

## Meeting of the Board

<b><u>Venue:</u></b>	Conference Room at TyneMet College site
<b><u>Date:</u></b>	Wednesday 28 March 2018
<b><u>Time:</u></b>	4.00pm – 6.45pm
<b><u>Present:</u></b>	Bill Midgley (in the Chair) David Byrne George Clark Terry Cornick Graeme Cruickshank Bernard Garner Malcolm Grady Gary Holmes Martin Hottass Mark Overton Alain Reynier Colin Seccombe Andy Walton Andrew Watts Susan Wear Lindsey Whiterod
<b><u>Apologies:</u></b>	Sheila Alexander Brooklyn Neilson
<b><u>In Attendance:</u></b>	Neil Longstaff (Director of Governance) Helen Beaton (Chief Operating Officer) Alison Maynard (Principal of South Tyneside College)

ITEM NO.	ISSUES	ACTION
1.	<p><b>Apologies for absence</b></p> <p>The Board approved apologies for absence received from those identified above after having first considered the reasons for their absence.</p>	
2.	<p><b>Presentation: Principal of South Tyneside College</b></p> <p>The members of the Board were provided with an overview on South Tyneside College's provisions and structure, SWOT summary and business plans.</p> <p>AM responded to a number of questions during her presentation, which included the following:</p> <p>Q. Three biggest concerns? Apprenticeships, introduction of 'T' Levels (which included 1200 work placements to find) and retaining every student.</p> <p>Q. Any movement to change work placement? Needed to revolutionise as placements had to be meaningful for students. Discussions were ongoing with staff as to the approach to be taken. A governor indicated industry was resisting as the number of days being offered for placements was still not enough.</p>	

	<p>Q. Define digital strategy? AM was looking at the different aspects and establishing short, medium and long term plans as part of curriculum planning. AM indicated that the College's aim was to make preparations for a digital workforce.</p> <p>The Chair commented that the College was facing an ever changing world and staff needed to respond accordingly.</p> <p><b>Resolved: That the information is received and acknowledged.</b></p> <p>AM was thanked for her presentation and left the meeting.</p>	
<b>3.</b>	<p><b>Declarations of interests</b></p> <p>The Chair reminded members to declare any conflicts of interest as they arose on the agenda.</p> <p>Standing declarations were for Academy links - North East Futures UTC (GH) and Tyne Coast College Trust (MG, AW and LW).</p>	
<b>4.</b>	<p><b>Minutes and Matters Arising</b></p> <p>The minutes and confidential minutes of the meeting of the Board held on 13 December 2017 were approved and signed by the Chair.</p> <p><b>Matters arising not covered on agenda</b></p> <p><u>4.1 Review of Queen Alexandra committee</u></p> <p>NL confirmed that all actions had been completed. This had been reported back to the QA committee and the Head Teachers of the schools within the collaboration had indicated that they wished to report back to their own individual Boards for them to endorse the new arrangements.</p> <p><u>4.2 Annual Reports and Financial Statements/Internal and External Auditors Re-appointment</u></p> <p>HB confirmed that that all actions had been completed.</p> <p><u>4.3 Growth Plan</u></p> <p>Confidential item.</p> <p><u>4.4 Management Accounts</u></p> <p>Confidential item.</p>	
<b>5.</b>	<p><b>Chair's Update</b></p> <p>The Chair highlighted the following matters for governors information:</p> <ul style="list-style-type: none"> <li>• Attendance at a number of meetings - all confirmed that there would be no additional funding for Colleges.</li> <li>• 25% of College had been identified as being in financial difficulties.</li> <li>• There were real concerns over the delivery of apprenticeships.</li> <li>• A meeting had been held with the Chair of Northumberland College.</li> </ul>	

	<ul style="list-style-type: none"> <li>The outgoing High Sheriff of Tyne and Wear, Lieutenant General Robin Brims held his special farewell reception at Norham High School organised by College and QA students. The farewell event showcased work and displays by pupils from North Shields schools and students from TyneMet College and Queen Alexandra Sixth Form College. The food for the event was prepared and served by students from TyneMet College. Robin Brims had been asked to present the College awards in June.</li> </ul> <p>Q. Strategic review of finances following Area Review? No, funding had been the driving force and the FE Commissioner had been quoted as saying the AR had been a wasted opportunity for some. It was commented that AR2 was now unlikely to happen as there was a greater focus on other areas by the FE Commissioner e.g. finance and quality.</p> <p>Q. North Tyne Devolution deal – potential implications for future funding? Adult education funding would be based on where the learner lived or worked therefore the College would receive part devolved authority and part government funding.</p> <p>Q. Could QA benefit from Devolved Authority’s Strategic Development Fund aimed at school improvement? Uncertain as no further information was available.</p> <p>The Chair indicated that he could raise questions about the Devolved Authority with the Mayor at a forthcoming meeting.</p> <p>It was noted that an Inclusive Growth Board was to be established as part of the North Tyne Devolution deal and it was commented that it would be in the College’s interests that the CEO was a member.</p> <p><b>Resolved: That the information is received and acknowledged.</b></p>	
6.	<p><b>Report of the Chief Executive</b></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 Chief Executive provided further clarification on the following:</p> <ul style="list-style-type: none"> <li>The Terms of Deployment for the National Leaders of FE had been received and were now presented for governor information.</li> <li>The culture group had met twice and was developing an action plan of activities and positive action to address key areas the group felt would have the most the impact. Governor involvement was being developed and a volunteer from the Board was sought.</li> <li>The Head of Marketing was conducting a review of college brands - an update would be presented at the July Board meeting.</li> <li>The College growth plan was being updated to factor in opportunities arising from north of river devolution. SEG members had attended a variety of consultation events to gain more information on the plans to help formulate the College’s strategic position.</li> <li>The 2018-19 curriculum plan timetable was presented for information. The finalised plan was to be brought to F&amp;R Committee as per the timetable with a new detailed budget setting risk analysis framework, which would be RAG rated.</li> <li>AoC was leading a fair votes (votes at 16) campaign and the CEO sought governors’ support to endorse this position as a College position. Members of SEG had agreed with the AoC stance that students aged 16 and upwards should be</li> </ul>	

	<p>allowed to vote and that this would strengthen their position in the eyes of politicians.</p> <ul style="list-style-type: none"> <li>Institute of Technology - confidential</li> </ul> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li><b>That the Board agree to receive the report and acknowledge the information provided.</b></li> <li><b>That governors interested in joining the College’s Culture Club are asked to contact the Chief Executive directly.</b></li> <li><b>That the Board endorse the College’s position on the AoC ‘votes at 16’ campaign.</b></li> </ol>	<b>ALL</b>
<b>7.</b>	<p><b>Tyne Coast College Business Plan Update</b></p> <p>The purpose of this report was to provide the Board with a mid-year update on the College Business Plan and seek governors’ views.</p> <p>It was reported that the Business Plan was to be reviewed and revised at the end of each academic year to take into account the changing financial, policy and political positions.</p> <p>It was noted that the CEO’s view was that the College would receive at least a ‘Good’ grade should Ofsted carry out an inspection.</p> <p>A comment was made that the Plan appeared to be ‘too wordy’, which should be addressed in future versions.</p> <p><b>Resolved: That the Board agree the Business Plan update and acknowledge the information provided.</b></p>	
<b>8.</b>	<p><b>Counter Terrorism Plan</b></p> <p>The purpose of this report was to provide the Board with the College’s Counter Terrorism Plan 2018/2019.</p> <p>LW highlighting the updated areas, explaining that SEG had reviewed the plan to incorporate the merged College sites and the new GDPR regulations.</p> <p>The members of the Board felt that the two key areas were staff training and awareness for students.</p> <p>Governors were made aware of recent bomb threats made to schools and Colleges across the country.</p> <p><b>Resolved: That the Board agree the Plan and priorities for 2018-19.</b></p>	
<b>9.</b>	<p><b>Prevent Plan</b></p> <p>LW presented the Prevent Plan 2018-19.</p> <p>The Prevent Plan had been reviewed in line with changes to legislation and policies during the annual review.</p> <p>Q. How were the new intake of students made aware? As part of the tutorial programme, which had been praised in the last Ofsted inspection.</p>	

	<p>Q. Issues with an open campus? Yes, but this had been recognised as it applied to both STC and TyneMet campuses.</p> <p><b>Resolved: That the Board agree the Plan and the priorities for 2018-19.</b></p>	
10.	<p><b>Academy Trust Update</b></p> <p>Confidential item.</p>	
11.	<p><b>Reports from Local Boards</b></p> <p>The Chairs of each of the Local Boards gave an overview of the key issues, discussion points and agreed actions from their recent meetings.</p> <p>With regard to marketing issues, the Chair reported that the Head of Marketing had been asked to give a presentation to the Board at the meeting in July to cover the following:</p> <ul style="list-style-type: none"> <li>• Student recruitment</li> <li>• Showcasing TV advert</li> <li>• Recruitment campaigns</li> <li>• Use of Social media</li> </ul> <p>The Chair of STC Local Board highlighted discussion on the role of volunteering in assisting students in career choices and work opportunities. It was felt that this should be a strong emergent theme in the College 2018/19. LW was to follow up.</p> <p><b>Resolved: That the reports from the Local Boards are received and information acknowledged.</b></p>	<b>LW</b>
12.	<p><b>Management Accounts</b></p> <p>The report advised that as at the end of February 2018, the College had made a £705k deficit, which was £594k below budget. Comparator figure for last year was not included in the management accounts due to the August 2017 merger.</p> <p>Total income was £1,162k below budget due to low Adult Classroom, 16-18 Apprentices, Adult Apprentices and other tuition income. Year-end income projections had been amended for these areas in the reforecast. Nimasa sea time income (£913k) was included in these accounts, which were offset by equivalent non-pay expenditure.</p> <p>Payroll costs were £477k below budget due to low lecturer costs resulting from vacant posts either not being filled yet or being filled after the start of the academic year; these costs had also been projected to the year-end.</p> <p>Non-pay expenditure was £74k below budget due to lower than budgeted partnership delivery, low exam costs at the start of the year and low estates maintenance costs. Included in non-pay costs were £913k Nimasa sea time costs, which had been offset by equivalent sundry income noted above.</p> <p>The College’s financial health was classified as “Satisfactory” due to the lower than budgeted income at the start of the year but was forecasted to be “Good” at the end of the academic year.</p>	

	<p>Discussions/issues raised at the recent meeting of the Finance and Resources Committee were shared with governors. HB responded to questions seeking clarification on the budget position.</p> <p>It was suggested that, given the current situation with the budget, the Finance and Resources Committee holds an additional meeting in the summer to focus purely on the 2018/19 budget, which would then be presented to the Board in July for approval.</p> <p>Q. Next year's curriculum planning? Funding for 16-18 had been reduced by £800k. Deprivation factor funds had also reduced and the curriculum plan was showing reductions overall of approximately £1m. The curriculum plan was being reviewed in several areas to ensure that the College had a strong plan in place to move forward.</p> <p><b>Resolved: That the report is approved and update acknowledged.</b></p>	
<p><b>13.</b></p>	<p><b>Approval of Loan and Approval of Contract</b></p> <p>Confidential item.</p>	
<p><b>14.</b></p>	<p><b>Succession Planning</b></p> <p>This report aimed to provide an update on the membership of the Board, Local Boards and Committees, and to plan for appointments in a timely manner.</p> <p>Governors were reminded that the current Vice-Chair of the Board would become the Chair on 1 August 2018 and the appointment of his successor was yet to be resolved. The Chair proposed to introduce a structure consisting of three Vice-Chairs. It was recommended that the governors holding the positions of Chair of a Local Board should automatically become a Vice-Chair of the Board. Governors discussed this proposal.</p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li><b>i. That governors agree to receive the report and acknowledge the progress being made to fill current and forthcoming vacancies.</b></li> <li><b>ii. That the Director of Governance is to review the Articles and Standing Orders and make the necessary changes that will allow for the appointment of three Vice-Chairs of the Board as described above.</b></li> </ul>	<p>NL</p>
<p><b>15.</b></p>	<p><b>Future Reporting Arrangements</b></p> <p>The report outlined the proposed reporting arrangements to the College Board, its Local Boards and Committees.</p> <p>The Governance and Search Committee considered a report aimed at finding a balance between the need for the Board, Local Board and Committees to have the appropriate amount and level of information to make the necessary scrutiny and challenge needed when reaching decisions versus the unwieldy nature of agendas and associated papers, with all the consequent preparation time for Board and committee members.</p> <p>The paper aimed to address these issues with a key focus on reducing the volume of information being presented with an improved reporting mechanism. The following actions were considered:</p>	

	<ul style="list-style-type: none"> <li>- Streamlining papers to the College Board, Local Board and its committees through a refinement to the report template for Executive Officers – Key issues/actions only.</li> <li>- Establishing a Committee Chair’s Summary Report to be presented to the full Board.</li> <li>- To create a hyperlink within agendas on Meetingsquared for supporting documents.</li> <li>- A review of the College Policy schedule to be undertaken with a view to ensuring only key strategic documents required Board approval.</li> <li>- To establish an information folder in Meetingsquared with a view to reducing reports on agendas for meetings</li> </ul> <p>Governors also indicated that although the executive summary provided a helpful overview, there was a need for more visual/graphical reports, which would provide an instant picture of the College’s position on the key issues under discussion. The Director of Governance stated that he was in discussions with the Principal for STC and Head of IT on the use of existing software to enhance reports to the Board.</p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>i. <b>That the Board agree to receive and accept the report.</b></li> <li>ii. <b>That the recommendations of the Governance and Search Committee are endorsed and that the new reporting arrangements are to be implemented with immediate effect.</b></li> </ul>	<b>NL</b>
16.	<p><b>Dr Winterbottom Fellowships – Nominations</b></p> <p>Confidential item</p>	
17.	<p><b>Student Union Report</b></p> <p>The report outlined the following for information:</p> <ul style="list-style-type: none"> <li>• Future Events</li> <li>• NUS card sales and budget</li> <li>• Meetings of the Executive Committee</li> </ul> <p><b>Resolved: That governors agree to receive the report.</b></p>	
18.	<p><b>Approval of Policies</b></p> <p>The following updated policies, which had been recommended by either the Finance and Resources or Audit Committees, were presented for Board approval:</p> <ul style="list-style-type: none"> <li>• Risk Management</li> <li>• Safeguarding</li> </ul> <p>It was noted that further updates were required for the Data Protection Policy in light of queries raised by governors.</p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>i. <b>That the Risk Management and Safeguarding policies are approved, as presented.</b></li> </ul>	

	<p><b>ii. That the Director of Governance is to circulate the revised Data Protection Policy to members of the Board for approval.</b></p>	<b>NL</b>
<b>16.</b>	<p><b>Application of the Seal</b></p> <p>The Director of Governance confirmed that the College Seal had been used on one occasion since the last report was given to the Board; this being in relation to Sports England.</p> <p><b>Resolved: That the information is received and noted.</b></p>	
<b>17.</b>	<p><b>Minutes of Committees/Working Groups of the Board</b></p> <p>The Board received the minutes of the meetings of the following Local Boards/Committees/Working Groups:</p> <ul style="list-style-type: none"> <li>• Dr Winterbottom Charitable Trust Committee - 17 January 2018</li> <li>• Finance &amp; Resources Committee -24 January and 21 March 2018</li> <li>• Governance and Search - 31 January 2018</li> <li>• Career College North East Board - 1 February 2018</li> <li>• Quality and Standards - 7 February 2018</li> <li>• TyneMet College (Local Board) - 6 March 2018</li> <li>• SSMS (Local Board) - 7 March 2018</li> <li>• Queen Alexandra Sixth Form College Committee - 13 March 2018</li> <li>• South Tyneside College (Local Board) - 14 March 2018</li> <li>• Audit Committee - 26 March 2018</li> </ul> <p><b>Matter Arising</b></p> <p><u>Finance &amp; Resources Committee</u></p> <p>It was noted that a decision on the annual pay review had been deferred until September but provision had been made within the budget.</p> <p>The initial concern over tax treatment on redundancy payments was no longer an issue but the potential implications of additional VAT costs for sub-contracting work were still awaited.</p>	
<b>18.</b>	<p><b>Any Other Business</b></p> <p>None.</p>	
<b>19.</b>	<p><b>Date and time of next meeting: Wednesday 11 July 2018 at 4.00pm at STC site</b></p>	
<b>20.</b>	<p><b>Appointment of Principal for South Shields Marine School - recommendation from Selection Panel</b></p> <p>Mr David Byrne, Chair of the Selection Panel, reported that the Panel had concluded its task and made the following recommendations:</p> <ul style="list-style-type: none"> <li>• That Mr John Roach be appointed as Principal for South Shields Marine School</li> <li>• That Mr Simon Ashton be appointed as Vice-Principal for South Shields Marine School</li> </ul>	

	<p>It was explained that the appointment of a Vice-Principal provided essential support to the Principal and also established clear lines of responsibility and progression.</p> <p>DB and the Chair of the Board responded to questions from governors on matters concerning safeguarding, developing a presence in the market, international confidence in the staff etc.</p> <p>The Board thanked the members of the Panel for their work.</p> <p><b>Resolved: That Mr John Roach is appointed as Principal for South Shields Marine School and Mr Simon Ashton is appointed as Vice-Principal for South Shields Marine School (date of commencement to be agreed).</b></p>	<b>LW</b>
<b>21.</b>	<p><b>Senior Management Restructure</b></p> <p>Restricted confidential item. All staff except for LW, withdrew from the meeting taking no part in any discussion or voting.</p>	
<b>22.</b>	<p><b>Identification of confidential items</b></p> <p><b>Resolved: That the following matters are to remain confidential:</b></p> <ul style="list-style-type: none"> <li>• <b>Item 4.3 - Matters arising (Growth Plan)</b></li> <li>• <b>Item 4.4 - Matters arising (Management Accounts)</b></li> <li>• <b>Item 06 - Report of Chief Executive – IoT bids</b></li> <li>• <b>Item 10 - Academy Trust Update</b></li> <li>• <b>Item 13 - Approval of Loan and Approval of Contract</b></li> <li>• <b>Item 16 - Dr Winterbottom Fellowships – Nominations</b></li> <li>• <b>Item 21 - Senior Management Restructure (Restricted)</b></li> </ul>	

Chair:

Date: