

Meeting of the Finance & Resources Committee

Venue: Conference Room 1, South Tyneside College site

Date: 26 November 2019

Time: 4.00 pm – 5.26 pm

Present: Colin Seccombe (in the Chair)
Malcolm Grady
Andy Walton

Apologies: Lindsey Whiterod
Martin Hottass

In Attendance: Mandy Oram (Senior Governor Support Officer and PA to the Chief Executive)
Jane Cuthbertson (Chief Finance Officer)
Craig Scott (Business Operations Manager)
Steve Chittenden (Finance Manager)

ITEM	ISSUES	ACTION
1.	<p>Apologies for Absence</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>Declarations of Interest</p> <p>The Chair reminded members to declare any conflicts of interest as they arose on the agenda.</p>	
3.	<p>Minutes of the previous meeting</p> <p>The minutes of the meeting held on 2 October 2019 were approved and signed by the Chair.</p> <p>Matters Arising</p> <p><u>3.1 Policies</u> The Business Operations Manager would be attending the next meeting of the Dr Winterbottom Trust to discuss possible links between the Bursary Policy and Dr Winterbottom Trust.</p> <p><u>3.2 Annual Safeguarding Report</u> The Annual Safeguarding Report was already factored in as part of the Quality and Standards Committee remit.</p> <p><u>3.3 Wellbeing Room</u> It was noted that the Wellbeing Room had been official opened and that governors had not been invited.</p> <p><u>3.4 Letter from ESFA re Bourneville College</u> This would be an agenda item for the Audit Committee meeting on 28 November 2019.</p>	CSc/NL

	<p><i>With the approval of governors the Chair changed the order of business as follows:</i></p> <p>Dilapidations Units 31, 40, 41 and Unit 2 Kings Court Jarrow</p> <p>The purpose of the report was to update the committee on progress regarding the negotiations of dilapidations charges for TMC Units 31, 40 and 41 and Kings Court Jarrow, and to seek approval to agree a final settlement.</p> <p>The Business Operations Manager gave a brief background of the Units and advised that following negotiations the College had received a without prejudice settlement offer from the landlords of £392,500 (ex VAT). The College are proposing to make a counter offer of £295,000, but sought authorisation to negotiate up to a maximum of £350,000 if so advised by NDC and Muckles.</p> <p>Q. Were NDC experts in this area of expertise? Believed so they had been utilised for dilapidation work previously by the College.</p> <p>Q. Would the offer cover everything? Yes.</p> <p>Q. Would that be the total expected figure? Yes, uncertainty on VAT which would be looked into, it may be VAT free though VAT had been factored in.</p> <p>Q. Who would be undertaking the negotiations? NDC Consultants.</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. That the report is received and acknowledged. ii. Agreed that based on the professional advice the committee had received, the College should make an offer of between £295k to £350k inclusive of VAT. If this proved not to be acceptable to the landlords, then reference back to the committee would be required. <p><u>Utilitywise</u></p> <p>The Chair enquired about the progress with Utilitywise. It was confirmed that the matter was still ongoing but that the broker had reported less resistance from Utilitywise. Tenders were being progressed for Gas and Electric with the whole process expected to be completed within the next 4-6 weeks.</p> <p><i>CS left the meeting at 4.20 pm</i></p>	
<p>4.</p>	<p>HR Policies</p> <p>The purpose of the report was to provide the committee with information relating to a number of new Policies and to provide an update to TyneMet Disciplinary Policy and Procedure.</p> <ul style="list-style-type: none"> • TyneMet's Disciplinary Policy had been updated to take account of new job titles and meeting structures. It had not been materially changed as it was a contractual policy and therefore protected under TUPE • The College had updated South Tyneside College's previous Succession Planning Statement so that it now applied cross College. • The College had developed a new policy to enable staff to purchase additional annual leave up to a maximum of two weeks per year, non-consolidated through salary sacrifice. The College was committed to supporting its employees in maintaining a good work/life balance. This policy formed part of a range of family friendly and special leave policies to support this commitment. 	

	<p>Q. How would the Succession policy help with this process, was it an AoC necessity? It would be good governance to have a policy in place.</p> <p>It had been felt that the Academy needed to have something similar in place and asked for MO to refer to NL to have the Governance and Search Committee to look into this.</p> <p>Resolved:</p> <ul style="list-style-type: none"> i. That members of the committee agreed changes to the TyneMet Disciplinary Policy and presented to the Board for approval. ii. That members of the committee agreed updates to the Tyneside College Succession Planning Statement. iii. That members agreed to the Additional Annual Leave Policy. 	MO
5.	<p>Annual Report and Financial Statements for the Year Ended 31 July 2019</p> <p>Confidential Item.</p>	
6.	<p>Reconciliation between Management Accounts and Statutory Accounts Year Ended 31 July 2019</p> <p>Confidential Item.</p>	
7.	<p>Management Accounts and Commentary</p> <p>Confidential Item.</p>	
8.	<p>Tyne Coast College Financial Plan 2019-21</p> <p>Confidential Item.</p>	
9.	<p>Student Union Accounts 2018-2019</p> <p>Confidential Item.</p>	
10.	<p>Annual Report on Governor Expenses</p> <p>Confidential item</p>	
11.	<p>Learner Recruitment and Funding Update 2019-2020</p> <p>Confidential item.</p>	
12.	<p>Bournville College Findings</p> <p>The purpose of the paper was to update the committee on the KPMG findings from a review of Bournville College and to provide assurance regarding the controls in place within Tyne Coast College.</p> <p>The CFO had looked at the report independently and overall there appeared to be nothing to cause concern. The report had been taken to the meetings of SEG and the College Management Team with training being arranged for Senior Management and Budget Holders.</p> <p>Q. The KPMG report had highlighted significant findings with the lack of governance at the highest level would it therefore be advantageous for the papers be taken to the main Board to be made aware. It was suggested that JC temper the introduction of the report so as not to</p>	JC

	raise concerns. Resolved: That the Committee received the report.	
13.	Approval of Contracts and Planned Expenditure in Excess of £125k Confidential item.	
14.	Sub-Contracting Arrangements 2019 Confidential item.	
15.	<p>Annual Review of the Public Value Statement</p> <p>The purpose of the report was to ask the committee to undertake a review of the College's Public Benefit Statement (PBS)</p> <ul style="list-style-type: none"> • The Code of Good Governance for English Colleges recommend the adoption of such a statement and in doing so the College would be complying with the Code. • The annual review of the document was delegated to the Finance and Resources Committee. • The PBS described how the College seeks to add value to the social, economic and physical well-being of the community it served. • The Senior Executive Group had considered the statement and recommended it for approval. <p>The committee felt that the PBS had not covered the fact that the College would be providing a high class education to 10,000 students, employment to circa 5,000 in the local area and contributed to the local economy. The request was made that this be taken into consideration and changes made to the PBS in reflection and recommend to the Board for approval.</p> <p>Resolved: That the Committee have the above criteria included in the PBS and taken to Board for approval.</p>	
16.	Chair's Urgent action not covered elsewhere on agenda None.	
17.	<p>Any other business</p> <p><u>17.1 Tyne Coast College Pay Rise</u> Governors were informed that a recommendation for a 1% pay rise would be taken to the Board meeting on 18 December for ratification.</p> <p>It had been thought that the committee had learnt of this retrospectively and in theory the award should have been to this committee first, for note to be taken that going forward the matter of TCC Pay Rise to be brought to this committee for ratification before presentation to the Board.</p> <p>The Committee agreed the level recommended was in line with budget and performance at level or better in terms of year end. There was no objection to LW presenting the recommendation to the Board.</p>	

	<p>Resolved:</p> <p>i. That the Committee agree to the recommendation to be taken to the Board by LW.</p> <p>ii. That the Committee ratify future recommendations before the Board.</p>	
18.	<p>Date of next meeting</p> <p>Wednesday 18 March 2020 at 4.00 pm at STC site.</p>	
19.	<p>Identification of Confidential Items</p> <p>Resolved: That the following items are to remain confidential:</p> <ul style="list-style-type: none"> • Item 3.5 (AoB) – Annual Report on Estates • Item 3.6 (AoB) – Management Accounts • Item 5 – Annual Report and Financial Statements for the Year Ended 31 July 2019 • Item 6 – Reconciliation between Management Accounts and Statutory Accounts Year Ended 31 July 2019 • Item 7 – Management Accounts and Commentary • Item 8 – Student Union Accounts 2018/2019 • Item 10 – Annual Report on Governor Expenses • Item 11 – Learner Recruitment and Funding Update 2019/2020 • Item 13 – Approval of Contracts and Planned Expenditure in Excess of £125k • Item 14 – Sub-Contracting Arrangements 2019 • Item 20 – To undertake the annual salary review for Senior Postholders 	
20.	<p>To undertake the annual salary review for the Senior Postholders</p> <p>Restricted Confidential Item</p> <p>MO left the meeting.</p>	

Signed: **Date:**