



TyneCoastCollege

Meeting of the Board

Venue: South Tyneside College, South Shields

Date: Wednesday 18 December 2019

Time: 4.00pm – 6.10pm

Present: Andrew Watts (in the Chair) (AW)
Sheila Alexander
David Byrne
Graeme Cruickshank
Bernard Garner
Malcolm Grady
Gary Holmes (GH)
Oliver Keogh
Mark Overton
Alain Reynier
Colin Seccombe
Lindsey Whiterod (LWh)

Apologies for absence: Martin Hottass
Andy Walton
Susan Wear

In Attendance: Neil Longstaff (Director of Governance)

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. There were standing declarations for links to Tyne Coast Academy Trust for the following: AW, GH and LWh. AW declared an interest in the item relating to Groundwork South and North Tyneside.	
3.	Performance Review At this stage in the proceedings all staff and the student governor withdrew from the meeting. Confidential (restricted) item.	

<p>4.</p>	<p>Minutes and Matters Arising</p> <p>The minutes and confidential minutes of the meeting held on 16 October 2019 were approved and signed by the Chair.</p> <p>Matters arising</p> <p>4.1 <u>Safeguarding Policy</u></p> <p>It was reported that the Safeguarding Policy had been endorsed by the Link Governor for Safeguarding and cross referenced to the Keeping Children Safe in Education document.</p> <p>4.2 <u>TTE Update</u></p> <p>Confidential item</p>	
<p>5.</p>	<p>Chair's Update</p> <p><u>Queen's Anniversary Award</u></p> <p>Tyne Coast College (South Shields Marine School) had been awarded The Queen's Anniversary Prize for Higher and Further Education (2018-2020) for its work in digital modelling and advanced training for ports and waterway development and safe ship movements.</p> <p>This was described as an outstanding achievement and THE most prestigious award that an educational institution could receive. Congratulations were given to all those who worked on the projects involved.</p> <p>Q. Marketing this success? Governors were informed that the Marketing Manager was working on how best to publicise this achievement.</p> <p>It was commented that the descriptive note for the application was excellent, very comprehensive and easy to read.</p> <p>A governor felt that the College needed to establish an alumni and achieve wider exposure.</p> <p>Resolved: That the information is received and acknowledged.</p>	
<p>6.</p>	<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 CEO's report highlighted the following:</p> <ul style="list-style-type: none"> • Queens Anniversary Prize Success • Two Days Annual Leave • Student Numbers Update (Confidential item) • Ofsted Report • 2019/2020 Pay Award Proposal (Confidential item) • Estates Strategy (Confidential item) • Five Key Strategic Priorities Timeline 2019/2020 (Confidential item) • Opportunity North East (ONE) • TTE Update (Confidential item) • Groundwork Update (Confidential item) 	

	<ul style="list-style-type: none"> • Commission on the College of the Future • Multi Academy Trust Update (Confidential item) • North of Tyne Combined Authority – Devolved AEB Update • National Leaders of FE Update • Student Fatality at MOST (Confidential item) <p>LWh stated that governors would be kept up to date with any further developments.</p> <p><u>Commission on the College of the Future</u> The Independent Commission on the College of the Future was asking the question “what do we want and need from our colleges in ten years’ time?” It was expected that Colleges would need to be at the heart of this to meet the challenges ahead.</p> <p>A final report was to be published in Spring 2020.</p> <p>A governor indicated that he attended a presentation at a recent conference he had attended and found it to be poor. LWh commented that there was very little coming out from this to date.</p> <p><u>Ofsted</u> LWh commented that she was very pleased that the College had retained its ‘Good’ Ofsted rating following the recent inspection and reported that a number of colleges had been downgraded possibly due to the new Ofsted framework.</p> <p>A governor stated that he would be pleased to see the implementation of the action plan quickly to achieve ‘outstanding’.</p> <p>Resolved: That the Board agree to receive the report and acknowledge the information provided.</p>	
7.	<p>College Self-Assessment Reports 2018-19 and Quality Improvement Plans 2019-20</p> <p>7.1 Tyne Coast College FE Self-Assessment Report (2018-19) and Quality Improvement Plan (2019-20)</p> <p>This self-assessment process (SAR) for Tyne Coast College (TCC) was structured in line with the new Education Inspection Framework 2019 and the Further Education and Skills inspection handbook July 2019. Self-assessment at the college was deemed to be robust, providing the opportunity for continual reflection and evaluation of in-scope provision at South Tyneside College, South Shields Marine School and TyneMet College.</p> <p>Governors noted that this report had been approved by Senior Executive Group and Quality and Standards Committee.</p> <p>Tyne Coast College Judgement Grades were as follows:</p> <ul style="list-style-type: none"> • Overall Effectiveness – Grade Good • Leadership and management – Grade Good • Teaching Learning and Assessment – Grade Good • Personal Development, Behaviour and Welfare – Grade Good • Outcomes for Learners – Grade Good <p>The Chair of Quality and Standards Committee commented that owing to the business to be conducted for the College, it had been recognised that his committee needed to meet at least 3 time per year. Governors agreed with this view.</p> <p>Resolved: That the Board agree to receive and approve the report.</p>	NL

	<p>7.2 Tyne Coast College HE Self Evaluation Report including HE QIP</p> <p>The purpose of this report was to confirm the decision of the Quality and Standards Committee and the HE SAR Working Group by endorsing the College Self-Evaluation report for its Higher Education provision.</p> <p>Governors were reminded that the College was required to undertake Governor / Board review of the HE provision and to confirm this strategic oversight to the Office for Students as part of the Annual Provider Review Process (APR). This APR was the current risk based external review that OfS undertook in place of the formal four yearly audit or inspection regime.</p> <p>Resolved: That the Board approves the review undertaken by the Quality and Standards Committee and the HE SAR Working Group and endorses the HE Self-Evaluation Report, authorising the Chief Executive to submit confirmation to the Office for Students for the Tyne Coast College provision.</p>	LWh
8.	<p>HE Strategy 2019-22</p> <p>This report asked the Board to review the proposed revision to the Higher Education strategy, which was to guide the College's HE over the medium term. It was noted that this report had already been submitted to and scrutinised by the Quality and Standards Committee.</p> <p>It was reported that the marketplace for Higher Education was evolving. The introduction of the Office for Students in April 2018 put greater focus on the structures within HE. OfS were undertaking similar processes to HEFCE and had appointed QAA as the Designated Quality Body. As the name suggested there was a prominent focus on students rather than institutions.</p> <p>The HE provision offer in Tyne Coast College was judged to be more comprehensive after merger and now had over 1000 FTE's. With this expansion and change in regulations, the College's bargaining power with its partner university had altered and the College was now reviewing the need to apply for Foundation Degree awarding powers, which was a two year process.</p> <p>Governors felt that the Principal of SSMS was extremely helpful in clarifying issues raised during discussion at the Q&S Committee.</p> <p>Resolved: That the Board agrees to receive the report and approves the strategic actions as proposed.</p>	
9.	<p>Internal Audit Annual Reports (Internal audit annual opinion) Year ending 31 July 2019</p> <p>The above mentioned report; which had been considered by Audit Committee, covered the following areas:</p> <ul style="list-style-type: none"> • The annual internal audit opinion • The basis of auditors' audit opinion • Appendix A: Annual opinions • Appendix B: summary of internal audit work completed 2018/19 <p>The auditors concluded that the College had an adequate and effective framework for risk management, governance and internal control. However, auditors work had identified further enhancements to the framework of risk management, governance and internal control to ensure that it remained adequate and effective.</p>	

	<p>It was noted that tender documents were being produced to appoint internal and external auditors in the coming months. Responding to a question the CEO confirmed that the quality of work conducted by RSM was good.</p> <p>Resolved: That the report is received and approved.</p>	
<p>10.</p>	<p>Annual Reports to Board from Audit Committee</p> <p>The Chair of Audit Committee introduced the Annual Report for the College highlighting key areas for governors' consideration.</p> <p>It was explained that the Board was required to receive a report on the work of the Audit Committee (audit functions) on an annual basis.</p> <p>The Audit Committee had received the report and concluded that the information provided allowed them to recommend the signing of the statements of governance and internal control by the Chief Executive and Chair as part of the College's annual reports.</p> <p>The members of the Audit Committee were thanked for their work over the year.</p> <p>Resolved: That the Board agree to receive the report and acknowledge the information provided.</p>	
<p>11.</p>	<p>Student Union Accounts 2018-19</p> <p>Members were informed that the accounts for 2018/19 had been to Finance and Resources Committee and were recommended for approval.</p> <p>Q. Honorariums for Student executives? Each student officer received an honorarium but payment was dependent upon attendance at designated meetings and carrying out duties in relation to Union and general college business.</p> <p>Q. Pool tables purchased? Yes. Outright purchase was considered but it had been cheaper to hire.</p> <p>The Student Governor outlined issues within the student executive team last year which contributed to a breakdown in communications at times and prevented progress. It was noted that the current student body appeared to be making better use of the funding it received from the Board.</p> <p>A governor informed that the Board that he had attended a workshop on the student voice which provided good examples of how active the student executive could be. It was noted that the Deputy CEO was integrating this into long term planning as the role of the student body was more significant than ever before.</p> <p>The student governor indicated that there appeared to be a lack of extra-curricular activities other than sport for students. The student executive was working towards developing a sense of community across the College.</p> <p>Governors felt that there needed to be a greater connection developed with the Student Union.</p> <p>Q. Cohort of active members? Yes, all were attending meetings as required. However, there were few representatives beyond Queen Alex campus who stood for election. Plans were in place to generate further interest. It was noted that some potential candidates had</p>	

	<p>withdrawn at the point they were asked to produce a promotional video of themselves for an election campaign.</p> <p>Resolved: That the report is approved.</p>	
12.	<p>Annual Reports and Financial Statements for the Year Ended 31 July 2019 including Regularity Audit Opinion and Management Letters</p> <p>The Board received the accounts for Tyne Coast College, which had been circulated in advance of the meeting. It was reported that the accounts had been considered in detail by the Audit Committee and the Finance and Resources Committee with each recommending their approval by the Board.</p> <p>The specific areas where appropriate signatures were required were highlighted and questions were invited. Areas requiring formal approval were:</p> <ul style="list-style-type: none"> • Strategic Report (by Chair of Board) • Statement of Corporate Governance and Internal Control (by Chair of Board and Chief Executive) • Statement on the College's Regularity, Propriety and Compliance (by Chair of Board and Chief Executive) • Statement of responsibilities of the Members of the Board (by Chair of Board) • Financial Statements (by Chair of Board and Accounting Officer) <p>Reference was also made to the Regularity Audit Opinion and Management Letters. Members recommended that the Letters of Representation from auditors (Management Letters) be signed by the Chair of the Board.</p> <p>The Chair of Finance and Resources Committee was pleased to hear that there had been no unexpected adjustments as compared to the management accounts.</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. That the annual report and accounts for Tyne Coast College for the Year Ended 31 July 2019 are approved and that the appropriate persons, as identified in the papers, are authorised to sign the relevant sections of the documents (as detailed above) on behalf of the Board. ii. That the Chair is authorised to sign the Letters of Representation from auditors. 	<p>AW/LWh</p> <p>AW</p>
13.	<p>Management Accounts</p> <p>Confidential item.</p>	
14.	<p>Bournville College findings</p> <p>The purpose of the paper was to update the Board 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, the College Management Team with training being arranged for Senior Management and Budget Holders. A full report had also been presented to the F&R Committee for scrutiny and was to ensure all actions were followed up. Governors stated that they were reassured given the review and scrutiny that had been undertaken.</p>	

	<p>Resolved: That the Board receives the report acknowledging the information presented.</p>	
<p>15.</p>	<p>Sub-contracting Arrangements 2019</p> <p>The purpose of the report was to advise governors of the Education and Skills Funding Agency (ESFA) 2019 Sub-Contracting Arrangements.</p> <p>The Funding Guidance for Young People 2019 – 2020 Subcontracting Control Regulations was reviewed and key areas together with the management response for compliance were detailed within the report.</p> <p>The report confirmed that the College was good at assessing who they should be working with. The CEO confirmed that all sub-contracting was reported to and monitored through SEG.</p> <p>Resolved: That the Board agree to receive the report noting the guidance and are reassured that there are controls in place within the College.</p>	
<p>16.</p>	<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"> • Succession planning – appointment of Governors and a review of terms of office. • Composition and membership of the College Board and its committees – an update on existing vacancies. • To provide an update on the performance review of the Board during 2018-19. • Governor attendance 2018-19: Annual review indicated rates had fallen to 79% from 82.96%. • To receive the latest Governance Position paper, which has been endorsed by the Governance and Search Committee. <p>It was confirmed that the individuals being proposed for positions on the Board filled skills gaps as identified on the skills matrix. A meeting between members of the G&S Committee and the potential governors had been held and were now being recommended for appointment.</p> <p>Q. Formal induction? This was in place and all new governors would be required to attend.</p> <p>The terms of office of governors had been reviewed by the G&S Committee and a recommendation was to be circulated to members of the Board in due course.</p> <p>NL reminded Chairs of the Business, Community and Stakeholder Groups to arrange an initial meeting with its members as soon as possible.</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. That the Board receives the report acknowledging the information presented. ii. That Governors agree to: <ol style="list-style-type: none"> a. Note the attendance figures presented. b. Confirm the composition and membership of the College Board and its committees, as presented. c. Re-appoint Mr George Clark to the College Board to continue his term of office. d. Acknowledge the strong outcomes to the Board's performance survey 	<p>NL</p>

	<p>and Chair's 1-2-1s.</p> <p>e. the overall judgement of 'Good' for the governance of the College as per the position paper.</p> <p>iii. That the following are appointed College Governors from the date shown for an initial period of one year:</p> <ul style="list-style-type: none"> • Jacqueline Watson (1 January 2020) • Donya Urwin (1 January 2020) 	NL
17.	<p>Annual report on Safeguarding</p> <p>The purpose of this report was to provide the Board with an annual report on Safeguarding. This report had been endorsed by Senior Executive Group and the Quality and Standards Committee.</p> <p>The safeguarding report provided information on progress against 2018/19 actions, safeguarding referrals, multi-agency working and statutory guidance.</p> <p>Q. Emotional resilience training for staff about disclosure by students which cannot be shared? LWh indicated that robust procedures were in place to address such matters.</p> <p>Resolved:</p> <p>i. That the Board agree to receive the report and acknowledge information presented.</p> <p>ii. That benchmarking data be included in future reports to the Board/Committee.</p>	Dep CEO
18.	<p>Student Union Report</p> <p>The purpose of the paper was to update the Board on the work of the new Student Executive 2019/20.</p> <p>It was reported that:</p> <ul style="list-style-type: none"> • Student Union promotion for this academic year began once the AS students had been inducted and lessons had begun in September. • There were a series of technical issues surrounding the election which led to several individuals being unable to apply for some time, while these issues were eventually resolved and an executive formed, no officers applied either from Tyne Metropolitan College or Marine College. The Union was planning to address this through targeted visits and marketing to both colleges. • At present, the Student Union was attempting to lay down the foundations for a working medium through which students could air their concerns to the Union and address key issues facing students. • To improve the profile of the Student Union, students had begun preparations, alongside Mark Lambert, to begin sending monthly updates and student surveys to each college, to be read out in tutorial • Work was underway to ensure that the Student Executive was updated concerning the Union's activities and agenda, with the formulation of an action plan for the remainder of the academic year. A consensus had already been established regarding the Union's plans and attendance was consistently excellent. • All members were now set up with payment systems to receive the remuneration based on course attendance and attendance at Boards and Executive duties. • Students across the College had been involved in charity work, specifically focusing on Bank support leading up to the festive season, with certain members of the Executive contributing to the food drive in Queen Alex. Governors were made aware of a charity work drive across South Tyneside through the 'New Challenge'. 	

	<p>The student governor added that the union was looking at establishing non-gender bathrooms within the College. LWh indicated that advice and guidance would need to be sought at the appropriate time.</p> <p>Resolved: That the report is received and accepted.</p>	
19.	<p>UKVI report</p> <p>This report provided an update on the College's current UKVI status for student immigration.</p> <p>Governors noted the following:</p> <ol style="list-style-type: none"> The College had held Tier 4 Sponsor status since November 2008. This status was renewed each year when the number of visa refusals were checked against a 10% limit. The last five year refusal rates were 3.24% (October 2015), 8.76% (July 2016), 2.5% (July 2017), 1.61% (July 2018) and 0.53% July 2019. An external UKVI review took place in June 2019 and the Basic Compliance Assessment (BCA) decision communicated on 10th July 2019 was that the College had maintained its current tier 4 Sponsor Status. <p>Governors commented that the refusal rates were very good and compared favourably with the sector.</p> <p>Resolved: The Board is asked to receive the report.</p>	
20.	<p>Equality and Diversity Objectives 2019-20</p> <p>The report provided the Board with Tyne Coast College Equality and Diversity objectives 2019-2023. The Senior Executive Group and Quality and Standards Committee had reviewed and approved the objectives.</p> <p>The College's objectives and measurable outcomes were detailed within the Action Plan. The objectives were:</p> <ol style="list-style-type: none"> Eliminate discrimination, harassment and victimisation Advance equality of opportunity Foster Good Relations <p>Resolved: That governors agree to receive the report and confirm their approval of the objectives and outcomes.</p>	
21.	<p>Staff Disciplinary Policy (TyneMet College)</p> <p>The purpose of this report was to provide the Board with an update to TyneMet's Disciplinary Policy and Procedure.</p> <p>The policy had been updated to take account of new job titles and meeting structures. It had been consulted upon with trade unions and it had not been materially changed as it was a contractual policy and therefore protected under TUPE.</p> <p>Resolved: That the Board agree the Staff Disciplinary Policy (TyneMet College), as recommended by Finance and Resources Committee.</p>	
22.	<p>Public Benefit Statement</p> <p>The purpose of the report was to ask the Board to approve the updated Public Benefit</p>	

	<p>Statement (PBS).</p> <p>This had been significantly changed, at the request of the F&R Committee, to incorporate an introduction, provide information about staffing and finances, external relationships and new examples of where the College had added value.</p> <p>Governors were reminded that:</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, although the Committee wished for this updated document to be agreed with the Board. • The PBS described how the College sought 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>Governors felt that the new statement was much improved with a good layout of information.</p> <p>Resolved: That the Board agree the Public Benefit Statement, as presented.</p>	
23.	<p>Review Internal and External Auditors Performance/Appointment or dismissal of Auditors and Remuneration 2019/20.</p> <p>The Audit Committee had been informed that both auditors had been extended for two years and were due to end in 2020, this being the case both would need to go out to tender in 2020.</p> <p>The Board was asked to identify the method of selection.</p> <p>Recent concerns experienced with KPMG were reported and noted.</p> <p>Resolved: That the Board agrees to tender for both Internal and External Auditors but as this is likely to be a joint tender with the sponsored academy trust, it recommends that the Selection Panel should comprise of the following:</p> <ul style="list-style-type: none"> • 2 Representatives from TCAT • 2 Representatives from College • Chief Finance Officer 	
24.	<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"> • Academies Partnership Group - 27 September 2019 • Business Development - 23 October 2019 • HE SAR Working Group – 6 November 2019 • Governance and Search - 14 November 2019 • Finance & Resources Committee -26 November 2019 • Audit Committee - 27 November 2019 • Career College North East - 2 December 2019 • Quality and Standards - 4 December 2019 	

<p>25. Any other business</p>	<p><u>Compliance with OfS Regulatory Guidelines (Tabled paper)</u></p> <p>This paper was asking governors to consider root cause and corrective action relating to 2 non-compliances with Office for Students (OfS) Regulatory Guidelines.</p> <p>The issues were detailed within the report and corrective actions were outlined</p> <p>Q. Any sanction? None. Q. Two non-compliances? LWh indicated that the report was not clear but they were part of the same issue. Clarification was to be sought from the Principal of SSMS.</p> <p>Resolved: That the Board agree the implementation of the corrective actions as recommended subject to clarification being received in relation to the 2 non-compliances.</p>	<p>NL/LWh</p>
<p>26. Identification of confidential items</p>	<p>Resolved: That the following matters are to remain confidential:</p> <ul style="list-style-type: none"> • Item 3 - Performance Review Feedback (Restricted) • Item 4.2 - Matters arising: TTE • Item 06 - Chief Executive's Report (Student No.s, MOST incident, Pay Award, Groundwork proposal, Estates) • Item 13 - Management Accounts 	
<p>27. Date and time of Next Meeting</p>	<p>The next meeting was to be held on Wednesday 1 April 2020 at 4.00pm to be held at North East Futures UTC.</p>	

Chair: Date: