



TyneCoastCollege

Meeting of the Board

Venue: TyneMet College, Battle Hill Drive, Wallsend

Date: Wednesday 16 October 2019

Time: 4.00pm – 5.55pm

Present: Andrew Watts (in the Chair)
David Byrne
Gary Holmes
Martin Hottass
Mark Overton
Alain Reynier
Colin Seccombe
Lindsey Whiterod

Apologies for absence: Sheila Alexander
Graeme Cruickshank
Bernard Garner
Malcolm Grady
Oliver Keogh
Andy Walton
Susan Wear

In Attendance: Neil Longstaff (Director of Governance)
Alison Maynard (Deputy CEO)
Jane Cuthbertson (Chief Finance Officer)
Evan Thompson (Student)

ITEM NO.	ISSUES	ACTION
1.	Apologies for absence The Board received and approved apologies for absence from those identified above after having first considered the reasons for their absence.	
2.	Confirmation of Student Governor Governors were asked to endorse the appointment of the Student Governor to the Board. Resolved: That Oliver Keogh is reaffirmed as Student Governor to the Board of Tyne Coast College.	
3.	Declarations of interests The Chair reminded members to declare any conflicts of interest as they arose on the agenda. There were standing declarations for links to Academies for the following: AW, GH and LWh. AW declared an interest in the item relating to Groundwork South and North	

	Tyneside.	
4.	<p>Minutes and Matters Arising</p> <p>The minutes and confidential minutes of the meeting held on 10 July 2019 were approved and signed by the Chair.</p> <p>Matters arising</p> <p><u>4.1 Dr Winterbottom Fellowships – Nominations</u> The CEO confirmed that she had written a letter of thanks to Captain Aseem Ahmad Hashmi for his inspirational speech at the awards ceremony and reported that he was due to return to the College in the near future.</p> <p><u>4.2 Governance</u> All actions had been either been addressed or covered on the agenda.</p> <p><u>4.3 Quality Improvement Plan</u> AM had noted the request for a progress summary to be provided against RAG rated targets, document control and for Queen Alex to be shown separately.</p> <p><u>4.4 Siemens</u> Confidential item</p> <p><u>4.5 Principal of Tyne Metropolitan College</u> All actions had been completed. Mrs M Dixon had been appointed to the position and was to start on 1 January 2020.</p>	
5.	<p>With the agreement of the Board, the Chair changed the order of business as follows:</p> <p>Ofsted Inspection Feedback</p> <p>Confidential item</p>	
6.	<p>Chair's Update</p> <p>The Chair reported the following matters:</p> <ul style="list-style-type: none"> • All governor 1-2-1s had been completed. The Chair thanked all concerned for their time and input. • AW was due to attend the North East Principals and Chairs meeting on Friday 18 October 2019. <p>Resolved: That the information is received and acknowledged.</p>	
7.	<p>Strategic Priorities 2019-20 Discussion Paper</p> <p>Confidential item</p>	
8.	<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 following:</p> <ul style="list-style-type: none"> • College Results 2018-19 • Enrolment Numbers 2019-20 	

	<ul style="list-style-type: none"> • National Leader for FE Update • Update on Appointment of Principal and Assistant Principal Tyne Metropolitan College • Update on Devolution North of Tyne • Update on Additional Funding from Government • Update on Groundwork • Update on TTE <p>LWh stated that governors would be kept up to date with any further developments.</p> <p><u>TTE and National Leader Programme</u></p> <p>Confidential items</p> <p>Resolved: That the Board agree to receive the report and acknowledge the information provided.</p>	
9.	<p>Academy Trust – update</p> <p>Confidential item.</p>	
10.	<p>Management Accounts</p> <p>Confidential item.</p>	
11.	<p>Annual Review of Financial Regulations</p> <p>Governors were informed that the Financial Regulations had been updated and reviewed by the Finance and Resources Committee.</p> <p>Changes made were highlighted for consideration.</p> <p>Resolved: That the Financial Regulations, as presented, are approved.</p>	
12.	<p>Governance Update</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 – an update on existing vacancies. • Proposed changes to the Business and Stakeholder Groups. • Extending terms of office for current governors. <p>It was reported that the Governance and Search Committee has commenced recruitment procedures to identify potential governors for the main Board. It was expected that recommendations from G&S would be presented to the Board in December 2019.</p> <p>The Chair indicated that George Clark was currently being asked to undertake business critical work for the College and would return to the Board as a governor once this was completed. LWh was currently determining how long this was likely to take.</p> <p>Governors were reminded to contact the Director of Governance to indicate whether they would wish to serve on a committee/group with a vacancy or stand down from any committee/group that they were currently a member.</p> <p>Proposed changes to the Business and Stakeholder Groups were outlined and discussed.</p>	

	<p>Governors reviewed whether there was a need to extend the terms of office of governors given that a significant number had either recently left the Board or were due to retire within twelve months. Decisions taken on terms of office at the time of the merger were outlined. Feedback in 1-2-1s with the Chair and a recent discussion at Governance and Search Committee suggested that there was some current governors whose term of office were due to end in 2020 who would like to continue to contribute more for the 'new' College.</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. That the Board receives the report acknowledging the information presented. ii. That the Board agree: <ul style="list-style-type: none"> • The membership of the Committees and Working Groups as presented and that the Director of Governors is to seek volunteers from the Board to fill the remaining vacancies. • The proposed changes to the name, composition and remit of the currently named Business and Stakeholder Groups. iii. That the Governance and Search Committee is tasked with reviewing the terms of office of governors currently serving on the Board, which includes the position of Chair, and is to present its recommendations back to the Board as soon as possible. iv. That the position of George Clark is noted and accepted. 	
<p>13.</p>	<p>Annual Report on Estates</p> <p>This report was to provide governors with an update on major estates projects and developments.</p> <p>The CEO highlighted the following:</p> <ul style="list-style-type: none"> • Update on relocation of Motor Vehicle provision to Westoe campus and works associated with facilitating this successful move. • Summary of major infrastructure works, including roof and boiler repairs • Overview of significant planned works scheduled to take place over the next 3-6 months <p>Q. TMC dilapidations? Still ongoing.</p> <p>Resolved: That the Board agree to receive the report and acknowledge the information presented.</p>	
<p>14.</p>	<p>Student Union Report</p> <p>The purpose of the paper was to consider the Student Union end of year report and new academic year priorities for 2019/2020.</p> <p>It was reported that:</p> <ul style="list-style-type: none"> • Mark Lambert had replaced Audrey Kingham in overseeing the Student Union for Tyne Coast College with effect from 23rd September 2019 • Due to timeliness of the handover, reports in future would be provided from the SU President with support from Mark Lambert. <p>Governors were made aware of a last minute cancellation of a student trip to Auschwitz owing to health and safety procedures not being in place. Students were extremely disappointed but it was hoped that this could be rearranged as soon as possible.</p> <p>EV highlighted that there was little activity to date with regard to the election of the Student Executive Team but hoped this would start shortly.</p>	

	<p>There had also been a request for the Libraries to open for longer periods.</p> <p>Resolved: That the report is received and accepted.</p>	
15. Policies	<p>The following policies were presented for approval:</p> <ul style="list-style-type: none"> • Assessment of malpractice and maladministration • Plagiarism • Safeguarding • Safeguarding Procedure • Equality and Diversity <p>Resolved: That the above-mentioned policies are approved subject to the Safeguarding Policy being endorsed by the Link Governor for Safeguarding and cross referenced to Keeping Children Safe in Education document.</p>	LWh
16. Minutes of Committees/Working Groups since the last Board meeting	<p>The minutes of the meeting of the Finance and Resources Committee held on 2 October 2019 were presented for consideration.</p>	
17. Any other business	<p>Staff and students left the meeting.</p> <p><u>Additional Annual Leave</u></p> <p>Confidential item</p>	
18. Identification of confidential items	<p>Resolved: That the following matters are to remain confidential:</p> <ul style="list-style-type: none"> • Item 4.4 - Matters arising: Siemens • Item 5 – Ofsted Inspection Feedback • Item 07 - Strategic Priorities 2019-20 Discussion Paper • Item 08 - Chief Executive’s Report (TTE Update/ NLFE) • Item 9 - Academy Trust Update • Item 10 - Management Accounts • Item 17 – AOB (Additional Annual Leave) 	
19. Date and time of Next Meeting	<p>The next meeting was to be held on Wednesday 18 December 2019 at 4.00pm at Tyne Coast College (STC site)</p>	

Chair:

Date: