

Meeting of the Board

Venue: Conference Room 3, South Tyneside College

Date: Wednesday 25 March 2015

Time: 4.30pm – 6.42pm

Present: Andrew Watts (in the Chair)
 David Byrne
 George Clark
 Hilary Harrison
 Mark Overton
 Masuda Rahman
 Alison Rowley
 Christine Smith
 Ray Staward
 Drue Walsh
 Les Watson
 Susan Wear
 Robert Whitelaw
 Lindsey Whiterod
 Des Young

In Attendance: Neil Longstaff (Clerk)
 Helen Beaton

ITEM NO.	ISSUES	ACTION
1.	<p>Apologies for absence</p> <p>The Board received and approved an apology for absence from Nick Whalen-Griffiths after having considered the reasons for his absence.</p> <p>The Chair took an opportunity to thank those governors who attended the ceremony to unveil a plaque in memory of Jane Branley (McBride), a former governor of the College.</p>	
2.	<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 Members:</p> <p>R Whitelaw – Vice-Chair of Board, Director and Member C Smith - Chair of Board, Director and Member R Staward - Director L Watson - Director and Member L Whiterod - Director, Member and Chief Executive A Watts – Director</p>	

<p>3.</p>	<p>Minutes and Matters Arising</p> <p>The minutes and confidential minutes of the meeting held on 17 December 2014 were approved and signed by the Chair.</p> <p>Matters arising</p> <p><u>Growth Strategy Working Group</u></p> <p>This matter was to be covered within the Chief Executive's report.</p> <p><u>Quality Reports</u></p> <p>It was confirmed that the Marine Quality reports were now preceded with a covering report and executive summary.</p> <p><u>Attendance 2013-14 and Governance and Search Recommendations</u></p> <p>It was reported that the changes agreed by the Board had been actioned.</p> <p><u>Governance Self-Assessment</u></p> <p>The Clerk confirmed that the Board's self-assessment had been incorporated into the College's Self- Assessment Report (SAR) under Leadership and Management.</p> <p><u>Accounts and Audit Reports</u></p> <p>Members were informed that all actions had been completed and appropriate documentation signed.</p> <p><u>Estates</u></p> <p>HB reported that she had not as yet heard back from the LEP regarding the next stage of the capital bid.</p> <p>It was confirmed that the Health and Safety Policy had been issued to staff.</p>	
<p>4.</p>	<p>Presentations:</p> <p>4.1 <u>Counter Terrorism Plan</u></p> <p>LW presented this report highlighting the following areas:</p> <ul style="list-style-type: none"> • The current college position • Key risks to be managed • Proposed next steps • A draft Emergency Response Card - Major Terrorist Incident Procedure • A draft Emergency Response Card - Taking Cover Advice <p>It was commented that the College had a well-integrated, highly diverse student population but the diversity and range of religious beliefs of students might increase the profile of the College as a potential target.</p>	

	<p>Q. Broader South Tyneside planning? It was noted that LW was a member of various bodies which considered counter terrorism and radicalisation issues. The Council and Police had indicated that they were pleased with what the College was doing.</p> <p>It was suggested that a list of trained staff be added to the document. The training record was to include staff signatures to confirm that they had completed and understood the training received.</p> <p>Q. What actions were being taken e.g. firearms? Further training was being delivered and a walkthrough of a 'live' event.</p> <p>Resolved:</p> <p>i. That the Board agree the priorities for 2015-16.</p> <p>ii. That a record of training be added to the document.</p> <p>4.2 Prevent Plan</p> <p>LW presented the Prevent Plan 2015-16. It was explained that Prevent was 1 of the 4 elements of CONTEST, the Government Counter Terrorism Strategy. In essence, Prevent aimed to stop people becoming terrorists or supporting terrorism. The Counter-Terrorism and Security Bill, which was currently before Parliament, seeks to place a duty on specified authorities, including schools and colleges, to 'have due regard, in the exercise of its functions, to the need to prevent people from being drawn into terrorism'.</p> <p>The strategy covered all forms of terrorism, including far right extremism and some aspects of non-violent extremism.</p> <p>The report indicated that:</p> <ul style="list-style-type: none"> • The College Prevent Policy was being developed • The Prevent Risk Assessment was being developed • A Prevent Self-Assessment had been carried out • The next steps (proposed) <p>Q. Did everyone know where to go to report concerns? It was felt that this policy had not yet been embedded sufficiently as yet but it was being delivered as quickly as possible and would be refreshed every year.</p> <p>Resolved:</p> <p>i. That the Board agree the priorities for 2015-16 and that an annual update be given to the Board.</p> <p>ii. That Members are pleased with the progress made to date and that a progress report be brought back to the Board at the next meeting.</p> <p>At this stage in the proceedings the Chair welcomed HH to her first meeting of the Board.</p> <p>4.3 Governor Retirement – Robert Whitelaw</p> <p>The Chair made a presentation to Robert Whitelaw on behalf of the Board to recognise his contribution as a member of the College Board since 2007. The Chair explained to</p>	<p>LWh</p> <p>LWh</p> <p>LWh</p>
--	--	----------------------------------

	<p>Members that although RW's office did not end until July 2015 this would be his last full Board meeting. The Chair also confirmed that RW would continue to serve as a Director on the Academy Board when his office on the College Board expired.</p> <p>RW thanked the Board for their comments and gift, and wished the College and Board well for the future.</p>	
<p>5.</p>	<p>Strategic Plan 2016-19</p> <p>The Chief Executive introduced the Strategic Plan 2016-19. Members were advised to read this report in conjunction with the Stakeholder Strategy 2015-16 (next Item).</p> <p>This paper outlined the following:</p> <ul style="list-style-type: none"> • The strategic priorities for 2016-19 • The college vision, mission, values • The strategic aims and objectives for 2016-19 • The strategic influences along with opportunities and threats to the college over the next three years. <p>Members were reminded that the Plan was on a rolling review always looking three years ahead.</p> <p>LW felt that the current Mission statement, Values and Aims were still current and pertinent. Objectives had been updated.</p> <p>Q. Any surprises expected after general election? The document might need to be reviewed. The Chair reported that he had attended a regional AoC workshop with LW at which various political party objectives had been highlighted. Examples were given.</p> <p>Q. Covers Ofsted? Yes, all aspects.</p> <p>Q. Data? The College had detailed performance data.</p> <p>Members commented that they were pleased to receive and read such a well-developed strategy.</p> <p>Q. Top 10 objectives? This would need to be reviewed mid-year.</p> <p>Q. English and maths? More emphasis needed.</p> <p>Resolved That the Board receives and agrees the Strategic Plan 2016-19 subject to there being greater focus on English and maths within the document.</p>	<p>LWh</p>
<p>6.</p>	<p>Stakeholder Engagement Strategy 2015-16</p> <p>This report outlined the College Stakeholder Engagement Strategy for 2015-16. The process of stakeholder mapping was outlined and a detailed stakeholder action plan was provided for the year.</p> <p>It was noted that this document had been considered by the Senior Management Team and Senior Executive Group.</p>	

	<p>Q. Snapshot? Yes, at a particular time and would change but it allowed for strategic thinking.</p> <p>Q. The next element of the Plan was how do you measure success? What difference would this make and what impact? LW to develop further.</p> <p>Q. Students? They provided feedback through various means e.g. forums, and staff would be able to show impact.</p> <p>Members indicated that they would like to see a robust method of gathering information.</p> <p>Q. Perception of stakeholders about the College? A Member stated that her employer conducted a perception survey and this would be a useful task for the College to conduct.</p> <p>The members of the Board commented that this document was a good piece of work to bring about improvement of working with stakeholders and would improve by measuring success over time.</p> <p>Resolved: That the Board agree the plan and stakeholder engagement priorities for 2015-16 subject to the following :</p> <ul style="list-style-type: none"> • LW is to demonstrate how impact and success is to be measured. • LW is to liaise with SW to develop a perception survey • Clarification to be provided on competitors where appropriate i.e. to show when a partner and when a competitor 	<p>LWh</p> <p>LWh</p> <p>LWh</p>
<p>7.</p>	<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"> • Press Coverage attached • Strategic Issues • Potential acquisition opportunity • Update on 2015-16 funding allocations <p><u>Potential Acquisition Opportunity</u></p> <p>Confidential item</p> <p><u>Update on 15-16 funding allocations</u></p> <p>Confidential item</p> <p>Resolved: That members receive and accept the report.</p>	
<p>8.</p>	<p>Academy Trust Update</p> <p>LW provided a brief update on matters concerning the Academy.</p> <p>LW informed Members that Mrs Tina Murphy, who had previously supported the school,</p>	

	<p>had been approached by the DfE to provide further assistance. However, the Chief Executive or Chair had not yet officially been informed.</p> <p>The Clerk reminded the Board that the Members of the Academy Trust included a position reserved for an appointment by the Sponsor. It was recommended that, to maintain a direct link with the College Board that this position should be filled by the person holding the position of Chair.</p> <p>Resolved:</p> <p>i. That the report is received.</p> <p>ii. That the person holding the position of Chair of the College Board shall automatically become a Member of the Academy Trust i.e. the Sponsor 's appointed person.</p>	
<p>9.</p>	<p>Policies</p> <p>The following policies were presented for approval:</p> <ul style="list-style-type: none"> • Safeguarding Policy • Risk Management Policy • Equality and Diversity Policy <p>It was noted that the Safeguarding and Risk Management Policies had already been through committees of the Board and were recommended for approval.</p> <p>Resolved: That the above-mentioned policies are approved, as presented.</p>	
<p>10.</p>	<p>Annual Safeguarding Report</p> <p>LW introduced this report and advised that the Finance and Resources Committee had asked for this to be presented to the Board for consideration.</p> <p>This paper provided an update on safeguarding issues for the period 1 January 2014 to 31 December 2014.</p> <p>Resolved: That the report is accepted.</p>	
<p>11.</p>	<p>Student Union Report</p> <p>MR introduced the report from the Student Union (SU) and gave further details regarding the following matters:</p> <p><u>Office Space</u></p> <p>The SU had now settled into their new office space and had found its location to be beneficial for promoting the Union and its activities to all learners.</p> <p><u>Events</u></p> <p>The SU was actively promoting voter registration amongst the student population and would be helping the local authority with events in the College.</p>	

	<p>Q. How many students in the mock election? Minimum of 8. A Member commented that this activity was a great advert for the College and suggested a press release to promote it. It was stated that there was a considerable amount of power in the young people's vote and what the students were doing to raise awareness was commendable.</p> <p>The SU's first party was being held at the Mile in South Shields on Thursday 26th April. The proceeds raised would be going towards the Classroom in a Container Project.</p> <p><u>NUS Card Sales</u></p> <p>As at the end of February 2015, 76 cards had been sold compared to 72 at the same point in the previous year.</p> <p><u>Budget/Spend</u></p> <p>SU expenditure was in line with its budget plan for the year.</p> <p>Resolved: That the report is accepted.</p>	
<p>12.</p>	<p>Quality reports:</p> <ul style="list-style-type: none"> • Professional and Vocational • South Shields Marine School (SSMS) <p>LW explained that these documents had been to the relevant committees for consideration and were presented for information.</p> <p>A Member highlighted the fact that these documents had been subject to a considerable amount of scrutiny and had been updated. This was acknowledged by the Board.</p> <p>Resolved: That the reports are accepted.</p>	
<p>13.</p>	<p>Quality Improvement Plan</p> <p>This report provided the Board with the updated College Quality Improvement Plan covering the following areas:</p> <ul style="list-style-type: none"> • Learner Outcomes • Teaching, Learning & Assessment • Leadership and Management <p>This document had also received a great deal of scrutiny at Committee level and was presented for approval.</p> <p>Resolved: That the Quality Improvement Plan 2014-15 is approved.</p>	
<p>14.</p>	<p>Governor Attendance 2014-15 (autumn)</p> <p>The members of the Board were reminded that they had set a target of 75% attendance at Board and Committee meetings. The report explained that it was essential to monitor group and individual attendance to ensure that targets were being met and, if not, to address any difficulties which individual Members might have and consider ways in which attendance, if necessary, might be improved.</p>	

	<p>A schedule of attendance for 2014-15 (autumn 2014) was presented for the Board to consider.</p> <p>Members' attention was drawn to those attendances falling below the target levels.</p> <p>It was noted that the Governance and Search Committee considered and approved this report at its meeting on 28 January 2015.</p> <p>It was suggested that before an apology for absence was accepted, a Member should not only have to give their reason for absence but also submit comments on the business to be considered at the meeting that he/she could not attend.</p> <p>Members stressed the importance of attending meetings and making a valid contribution. The Chair reminded the Board of the individual discussions he had held with Members at which attendance was discussed.</p> <p>A Member outlined some of the difficulties she had in attending meetings but also highlighted other ways in which contributions had been made.</p> <p>Members discussed contributions outside the boardroom and the added value this brought to the College.</p> <p>Resolved:</p> <p>i. That the report is received and agreed.</p> <p>ii. That the Governance and Search Committee consider the following proposal and report back to the Board:</p> <ul style="list-style-type: none"> • An apology for absence should only be accepted if a governor provides a valid explanation for their absence together with a contribution towards the meeting by providing comments about the papers via the Chair or Clerk. 	NL
<p>15. Governor Appointments</p>	<p>The Board was asked to approve the appointment of the following candidates to fill forthcoming governor vacancies:</p> <ul style="list-style-type: none"> • Terence Cornick • Malcolm Grady • Peter Davidson <p>It was reported that the proposed new members had been through a recruitment event and came recommended by the Governance and Search Committee.</p> <p>The Clerk commented that it was his intention to involve the new governors as much as possible prior to them taking up their position on the Board which included an early induction session.</p> <p>Resolved: That the Board agree to appoint the following as External Members for an initial period of one year:</p> <ul style="list-style-type: none"> • Terence Cornick (1 August 2015) • Malcolm Grady (1 November 2015) • Peter Davidson (1 November 2015) 	NL

<p>16.</p>	<p>Establishment of an English and Mathematics Task Group</p> <p>The purpose of the report was to establish a Task Group to maintain an oversight of planning, delivery and performance of English and maths across the College (including external partners).</p> <p>At its meeting on 11 February 2015 the Professional and Vocational Quality, Curriculum and Community Committee considered a report that highlighted the importance of English and maths in the current climate.</p> <p>The P&V QCC Committee supported the proposal to seek the Board’s approval to establish an English and Mathematics Task Group. The remit, composition and membership was outlined for consideration.</p> <p>Resolved:</p> <p>i. That the Board agree to establish an English and Mathematics Task Group with the terms of reference, composition and membership as presented.</p> <p>ii. That the following governors are to be the Board representatives to serve on the Task Group:</p> <p style="text-align: center;">Les Watson, Hilary Harrison and Alison Rowley</p>	
<p>17.</p>	<p>Management accounts and commentary</p> <p>HB introduced this report and reported that as at the end of February 2015, the college had made a £355k operating surplus, which was £193k below target. The sale of the Hebburn campus had realised a £3.4m profit on disposal, which brought the college surplus up to £3.77m.</p> <p>Total income was £162k below budget due to lower than budgeted 16-18 Apprentices and other tuition fee income.</p> <p>Payroll costs were £652K below target. This was primarily due to low casual lecturer and classroom support costs during the early months of the academic year.</p> <p>Non-pay expenditure was £683k above target. This was due to high marine accommodation and employer incentive costs, partnership costs within the School of External Funding and marketing expenditure.</p> <p>The college financial health was currently graded as "Good".</p> <p>The Chair of F&R Committee reminded Members that more detailed accounts were available should they wish to see them.</p> <p>Resolved: That the report is approved.</p>	
<p>18.</p>	<p>Estates:</p> <p>This paper was intended to give the Board an update on strategic estates matters and works progress. This report covered the following:</p> <ul style="list-style-type: none"> • Hebburn Disposal highlighting the final sale of the site. 	

	<ul style="list-style-type: none"> Continuing renewal programmes, including evaluation on the Phase 3 project, progress on Phase 4 works. Update on new capital bid and confirmation that the College would retain the same project management and design team. <p>HB responded to questions from Members. It was noted that half of the monies raised through the sale of the Hebburn site would be used for investment the other half would be placed in the College reserve funds to act as security/insurance.</p> <p>Q. Insurance on Hebburn campus cancelled? Yes.</p> <p>It was suggested that the Hebburn funds could be used to support any grants available in the future e.g. matched funding. LW stressed caution over the proceeds from the sale of the Hebburn site particularly in light of the financial projections for the College as a results of cuts in funding. Members suggested that this be ring-fenced.</p> <p>Resolved:</p> <p>i. That the Board agrees the report.</p> <p>ii. That the Board approve the college progressing with the NELEP capital project subject to funding being granted by the LEP.</p> <p>iii. That the Board endorses the decision by Chair of the Board to approve the final offer of Bellway for the sale of Hebburn, which was based on the recommendation of the Finance and Resources Committee.</p> <p>iv. That the members of the Board convey their thanks to HB and her team in the successful management of the Hebburn Campus sale.</p> <p>iv. That Members agree the principle of the funds raised through the sale of the Hebburn site being used to match fund capital grants, wherever possible.</p>	HB
<p>19.</p>	<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"> G&S – 28 January 2015 and 10 March 2015 F&R – 4 February 2015 P&V (QCC) – 11 February 2015 Audit – 4 March 2015 SSMS (QC) – 11 March 2015 <p>Resolved: That the minutes, as mentioned above, are received.</p>	
<p>20.</p>	<p>Nominations for Fellowships</p> <p>Confidential item</p>	
<p>21.</p>	<p>Memorandum of Understanding</p> <p>The Board was asked to consider a recommendation by the Dr Winterbottom Trust Steering Group to approve a Memorandum of Understanding between South Tyneside College and the Youth Contact Centre in Zimbabwe</p>	

	<p>Resolved: That the Board approves the MOU between South Tyneside College and the Youth Contact Centre in Zimbabwe, as presented.</p> <p>L Watson declared an interest in this item of business.</p>	
22.	<p>Any Other Business</p> <p>None.</p>	
23.	<p>Identification of Confidential Items</p> <p>Resolved: That the following matters are to remain confidential:</p> <ul style="list-style-type: none"> • Chief Executive’s Report – Re. Potential acquisition opportunity and update on funding allocations (Item 7) • Nominations for Fellowships (Item 20) 	
24.	<p>Date and Time of Next Meeting</p> <p>Members were reminded that the next meeting of the Board was scheduled for Wednesday 8 July 2015 at 4.00pm.</p>	

Note
G&S – Governance and Search
F&R – Finance and Resources
P&V (QCC) - Professional and Vocational (Quality, Curriculum and Community) Committee
SSMS (QC) – South Shields Marine School (Quality and Curriculum) Committee

Chair:

Date: