



TyneCoastCollege

Meeting of the Board

Venue: Customs House, South Shields

Date: Wednesday 10 July 2019

Time: 4.00pm – 6.40pm

Present: Andrew Watts (in the Chair)
Sheila Alexander
David Byrne
Terry Cornick
Graeme Cruickshank
Bernard Garner
Malcolm Grady
Matthew Laidler
Alain Reynier
Colin Seccombe
Andy Walton
Susan Wear
Lindsey Whiterod

Apologies for absence: Gary Holmes
Martin Hottass
Mark Overton

In Attendance: Neil Longstaff (Director of Governance)
Alison Maynard (Deputy CEO)
Steve Chittenden (Head of Finance)(Part)

ITEM NO.	ISSUES	ACTION
1.	<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>The Chair took the opportunity to congratulate all involved in the organisation of two highly successful graduation events for 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>Standing declarations were for links to Academies, specifically relating to Item 6, for the following: MG, AW and LWh.</p> <p>SW informed the Board that she had a new interest to declare, the Marine Management Organisation, an executive non-departmental public body, sponsored by the DfE which licenses, regulates and plans marine activities in the seas around England.</p>	

<p>3.</p>	<p>Minutes and Matters Arising</p> <p>The minutes and confidential minutes of the meeting held on 4 April 2019 were approved and signed by the Chair.</p> <p>Matters arising</p> <p><u>3.1 Governor Vacancies</u> The Chair confirmed that an advert seeking potential governors would be published in the coming weeks. This was also to be circulated to all current governors to forward to anyone they felt might be interested in the role.</p> <p>Q. Chair of the Board internal or external appointment? The Clerk reported that the Governance and Search Committee had agreed that as part of the 1-1 governor reviews, the Chair was to ask each eligible governor whether he/she would be willing to be considered for the position of Chair and/or Vice-Chair of the Board from 1 August 2020 to establish any interest in the positions.</p> <p>Q. English and Maths Group convened? The Deputy Chief Executive confirmed that a meeting of the English and Maths Task Group had not yet been held and she was wanting to undertake a full review of English and Maths.</p> <p>It was noted that the Quality and Standards Group had met to consider its future role.</p> <p><u>3.2 Appointment of Chief Finance Officer</u> Mrs J Cuthbertson was to take up her post on 1 August 2019.</p> <p><u>3.3 Dr Winterbottom Fellowships – Nominations</u> The Chair asked that the CEO writes a letter of thanks to Captain Aseem Ahmad Hashmi for his inspirational speech at the awards ceremony.</p> <p><u>3.4 Ridgeway Primary Academy</u> It was noted that the offer of a loan to Ridgeway Primary Academy for the provision of additional classrooms was not taken up as monies had been identified within the Trust to cover the cost of the build.</p> <p><u>3.5 Knife Crime</u> Confidential item</p> <p><u>3.6 Student Executive</u> No feedback had been received with regard to creating an academic community within College.</p> <p><u>3.7 TTE Update</u> Confidential item</p> <p><u>3.8 Siemens</u> Confidential item</p> <p><u>3.9 Pension Framework</u> Confidential item</p>	<p>LWh</p> <p>ML</p>
<p>4.</p>	<p>Chair's Update</p> <p>The Chair reported the following matters:</p> <ul style="list-style-type: none"> At a recent AoC event the Chair observed that TCC appeared to be well 	

	<p>ahead of other College's in its preparations for the new Ofsted Education Framework.</p> <ul style="list-style-type: none"> • Governors who were unable to attend the last Development Session were informed that representatives from the AoC had attended, explaining that they wished to work closer with the College and provide support and guidance wherever possible. • The College had been involved in the recent Ofsted Inspection of South Tyneside Council's Children's Services. This not only required meetings between inspectors and staff but also governors, which had not previously been the case. <p>Resolved: That the information is received and acknowledged.</p>	
<p>5.</p>	<p>Chief Executive's Report</p> <p>The purpose of this report was to provide the Board with an annual report on key activities and issues from the Chief Executive.</p> <p>The CEO highlighted the Augar Review: The 9 Key Recommendations for FE, developments with TTE and the Groundworks Partnership proposal.</p> <p>To improve the quality, capability, and capacity of the FE college network, Augar's panel had made a number of recommendations for the government and stakeholders; these being:</p> <ul style="list-style-type: none"> • The FE college 'network' should be 'rationalised' and given a dedicated capital investment • All adults should be entitled to their first level 2 and 3 qualifications for free • The reduction in the core funding rate for 18-year-olds should be reversed • ESFA funding rules should be simplified and government should commit to providing an indicative adult education budget • Funding for level 6 apprenticeships and above should be available only for those who had not previously undertaken a publicly-supported degree • Investment in the FE workforce should be a 'priority' • Government should improve data collection, collation, analysis and publication across FE • FE colleges should have a protected title like universities • Ofsted should become the lead responsible body for inspecting apprenticeships at all levels <p>LWh stated that governors would be kept up to date with any further developments.</p> <p><u>TTE and Groundworks</u></p> <p>Confidential items</p> <p>Resolved: That the Board agree to receive the report and acknowledge the information provided.</p>	
<p>6.</p>	<p>Academy Trust – update</p> <p>Confidential item.</p>	
<p>7.</p>	<p>Strategic Plan</p> <p>Confidential item.</p>	

<p>8.</p>	<p>Quality Improvement Plan - update</p> <p>The purpose of this report was to inform the Board on the current status of the TCC Quality Improvement Plan (QIP) as quality indicators used to monitor improvements.</p> <p>Areas highlighted were:</p> <ul style="list-style-type: none"> • Apprenticeships • Predicted Achievement • Teaching, Learning and Assessment • English and maths • Careers Guidance • Ofsted Education Inspection Framework <p>AM responded to questions in relation to apprenticeships and Health and Social Care, which were giving cause for concern.</p> <p>It was felt that the apprenticeship achievement rate for 2020 should be set as a KPI.</p> <p>AM confirmed that the initial draft College QIP for 2019/20 would be presented to the Board at its meeting scheduled for October 2019.</p> <p>In response to a question, the Chair confirmed that the College QIP would also be taken to the new Quality and Standards Committee for monitoring/scrutiny purposes before being presented to the Board.</p> <p>It was suggested that a progress summary be provided against RAG rated targets and that document control be shown on the report i.e. date target had been revised. It was also asked that Queen Alex information be extrapolated and shown separately as governors were having difficulty in tracking its performance.</p> <p>Resolved: That the Board agree to receive the report and confirm their approval with the processes and plan identified.</p>	<p>AM</p>
<p>9.</p>	<p>Management Accounts</p> <p>Confidential item.</p>	
<p>10.</p>	<p>2019-20 Budget and 2020-21 Financial Forecast</p> <p>This report provided governors with summary financial information which was recommended for approval by the Finance and Resources Committee. These comprised the mandatory elements of financial plans to be submitted to the ESFA by 31 July 2019.</p> <p>The proposed budget for 2019-20 reflected the loss of 16-19 grant funding based on recruitment in the current year and the reduction in Adult Education Budget as a result of devolution. Corresponding reductions in expenditure included significantly lower levels of subcontracted provision and savings in premises costs. Increases in Apprenticeships and Marine School commercial provision were the most significant risks and needed to be monitored closely.</p> <p>The forecast for 2020-21 assumed stable 16-19 numbers and a “steady state” regarding devolution North of the Tyne. The impact of an unfunded increase in Teachers’ Pensions Scheme contributions was reflected in the reduced operating margin.</p> <p>The forecasts for both years delivered an ESFA Financial Health rating of ‘Good’ and were well within loan covenant parameters.</p>	

	<p>AM, in presenting this paper, reported that all SEG members had been heavily involved in the budget setting process, with support from Ann-Marie Crozier, which had been produced in parallel with curriculum planning (CP).</p> <p>CS stated that the Finance and Resources Committee were keen for SEG to take ownership of the budget and highlighted the impact of devolution in the Tees Valley and the potential impact of the North of Tyne devolution deal on adult funding. CS also drew governors' attention to the employers' contributions with respect to the Teachers' Pension Scheme (TPS) which were to rise significantly from 16.5% in September 2019 to 23.7% and this had been reflected in the figures. It was noted that the ESFA had agreed to provide additional grant funding to offset the 7 percentage point increase. It was also noted that the triennial revaluation of the Local Government Pension Scheme (LGPS) was due in April 2020 meaning employers' contributions could potentially rise from the current 18.4%.</p> <p>LWh reported that SEG were exploring new markets to mitigate against falling income. Colleges were also experiencing a fall in Higher Education partly owing to unconditional offers being given by Universities.</p> <p>It was stated that governors needed to understand the relationships between schools and the College in order to try and increase numbers; data relating to the number of students transferring from Walker RA to TyneMet College over the past 5yrs was raised as an example. Planning longer term to understand trends was required</p> <p>A governor reported that the Finance and Resources Committee felt the need to review the forecasted deficit for 2020/21 and mitigate known factors immediately, not to wait until it happened.</p> <p>It was also suggested that examination of current contributions by Departments should be undertaken to determine whether internal performance could be improved further. LWh indicated that a squeeze on contributions would be factored in. Differences in STC and TyneMet provision was noted hence the need for a detailed analysis.</p> <p>The financial objectives proposed for 2019-20 were highlighted and noted.</p> <p>The Board thanked members of SEG and AMC for presenting an informative and transparent budget paper.</p> <p>Resolved: That the Board agree the following:</p> <ol style="list-style-type: none"> a) College Budget for 2019-20 b) Financial forecast for 2020-21 c) 24 month cash flow forecast from August 2019 d) Financial forecast commentary 2018-21 e) Proposed ESFA subcontracting arrangements for 2019-20 f) Financial commentary checklist (as required by ESFA). 	
11.	<p>Student Union Budget 2019-20</p> <p>For 2019-20 it was proposed to continue to offer a budget of £15,000 for activities and payment of officials and support for those officials.</p> <p>This level of budget had been made available in the main college budget for 2019-20.</p> <p>Resolved: That the Board agree a budget of £15,000 for the 2019-20 academic year and that any future underspend be allocated to the Dr Winterbottom Fund to further support students.</p>	

12.	<p>Review of Chair's Performance</p> <p>Confidential item</p>	
13.	<p>Succession Planning</p> <p>This report aimed to provide an update on the membership of the Board and to plan for appointments in a timely manner.</p> <p>The latest position regarding the membership of the Board was provided and governors were made aware that Terry Cornick had recently indicated that he would be resigning from the Board with effect from 1 August 2019.</p> <p>Arrangements were being made to advertise governor vacancies with a view to a recruitment process commencing in September 2019.</p> <p>Governors asked that they be sent a copy of the advert to circulate to any interested parties they might know of.</p> <p>Q. Term of office of current governors? NL explained that this had been determined when forming the Board as part of the merger process.</p> <p>Resolved:</p> <p>i. That governors agree to receive the report and endorse the view to commence a governor recruitment process in September 2019.</p> <p>ii. That Terry Cornick be appointed as an External Member of the Business and Stakeholder Group for SSMS.</p>	<p>NL</p> <p>NL</p> <p>NL</p>
14.	<p>Annual Review of Governance Arrangements</p> <p>The purpose of this report was to undertake the annual review of the governance arrangements for the College taking into account recommendations from the Governance and Search Committee relating to the following:</p> <ol style="list-style-type: none"> a. Governance Structure b. Instrument and Articles of Government c. Standing Orders and Code of Conduct d. Terms of Reference and membership for Committees including Business and Stakeholder Groups e. Workplan 2019-20 <p>NL highlighted the following issues:</p> <ul style="list-style-type: none"> • A new Board structure was being presented for approval. This re-instated a Quality and Standards Committee, changed Local Boards to Business and Stakeholder Groups and introduced a new Academies Partnership Group. • The Instrument and Articles of Government (I&A) and Standing Orders, which set out the way in which the Board operated in relation to the provisions in the I&A, had been amended to reflect the changes mentioned above. • The term 'Local Governor' had been changed to 'External Member' to better reflect and clarify the role being undertaken. • Minor changes had been made to the Code of Conduct to reflect title changes. • The Terms of Reference of Committees/ BSGs, and associated workplans were presented for approval. • It was being proposed to reduce the number Senior Post Holder positions in the College. <p>A governor was pleased to see the flexibility given to Business and Stakeholder Groups to</p>	

	<p>fulfil their remit.</p> <p>Resolved:</p> <p>i. That governors approve the following:</p> <ol style="list-style-type: none"> a. The governance structure b. The amended Instrument & Articles of Government c. The amended Standing Orders d. Revised Terms of Reference of Committees e. An updated Workplan 2019/20 <p>ii. That governors reaffirm the appointments to the Committees/Groups as shown. Note: Governors wishing to serve a Committee/Group where a vacancy exists are asked to contact the Director of Governance.</p> <p>iii. That the staff affected by a change in the posts designated as a Senior Post Holder be notified accordingly.</p> <p>iv. That David Bavaird and Jim Coltman are confirmed as Chair and Vice-Chair of the QA Sixth Form Committee respectively, for the academic year 2019/20.</p>	<p>NL</p> <p>All</p> <p>NL/Chair</p>
<p>15.</p>	<p>Code of Good Governance (Senior Post Holder Remuneration Code)</p> <p>The report provided the Board with an update on progress towards becoming fully compliant with the Code of Good Governance.</p> <p>Governors were reminded that the Board had adopted the English Colleges Code of Good Governance. The purpose of the Code was to identify the key values, expectations, commitments and principles of good and outstanding practice. It was a 'comply-or-explain' code.</p> <p>A review of the Board's compliance against the Code was presented to the Governance and Search Committee, where it was reported that the College was judged to be compliant in all areas except for the new requirement of the Senior Staff Remuneration Code.</p> <p>The introduction of the Remuneration Code was an amendment to and addition to the AoC Code of Good Governance (the Code). In order to be compliant with the Code, Governing Bodies must have due regard to the Remuneration Code or should adopt the Remuneration Code. The Governance and Search Committee recommended that this and the model statement should be adopted by the Board.</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. That the Board agree to receive and acknowledge the report. ii. That the Board agree to adopt the Senior Staff Remuneration Code and supporting Annex, as recommended by the Governance and Search Committee. 	
<p>16.</p>	<p>Student Union Report</p> <p>This report provided the annual review of the work of the Student Executive in 2018/19.</p> <p>The following matters were highlighted for information:</p> <ul style="list-style-type: none"> • Promotion of the Student Union • Events and activities across the year (2018/19) • Priorities for 2019/2020 • Budget 2018/19 • Student elections <p>Governors commented that the Student Union Executive wearing hoodies at SU open events was a very good branding idea.</p> <p>In response to a question, ML explained the benefits students would receive by purchasing a Totum card.</p>	

	<p>The Board was pleased that the SU were making use of its budget and advised that the new President should be identifying ways in which further improvements could be made with the SU in readiness for a September start.</p> <p>Governors asked that the ML meets with the new President on the basis of a formal handover/induction into the role to ensure a smooth transition to office.</p> <p>Resolved: i. That the report is received and accepted. ii. That the Board agree the appointment of Oliver Keogh as President of the Student Union and Evan Thompson as Vice President for 2019/20.</p> <p>The Chair, on behalf of the Board, took an opportunity to thank the Student Governor, Matthew Laidler, for his efforts over the past year and wished him well for the future.</p>	
<p>17.</p>	<p>Internal Audit Strategy 2019-22 and Audit Plan 2019/2020</p> <p>This strategic plan and annual internal audit plan, which was being recommended by Audit Committee, set out the scope of the planned work to be undertaken by internal audit for 2019-20 within a wider 3 year strategy.</p> <p>This plan was developed based on consideration of the College's strategic priorities, risk profile and assurance framework as well as other factors affecting the College in the year ahead including changes within the sector.</p> <p>Through these activities, potential internal audits were identified and prioritised for 2019-20 based on those areas viewed as of greatest benefit. The reviews planned for 2019-20 were detailed in the report.</p> <p>It was noted that should the risk profile change and different tasks emerge that could benefit from internal audit input, the plan could be updated subject to the approval of the Audit Committee.</p> <p>Resolved: That the Internal Audit Plan 2019-20 and Strategy 2019-22 is approved.</p>	
<p>18.</p>	<p>Annual Health and Safety Update</p> <p>The purpose of the report was to provide an update on accident/incident data and significant Health and Safety developments during 2017/18 and 2018/19 academic year at Tyne Coast College (TCC).</p> <p>The report highlighted the following points:</p> <ul style="list-style-type: none"> • Approved changes to the health and safety policy. • Statistics showed that accidents/incidents were still declining. • RIDDOR reportable accidents • Details of major issues raised at Local Safety Meetings which gave rise to risk • A summary of fire drills and fire alarm activations on the College site. • Staff training in this area – all mandatory training completed during the period and further development of Training Needs Analysis and nominated H&S training lists. <p>Governors were pleased to see that there was a continuous downward trend in reported accidents.</p> <p>Resolved: That the Board agree to receive the report and acknowledge the information presented.</p>	

<p>19.</p>	<p>Annual Equality and Diversity Report</p> <p>This paper was to provide the members of the Board with a report on the College’s commitment to equality and diversity and provide an update of progress to address the College’s Equality Objectives.</p> <p>The key issues from the workforce and student data were highlighted for governors’ consideration and governors’ attention was drawn to the Action Plan.</p> <p>It was noted that the full Equality Workforce Profile was available within the Knowledge area of the Board’s SharePoint site.</p> <p>Resolved: That the Board approve the report and Action Plan subject to the action points within the Plan being RAG rated.</p>	
<p>20.</p>	<p>Policies</p> <p>The following policies were presented for approval:</p> <ul style="list-style-type: none"> • Bursary (as recommended by F&R Committee) • Subcontracting Supply-Chain Fees and Charges (updated paper tabled owing to recent changes in ESFA regulations) • Grievance <p>Resolved: That the above-mentioned policies are approved subject to the Subcontracting policy being cross referenced to the College’s financial regulations.</p>	<p>LWh</p>
<p>21.</p>	<p>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"> • Career College North East Board – 2 May 2019 • Queen Alexandra Sixth Form College Committee – 7 May 2019 • SSMS (Local Board) – 15 May 2019 • TyneMet College (Local Board) – 18 June 2019 • Audit / Governance & Search Joint Committee – 19 June 2019 • Finance & Resources Committee – 26 June 2019 <p><u>Matters arising</u></p> <p>Staff Survey: It was reported that the Local Board for TyneMet College had received a copy of a note on the summer 2018 staff survey previously submitted to the Tyne Coast College Board at its meeting on the 3rd April. Members of the Local Board, whilst recognising the relatively small sample size, were concerned by a number of the headline response rates and asked to be updated on progress with developing an Action Plan to mitigate, where appropriate, the staff concerns raised and to introduce a structured programme of surveys and consultation to allow medium/long term trends to be tracked.</p> <p>This matter had also been raised at the recent F&R Committee and it was noted that a communications strategy was being developed in response.</p> <p>It was commented that there was a general feeling amongst staff that there was little point in responding to surveys as no action was taken on the outcomes. The Chair stated that there needed to be greater attention given to future surveys, which would assist the cultural direction of travel for the College.</p> <p>Quality Manager: Concern had been expressed at the SSMS Local Board over the lack of a Quality Manager (or a suitable person responsible for the QMS). This had been raised in a recent MCA Audit as an undocumented concern and would become a non-conformance</p>	

	<p>or a cause for concern if the College did not remedy the situation. The Principal for SSMS (John Roach) was expecting a similar concern to be raised by BSI in the upcoming audit planned for June/July.</p> <p>LWh informed the Board that JR had been asked to draft a proposal to address the situation.</p> <p>Queen Alex: It was noted that there had been a decrease in the number of pupils from the feeder schools (within the Partnership) attending the Queen Alexandra Sixth Form. A paper had been requested by the Committee members for their next meeting.</p> <p>Resolved:</p> <p>i. That a report on progress with the outcome of the Staff Survey be presented to a future meeting of the F&R Committee.</p> <p>ii. That an update on the progress made towards the appointment of a Quality Manager (or a suitable person responsible for the QMS) be given to the next meeting of the SSMS Business and Stakeholder Group.</p>	<p>LWh</p> <p>JR</p>
<p>22. Any other business</p>	<p><u>Newcastle Pride</u></p> <p>A governor reported that the College would be attending the Newcastle Pride March on 20 July to celebrate equality, indicating all governors were welcome to attend.</p>	
<p>23. Identification of confidential items</p>	<p>Resolved: That the following matters are to remain confidential:</p> <ul style="list-style-type: none"> • Item 3 - Matters arising: Knife Crime / TTE Update / Siemens / Pension Framework • Item 5 – Chief Executive’s Report (TTE Update/ Groundwork South and North Tyneside) • Item 6 - Academy Trust Update • Item 7 – Strategic Plan • Item 9 - Management Accounts • Item 12 - Review of Chair’s Performance • Item 26 - Principal of TyneMet College (restricted) 	
<p>24. Date and time of Future Meetings</p>	<p>Resolved: That the schedule of meetings 2019-20 is approved, as presented.</p>	
<p>25. Presentation to Governor</p>	<p>Governors were reminded that Terry Cornick was retiring as a governor at the end of term.</p> <p>The Chair made a presentation to TC on behalf of the Board of Governors to recognise his contribution as a member of the College Board since 2015, particularly his time as Chair of Audit Committee and his support through the recent merger.</p> <p>TC thanked the Board for their comments and gift, and wished the College and governors well for the future.</p>	
<p>26. Principal of TyneMet College</p>	<p>Confidential item (restricted)</p>	

Chair:

Date: