



TyneCoastCollege

Meeting of the Board

Venue: Conference Room, TyneMet Campus

Date: Wednesday 3 April 2019

Time: 4.00pm – 6.55pm

Present: Andrew Watts (in the Chair)
David Byrne
Terry Cornick
Graeme Cruickshank
Bernard Garner
Malcolm Grady
Gary Holmes
Mark Overton
Alain Reynier
Colin Seccombe
Susan Wear
Lindsey Whiterod

Apologies for absence: Sheila Alexander
Martin Hottass
Andy Walton

In Attendance: Neil Longstaff (Director of Governance)
Steve Chittenden (Head of Finance)
Oliver Keogh (Student)

ITEM NO.	ISSUES	ACTION
1.	Tour of new construction training facility Prior to the formal meeting, governors undertook a tour of the new construction training facility on the TyneMet campus.	
2.	Apologies for absence The Board received and approved apologies for absence from those identified above after having first considered the reasons for their absence.	
3.	Declarations of interests The Chair reminded members to declare any conflicts of interest as they arose on the agenda. Standing declarations were for links to Academies, specifically relating to Item 12, for the following: GH, MG, MO, AW and LWh.	

4.	<p>Presentation: New Ofsted Framework</p> <p>This was deferred owing to the Deputy CEO being required at a meeting with ESFA representatives.</p>	
5.	<p>Minutes and Matters Arising</p> <p>The minutes and confidential minutes of the meeting held on 19 December 2018 were approved and signed by the Chair.</p> <p>Matters arising</p> <p><u>4.1 Annual Reports and Financial Statements</u> The Chair confirmed that all actions had been completed.</p> <p><u>4.2 TTE update</u> Confidential item</p>	
6.	<p>Appointment of Chief Finance Officer</p> <p>Confidential item</p>	
7.	<p>Chair's Update</p> <p>The Chair reported that he had attended the recent AoC's Chairs/Principals Meeting, which focused on the following:</p> <ul style="list-style-type: none"> • Insolvency regime • Brexit implications <p>Data breach (confidential item).</p> <p>Resolved: That the information is received and acknowledged.</p>	
8.	<p>Chief Executive's Report</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"> • Recruitment of Chief Finance Officer Role • NIMASA update • Brexit Preparation • North of Tyne Devolution <p>Confidential items - Support to Colleges/Success Rates/NIMASA</p> <p>Resolved: That the Board accept the report.</p>	
9.	<p>Tyne Coast College Strategic Plan Update and Progress against Strategic Priorities</p> <p>Confidential item.</p>	
10.	<p>Management Accounts to 28 February 2019</p> <p>The purpose of this report was to keep governors up to date with the financial performance of the College.</p>	

At this point in the year the College was behind profile (£400k), in the main due to lower than anticipated delivery on funding body income for adults and apprentices, which had been partially offset by savings in pay and non-pay.

Since the October 2018 Board report, a number of issues had been identified, which had affected the forecast year end out turn.

The College's monthly forecasting processes had resulted in a number of adjustments to anticipated curriculum income, although the net effect was only a small reduction in curriculum income.

Within this income forecast however, the College had increased partnership costs associated 16-18 learners and apprenticeship delivery by £170k and £78k respectively due to higher than budgeted external delivery in these areas.

The College had also increased Principalship staff costs, associated additional consultancy costs and utilities costs to reflect higher than anticipated charges at STC campuses.

Several areas of pay and non-pay had been reduced to mitigate the effect of these additional costs.

Financial health was forecasted to be good at the end of the year and the College expected to comfortably meet the loan covenants.

The Chair of F&R Committee reported that 2 meetings of the F&R Committee had been held since the last Board meeting. The Chair also highlighted three 'exceptional' items which were unknown when setting a budget for the year, namely: the delay in signing the new catering contract with Sodexo, the realisation that the electric and gas charges for STC had been significantly understated, and the costs associated with the departure of the CFO. Taking these factors into account suggested that the financial performance of the academic activities were close to being on budget.

The Chair of F&R Committee commented that it had been estimated that the College would need to make a profit of approximately £100k in each of the remaining months of the financial year to achieve its forecast but had been assured that it could, even though there appeared to less flexibility within the current budget. An additional meeting of the Committee remained a possibility but not yet planned.

The Chair indicated that systems and processes around procurement had been tightened and control would sit with F&R Committee via the Senior Executive Group.

A governor raised queries around annual budget contributions by asking how they were calculated and highlighting two areas where current performance was below expected contributions. The Head of Finance explained how contributions differed across the campuses owing to the different offer in each area. It was also noted that SEG always challenged Departments when courses were not achieving their projected numbers as part of the College's curriculum planning process.

Q. Benchmarks set? The HoF reported that the target figure was 50% but this was not always achievable. It was noted that Ms AM Crozier was working alongside the HoF to examine costs in detail.

Summarising, a governor stated that exceptional work on the budget had been undertaken which uncovered a few issues that had or were being addressed, resulting in a more accurate forecast with no further hidden costs/areas of concern.

	<p>The Chair of F&R indicated that one area that had so far not been mentioned was the dilapidations. A sum of £500k had been set aside to cover the cost of the landlord's estimates for dilapidations for the recently vacated Units on North Tyne Industrial Estate, the TMC campus. The College believed a more realistic sum for remaining dilapidations to be £134,485 but there had been no recent engagement from the landlords. This was being followed up.</p> <p>Resolved: That the report is received and acknowledged.</p> <p><i>The Head of Finance left the meeting.</i></p>	
11.	<p>Dr Winterbottom Fellowships – Nominations</p> <p>Confidential item</p>	
12.	<p>Tyne Coast Academy Trust Update</p> <p>Confidential item</p>	
13.	<p>Counter Terrorism Plan</p> <p>The purpose of this report was to provide the Board with the College's Counter Terrorism Plan 2019/2020.</p> <p>LWh highlighted the updated areas, explaining that SEG had reviewed the plan to incorporate all College sites and the GDPR regulations.</p> <p>Resolved: That the Board agree the Plan and priorities for 2019-20.</p>	
14.	<p>Prevent Plan</p> <p>LWh presented the Prevent Plan 2019-20.</p> <p>The Prevent Plan had been reviewed in line with changes to legislation and policies during the annual review.</p> <p>Resolved: That the Board agree the Plan and the priorities for 2019-20.</p>	
15.	<p>Governance update</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"> • Composition and membership of the College Board and its committees including an update on existing vacancies. • The position regarding the proposed new governance structure. It was noted that feedback from Local Boards had been mixed but the issues raised would be taken into account when finalising the revised structure. • A governor request to step back from governance duties until at least September 2019. • An update on the governor development event for June 2019. • Colleges Senior Post Holder Remuneration Code. <p>Governors considered how best to fill the existing vacancy on the Board. It was suggested that a pool of potential governors be identified from which the Governance and Search Task and Finish Group could select and recommend for appointment by the Board.</p>	All

	<p>Governors were urged to send any potential names to the Director of Governance as soon as possible. NL confirmed that a skills and knowledge survey would be circulated as part of the recruitment process.</p> <p>It was also noted that the number of senior postholders within the College was being reviewed as part of the Governance review.</p> <p>Resolved:</p> <p>i. That the Board receives the report acknowledging the information presented.</p> <p>ii. That governors agree to the request from Mark Overton.</p> <p>iii. That the Deputy Chief Executive be asked to convene a meeting of the English and Maths Task Group before the end of the academic year.</p> <p>v. That Mrs S Alexander be asked to serve in the Local Board for South Tyneside College.</p> <p>vi. That an interim Quality and Standards Group be established to examine College data and that the membership is to include Malcolm Grady, Susan Wear, Gary Holmes and CEO.</p>	<p>AM</p> <p>NL</p>
<p>16. Student Union Report</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"> • Student Union promotion continued to be a very topical discussion at Student Union Executive meetings. • Marketing still had to produce the SU promotional work for the plasma screens and the posters to support the noticeboards. The next SU meeting on Friday 29 March would have a marketing focus to close down any outstanding actions. • Students across the College had been invited through Heads of Department to take part in a Spring / Easter fund raiser, raising funds for the Dr Winterbottom Trust. • In addition to the Spring promotion, the SU had planned activities and committed to the Executive undertaking activities in the Dr Winterbottom week. • At the next SU Executive, the elections for President and Vice president for 2019/20 were to be discussed. <p>Resolved: That the report is received and accepted.</p>	
<p>17. Security Policy</p>	<p>A revised Security Policy was presented for Board approval. Changes made were:</p> <ul style="list-style-type: none"> • Updates to job titles and responsibilities to reflect changes to the College structure • Consequences of staff or students bringing weapons onto College premises made clear <p>Resolved: That the Board approve the Security Policy, as presented.</p>	
<p>18. Minutes of Committees/Working Groups since the last Board meeting</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"> • Dr Winterbottom Charitable Trust Committee - 25 January and 4 March 2019 • Queen Alexandra Sixth Form College Committee - 12 February 2019 • Finance & Resources Committee - 25 February and 20 March 2019 • Audit Committee - 27 February 2019 	

	<ul style="list-style-type: none"> • SSMS (Local Board) - 6 March 2019 • Career College North East Board - 7 March 2019 • TyneMet College (Local Board) - 12 March 2019 including a Report on the staff survey 2018 • South Tyneside College (Local Board) - 13 March 2019 	
19.	<p>Any other business</p> <p><u>Knife Crime</u></p> <p>Confidential item</p>	
20.	<p>Date and Time of Next Meeting</p> <p>Wednesday 10 July 2019 at 4.00pm at South Tyneside College site</p>	
21.	<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 - Matters arising: TTE Update • Item 6 – Appointment of Chief Finance Officer • Item 7 – Chair’s Update re. data breach • Item 8 – Report of the Chief Executive (Support to Colleges/Success Rates/NIMASA) • Item 9 - Tyne Coast College Strategic Plan Update • Item 11 - Dr Winterbottom Fellowships – Nominations • Item 12 - Academy Trust Update • Item 19 - AOB re. Knife Crime • Item 22 - Chief Executive Officer - salary review - feedback from Remuneration Group (Restricted item) 	
22.	<p>Chief Executive Officer - salary review - feedback from Remuneration Group</p> <p>LWh, OK and AR left the meeting taking no part in any discussion or voting on this item.</p> <p>Confidential restricted item.</p>	

Chair:

Date: