>The Chair reminded members of the Board that they were entitled to claim for costs incurred in the performance of their duties as a governor. The current Staff Travel and Expenses Policy was presented for information. NL explained that governors would need to supply a copy of their certificate of motor insurance and driving licence before any car mileage expenses could be paid.</p> <p>Resolved:</p> <p>i. That the Board agree to receive and accept the report.</p> <p>ii. That Governors:</p> <p>a. Endorse the membership of the College Local Boards recognising the need for remaining positions to be filled at the next Board meeting.</p> <p>b. Agree to appoint the following:</p> <ul style="list-style-type: none"> • Bernard Garner as Vice-Chair of Governance and Search Committee • George Clark and Andy Walton to serve on the Queen Alexandra Sixth Form Committee • Susan Wear and Mark Overton to serve on the English and Mathematics Task Group <p>c. Agree the revised schedule of meetings 2017/18 subject to Performance Appraisal being rescheduled.</p> <p>e. Agree the revised terms of reference for Finance and Resources Committee subject to the quorum being changed to 3 members.</p> <p>f. Agree the revised terms of reference for the CCNE Joint Committee (Board)</p> <p>g. Agree to adopt policies and procedures from South Tyneside College for Tyne Coast College subject to necessary changes to titles and names of staff.</p> <p>h. Note the procedure for claiming expenses.</p>	NL
9.	<p>Chief Executive’s Report</p> <p>The paper provided the Board with a strategic update on the following issues:</p> <ul style="list-style-type: none"> • HR Update on Merger, Restructure and Redundancy; • Email Update from David Hughes (AoC Chief Executive) Wednesday 19th July; • Letter from The Rt Hon Anne Milton MP – Minister of State for Apprenticeships and Skills and Minister for Women (20th July 2017) re. Implementing changes to Technical Education; 	

	<ul style="list-style-type: none"> • Curriculum Milestone Tracking; • Education and Skills Funding Agency (ESFA) ILR Audit; • Fellows/Business Ambassadors. <p>LW highlighted the following:</p> <p><u>HR Update</u> LW commented that the process had been extremely challenging but the HR team had performed well and had supported staff where required.</p> <p><u>Email Update from David Hughes</u> Initially LW had been led to believe that the announcement on school funding which would see the transfer of £1.3 billion from elsewhere in DfE budget would directly affect the FE Sector. However, recent information suggested that this would not be the case and the government was to make a commitment on FE. Governors were to be kept informed of any further developments.</p> <p>Q. In year cut? Uncertain but there needed to be a degree of caution over funding.</p> <p><u>ESFA Audit</u> The College had been notified by the ESFA that it had been selected for a Funding Assurance Review (FAR) of its final funding claim for 2016/17. PwC had been appointed to deliver this audit in August to allow sufficient time for data amendments to be made and verified by staff prior to the Final ILR deadline of the 19th October.</p> <p>It was noted that South Tyneside College had always arranged its own annual audit with the most recent being held the previous week and was therefore comfortable with the arrangements, although acknowledging that samples selected during separate audits could identify different issues.</p> <p><u>Fellows/Business Ambassadors</u> Proposals for the roles of Fellows/Business Ambassadors were outlined by LW. Governors were asked to send any comments to LW within the next seven days. LW and TC were to give this further consideration once comments were received and report back to the Board in due course.</p> <p>Resolved: That the report is received and accepted.</p>	All TC/LW
10.	<p>Strategic Update</p> <p>Confidential item</p>	
11.	<p>Savings from Merger</p> <p>Confidential item</p>	
12.	<p>New Tyne Coast College Health and Safety Policy</p> <p>The purpose of this report was to propose a new Health and Safety Policy for the Tyne Coast College (TCC) organisation and highlight the main policy changes from the South Tyneside College (STC) original version.</p> <p>The Finance and Estates Working Group had arranged for the full review of both STC</p>	

	<p>and TyneMet College's Health and Safety Policy in a bid to combine and standardise for the new Tyne Coast College organisation. Both colleges systems were internally audited by STCs Health and Safety Manager and TyneMet College's Estates/ Health and Safety supervisor. The outcome was to base the new policy on STC's existing policy and modify in line with legal requirements, organisational changes, audit findings and common agreed arrangements for systematically managing health and safety risks across all college sites.</p> <p>A governor sought clarification as to whether the atmosphere within a confined space should be checked before entering. HB explained that there were individual risk assessments for each area and activity.</p> <p>Resolved:</p> <ul style="list-style-type: none"> i. That Governors agree to receive the report and approve the policy, as presented. ii. That the appointment of a designated Governor for Health and Safety be considered at the next Board meeting. 	<p>HB</p> <p>NL</p>
<p>13.</p>	<p>Summer Works</p> <p>This report gave the members of the Board an update on summer works at all College sites.</p> <p>The works came from both capital and revenue and straddled the year end.</p> <p>Governors felt that there should be some publicity around the fact that the College merger had achieved savings of approximately £1.4m with no compulsory redundancies and the Board was also investing £1.4m of repairs/refurbishment of the College sites and facilities. LW to raise with LS</p> <p>The Chair informed the Board that he had met with LW and LS to discuss promotional articles for the College. The appointment of a Chair was to be incorporated into articles, where appropriate, with aim of generating some interest and potential applicants.</p> <p>A governor reported that FE Week had stated in an article today that it had been unable to confirm whether the merger of South Tyneside College and Tyne Metropolitan College had been successful. LW was to follow up with LS.</p> <p>Resolved: That governors agree to receive the report.</p>	<p>LW</p> <p>LW</p>
<p>14.</p>	<p>Any other business</p> <p><u>14.1 Data Protection</u></p> <p>A governor highlighted the need to make arrangements to ensure the College complied with the General Data Protection Regulation (GDPR), which was to take effect from 25 May 2018.</p> <p>HB confirmed that a working group had been established within the College lead by the Data Protection Controller with the aim of ensuring the College was compliant by the deadline date.</p> <p>It was intended to present a report to the Board in due course.</p>	

	<p><u>14.2 Health Insurance</u></p> <p>Confidential restricted item</p> <p><u>14.3 Regional Meeting of Chairs</u></p> <p>Although the North East Area Review had ceased, it had been recommended that a strategic forum be established, involving Chairs of the regional colleges, to monitor progress and provide oversight of the implementation of the review’s recommendations and to ensure continued dialogue between colleges, local authorities and the local enterprise partnership. However, no further information had been received to date but the Chair was to update governors when possible.</p> <p><u>14.4 Academy</u></p> <p>Governors were made aware that the person holding the position of Chair of the College Board also becomes a Member of the Academy Trust. As BM was acting as Chair in a temporary capacity until 31 December 2017, the Board was asked to support the proposal that AW, as former Chair, continued as the Member of the Trust (Sponsor’s appointment) and that a further review be undertaken once a permanent Chair was confirmed.</p> <p>Resolved: That Mr Andrew Watts is to continue to be the sponsor’s appointment to the position of Member of South Tyneside Academy Trust.</p> <p>At this stage in the proceedings LW left the meeting.</p> <p><u>14.5 Salary Review for Chief Executive</u></p> <p>Confidential restricted item.</p>	
15.	Date and time of next meeting: Tyne Coast College – Wednesday 18 October 2017 at 4.00pm at TyneMet College site.	
16.	<p>Identification of confidential items</p> <p>Resolved: That the following matters are to remain confidential:</p> <ul style="list-style-type: none"> • Item 10 - Strategic Update • Item 11 – Savings from Merger • Item 14.2 - Any other business (Health Insurance) - Restricted item • Item 14.5 - Any other business (Salary Review for Chief Executive) - Restricted item 	

Chair:

Date: