



TyneCoastCollege

Meeting of the Board

Venue: Conference Room at the ECO Centre, Hebburn

Date: Wednesday 17 October 2018

Time: 4.00pm – 6.15pm

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

Apologies for absence: Sheila Alexander
Jane Cuthbertson
Martin Hottass

In Attendance: Neil Longstaff (Director of Governance)
Helen Beaton (Chief Finance Officer)

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.	Declarations of interests The Chair reminded members to declare any conflicts of interest as they arose on the agenda. Standing declarations were for Academy links i.e. North East Futures UTC (GH) and Tyne Coast Academy Trust (MG, GC, MO, AW and LW).	
3.	Student Union Elections The purpose of the report was to consider the Student Union Election outcomes and approve the appointment of the Student Governor for the College Board, Local Governor appointments to the Local Boards as well as Student Executive roles for 2018/19.	

	<p>It was noted that there were some roles yet to be filled.</p> <p>The Director of Governance explained that the studies of the Student Governor were likely to clash with the meetings of the Board held on a Wednesday afternoon. Therefore, it was suggested that the student with the second highest votes be appointed as Vice-President and be asked to cover meetings where the President was unable to attend.</p> <p>Resolved:</p> <p>i. That the following students are appointed to the individual posts as shown:</p> <ul style="list-style-type: none"> • Student Governor/President of the Students Union - Matthew Laidler • South Shields Marine School Local Board - Ahmed Alashamsi (+1 vacancy) • South Tyneside College - Matthew Laidler (+1 vacancy) • Tyne Metropolitan College - Summer Giles and Connor Wright • Queen Alexandra Sixth Form - Oliver Keogh • Health & Safety Officer - Evan Thompson • Equality and Diversity Officer - Tanya Barrass <p>ii. That the student with the second highest votes is to be recognised as the Vice-President to cover for the President (Student Governor) at meetings of the College Board.</p> <p>iii. That a second election and vote is to be taken in November to recruit Student Union representatives for SSMS and STC Local Boards.</p>	<p>AK</p> <p>AK</p>
<p>4. Minutes and Matters Arising</p>	<p>The minutes and confidential minutes of the meeting held on 11 July 2018 were approved and signed by the Chair.</p> <p>Matters arising</p> <p><u>4.1 Ofsted inspection of Hall</u> LW confirmed that a letter of congratulations had been sent to relevant staff on a successful Ofsted on behalf of the Board.</p> <p><u>4.2 Equality and Diversity</u> LW reported that she was working through the E&D action plan.</p> <p><u>4.3 Annual Review of Governance Arrangements/Succession Planning</u> NL confirmed that the new governance arrangements were in place. Governors were asked to ensure that they added their STC email account to their referred device if they wished to receive confidential papers/information from the College without the need of encryption. It was explained that STC emails were classed as internal communications.</p> <p><u>4.4 Two Year Financial Forecast</u> HB confirmed that the approved forecast had been submitted to the ESFA by the deadline of 31 July 2018.</p> <p><u>4.5 Approval of Student Union Budget 2018/2019</u> Arrangements for any underspend in the student union's budget being allocated to the Dr Winterbottom Fund were in place.</p> <p><u>4.6 Management accounts</u> It was acknowledged that the general principles of outsourcing of work had not yet been addressed.</p>	

	<p><u>4.7 Report of the Chief Executive - Hartlepool College</u> Confidential item</p> <p><u>4.8 Academy Update</u> Confidential item</p> <p><u>4.9 Quality Improvement Plans (STC) – Apprenticeships</u> Confidential item</p> <p><u>4.10 NIMASA Sea Service</u> Confidential item</p>	
5.	<p>Appointment of Deputy Chief Executive/Executive Principal - recommendation from Selection Panel</p> <p>Confidential item</p> <p><i>HB withdrew from the meeting during this item taking no part in discussion or voting.</i></p>	
6.	<p>Chair's Update</p> <p>The Chair highlighted the following matters for governors information:</p> <ul style="list-style-type: none"> Recent AoC's Chairs/Principal's Meeting, which highlighted intervention issues at other colleges Governance – 2 key areas to strengthen, these being Business Development (to drive the direction of travel) and new Ofsted framework (campus approach). <p>It was acknowledged that there had been a considerable amount of work undertaken by Local Boards but there needed to be a different approach to ensure all governors were well aware of the College's data and overall performance. The Chair, Chair of G&S and Director of Governance were to meet to draft principles for change, which were to be considered by the Governance and Search Task and Finish Group before presenting back to the Board.</p> <p>Q. Focus on strategy? Yes, governors were not to become involved in the day to day management of the College. The Chair stated that it would be about being more proactive having had a year of stability following merger. It was felt that there also needed to be a review of the 5 year growth plan detailing areas of strength and improvement.</p> <p>Governors indicated that the current Business Development Working Group could be used to start the review while a governance review was ongoing.</p> <ul style="list-style-type: none"> Northumberland College – confidential item. AoC Annual Conference: governor volunteers were sought to attend on 20-21 November 2018. <p>Resolved: That the information is received and acknowledged.</p>	All
7.	<p>Chief Executive's Report</p> <p>The purpose of this report was to provide the Board with a regular report on key activities and issues from the Chief Executive.</p> <p>The following matters were raised:</p> <ul style="list-style-type: none"> Strategic Plan 2018-2020 Enrolments 2018-2019 Pay Award 2018-2019 Academy Update 	

	<ul style="list-style-type: none"> • Proposal to work with Weston College • Update on Apprenticeships <p><u>Strategic Plan 2018-2020</u> The CEO presented and outlined a draft revised Strategic Plan.</p> <p>The revised plan focused on the remaining 2 years of the previously approved 3 year plan but had been streamlined to focus on key goals. Governors were asked to agree the concept and style before the CEO completed the next sections (Outcomes, Quality Standards, Compliance and Systems, Income Sustainability, Partnerships and Growth) and extended the Plan to cover a 5 year period.</p> <p>Governors indicated that although key drivers needed to be added, this was a good start of a full review.</p> <p>Resolved: That the Board accept the report.</p>	
8.	<p>Draft College Self-Assessment Report 2017/18 and QIP 2018/19</p> <p>Governors were provided with a verbal progress report on the development of the QIP based on the SAR for 2017/18.</p> <p>Data was very good and the possibility of rating the College as ‘outstanding’ was being discussed fully by senior management and the Senior Executive Group. Risks associated with claiming to be ‘outstanding’ were discussed by the members of the Board, particularly the scrutiny Ofsted inspectors would give during their inspection of the College. Governors were reminded that any Ofsted inspection would be graded on the basis of a campus approach and not individual colleges. Therefore, there was to one overarching Tyne Coast College SAR and QIP.</p> <p>The full report would be brought to the Board for formal approval in December once all data was validated and the report itself was internally agreed by SEG.</p> <p>The Chair stressed the need to be confident with what the data was indicating and make the appropriate judgement. A governor commented that smart investments needed to be identified that would help the College achieve a firm grade of outstanding.</p> <p>Resolved: That the Board agree to receive the report acknowledging that a full report was to be presented at a later date.</p>	
9.	<p>Annual Report on Safeguarding</p> <p>The purpose of this report was to provide governors with an annual report on Safeguarding and to provide an up to date Safeguarding Policy and a separate Safeguarding Procedure.</p> <p>It was noted that the Finance and Resources Committee had scrutinised this report at its meeting on 3 October 2018.</p> <p>The CEO explained that the safeguarding review covered 2016-17 and a plan for 2017-18.</p> <p>The Safeguarding Policy had been reviewed and updated to take account of updated statutory guidance ‘Keeping Children Safe in Education 2018’. The Policy had been separated so there was now a policy and a separate procedure to enable the College to cover all of the key changes identified in the update.</p>	

	<p>Q. Policy for Tyne Coast? Yes, this Policy and Procedure covered Tyne Coast College.</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. That the Board is asked to receive the report and acknowledge information presented. ii. That the Board agree to approve the Policy and Procedure, as presented, subject to the endorsement of the Lead Governor for Safeguarding having not previously had an opportunity to review/comment. 	MO
10.	<p>Student Union Report</p> <p>In the absence of the Student Governor, LW introduced the end of year report from the Student Union (SU), which covered the following matters:</p> <ul style="list-style-type: none"> • Budget summary • The marine school members organised an end of year dinner and a sports tournament ahead of their graduation and before leaving for Sea. Both events were extremely well planned by the student union and responsibilities were very well discharged. • Student Union promotion for the new academic year had been undertaken as part of the College's induction programmes and through the Performance and Progression tutor network. • Student Executive election opportunities had been well promoted as well as membership and the new 'TOTUM' student union discount card to all new students. Promotion of this card purchase would continue in earnest to support an income for the SU. Dedicated SU noticeboards were now available at QA and TyneMet sites. • 2018/19 priorities shared with the Board in July were to be the focus for the first SU Executive meeting to determine the approach and commitment to achieve the targets set out. <p>Resolved: That the report is received and accepted.</p>	
11.	<p>Governance update (Board Performance Review)</p> <p>The report gave an update on the performance review of the Board during 2017-18.</p> <p>It was explained that as part of the College's Self-Assessment, the performance of the Board was assessed annually. Members of the Board had been asked to complete an online survey to review the Board's performance during 2017-18.</p> <p>Results of the survey were provided for consideration, which identified the Board's strengths and areas for improvement.</p> <p>Governors also noted that the former Chair of the Board had met with each governor (summer term 2018) to discuss and assess their individual performance during 2017-18. The outcomes of this process was to assist in identifying future Board succession and individual development and training needs.</p> <p>The Director of Governance also highlighted the following matters that had been raised at the recent AoC governance conference:</p> <ul style="list-style-type: none"> • A response on the Senior Staff Remuneration Code was required by 23 November 2018. • The Charity Commission had issued a new Code of Practice. This was to be reviewed in due course to determine whether it should replace the code currently adopted by the Board. 	

	<ul style="list-style-type: none"> • Governors should establish a monthly data dashboard focussing on KPI's selected by the Board. • All governors were advised to read the document 'Keeping Children Safe in Education' which had been recently updated. This was to be posted to the Knowledge area on Meetingsquared. • Changes to disqualification rules. A new declaration form was to be issued in due course. <p>The Director of Governance sought governors approval to waive clause 8 of the Instrument of Government and clause 4 of the Standing Orders, to enable AW to extend his term of office by a further year to tie in with the two year term of office for a Chair of the Board and to provide some continuity and stability on the Board following merger.</p> <p>Governors sought clarification on the years served to date stressing there needed to be exceptional circumstances to extend beyond a maximum term. The Governance and Search Task and Finish Group were to factor in a succession planning for the position of Chair in the forthcoming governance review.</p> <p>Resolved:</p> <ol style="list-style-type: none"> That the report is received. That the areas for development are to be reviewed via the Governance and Search Task and Finish Group. That the Board's performance is reported upon in the College's Self-Assessment Report (SAR) under Leadership and Management. That the Lead Governor for Performance Review is to meet with the Director of Governance to submit a response on the Senior Staff Remuneration Code That screenshots of the College's Data Dashboard are to be shared with governors. That governors agree to extend Mr Andrew Watts' term of office for a further year thereby waiving the relevant clauses within the Instrument and Standing Orders. <p>AW withdrew from the meeting during discussion on the proposed extension to his term of office, taking no part in any discussion or voting.</p>	<p>LW</p> <p>NL/GC</p> <p>NL</p> <p>NL</p>
<p>12.</p>	<p>Management Accounts to 31 July 2018</p> <p>Confidential item.</p>	
<p>13.</p>	<p>Draft Financial Outturn to 31-07-18 (including FRS102 & Merger Adjustments)</p> <p>Confidential item.</p>	
<p>14.</p>	<p>Estates update</p> <p>This report provided governors with an overview of the College Estates management and included a progress report on capital works at Tyne Coast College.</p> <p>The CEO highlighted the following matters:</p> <ul style="list-style-type: none"> • Major refurbishment to STC estate were limited and related mainly to completing and improvements to work already started. • Refurbishments to TyneMet estate consisted of refurbishments and repurposing of existing facilities in A and E block and QA drama hall entrance. • An overview of 2017/18 showed the financial position as £460k over budget due to contested dilapidations. Water monitoring had resulted in cost savings across 	

	<p>both Westoe and CRC. Ongoing monitoring would target further water saving opportunities. All works from 2017 Legionella risk assessment had now been completed.</p> <ul style="list-style-type: none"> • Summer works 2017/18 – majority at Coast Road Campus and DW Halls. • Maintenance contract with Opus at Westoe had been terminated early. Harmonising both TM and STC maintenance strategies would result in cost savings across TCC. • Ongoing capital works to proceed until end of term one. • Plans for 2018/19 included careful prioritisation of works to maximise reduced capital budget, integration of central TCC Estates Management and maintenance functions, consolidation of Estates and capital plans etc. • TMC Capital build progressed with expected handover in November 2018. <p>Governors stressed that there needed to be an Estates Strategy across the College.</p> <p>Q. Timetable of new construction? The College had use of leased units until 31 October, therefore plans were underway to relocate and store equipment until the new build was completed. Students were moving onto the main campus prior to half term and would be classroom based for 1-2 weeks.</p> <p>Q. Official opening? January 2019.</p> <p>The CEO informed governors of the very sad news that Mr Eddie Beckett, former Head of Estates had recently passed away after a long illness.</p> <p>Resolved: That the report is received and accepted.</p>	
<p>15.</p>	<p>Application of the Seal</p> <p>The Director of Governance confirmed that the College Seal had been used on several contracts all relating to the collateral warranties for the construction unit on the TyneMet College site.</p> <p>Resolved: That the information is received and noted.</p>	
<p>16.</p>	<p>Minutes of Committees/Working Groups since the last Board meeting</p> <p>The minutes of the meeting of the Finance and Resources Committee held on 5 October 2018 were received by the Board.</p>	
<p>17.</p>	<p>Any other business</p> <p><u>Data Breach</u></p> <p>The Director of Governance reported that there had been a recent data breach and a report had been sent to the Information Commissioners Office.</p> <p>Q. Within required timescales? Yes, the report was issued within the 72hr requirement.</p>	
<p>18.</p>	<p>Identification of confidential items</p> <p>Resolved: That the following matters are to remain confidential:</p> <ul style="list-style-type: none"> • Item 4 - Matters arising: <ul style="list-style-type: none"> 4.7 Report of the Chief Executive - Hartlepool College 4.8 Academy Update 4.9 Quality Improvement Plans (STC) – Apprenticeships 	

	<p style="text-align: center;">4.10 NIMASA Sea Service</p> <ul style="list-style-type: none"> • Item 5 - Appointment of Deputy Chief Executive/Executive Principal - recommendation from Selection Panel • Item 6 – Chair’s update (Northumberland College) • Item 7 – Report of the Chief Executive • Item 12 - Management Accounts to 31 July 2018 • Item 13 - Draft Financial Outturn to 31-07-18 (including FRS102 & Merger Adjustments) 	
<p>19.</p>	<p>Date and Time of Next Meeting</p> <p>Wednesday 19 December 2018 at 4.00 pm at STC site (followed by Christmas Dinner)</p>	

Chair:

Date: