

Meeting of the Finance and Resources Committee

Venue: STC Conference Room 1 / TEAMS
Date: 6 July 2023
Time: 1.00pm – 3.05pm
Present: Colin Seccombe (in the Chair) (CSe)
 Gary Hindmarch
 Donya Urwin
 Malcolm Grady

In Attendance: Jane Cuthbertson (Chief Operating Officer)
 Neil Longstaff (Director of Governance)
 Mandy Morris (Principal)
 Simon Ashton (SSMS Principal)
 Steve Chittenden (Head of Finance)
 Val Howey (HR Consultant)

ACTION TRACKER

Item	Summary of Action Required	By whom	Status	Comment / Update
Meeting held on 6 July 2023				
6	<u>Higher Education Fees</u> That the Board be recommended to roll forward the 2023/24 fees for the academic year 2024/2025 as most are already at the maximum fee and the ones that are not are programmes where the College have negotiated prices with individual employers or providers	SA		Agreed at Board 19 July 2023
7	<u>Policies</u> That the policy is recommended to the Board for approval subject to clarification being sought on the move away from a 20% management fee.	L W'head		Clarified and agreed at Board 19 July 2023
	That the Bursary Policy is recommended to the Board for approval.	JGates		Agreed at Board 19 July 2023

MINUTES

ITEM	ISSUES	ACTION
1.	<p>Apologies for Absence</p> <p>The Committee approved apologies for absence received from Lindsey Whiterod after having first considered the reasons for her absence.</p> <p>The Chair expressed his disappointment at the lateness of papers despite having moved this meeting back to accommodate anticipated issues with the budget. The Chair felt that this placed governors in an uncomfortable position to read such papers at short notice and indicated that he was happy to move meetings for valid reasons but when doing, so expected papers to be on time. The Chair also felt that it would have been appropriate for the CEO to have attended this meeting in light of the challenging budget situation.</p>	

	VH explained the staffing difficulties being experienced within the HR Team, which had contributed to the HR paper being late.	
2.	<p>Declarations</p> <p>i. <u>Declarations of interests</u> The Chair reminded members to declare any conflicts of interest as they arose on the agenda.</p> <p>The members of the Committee were reminded of the standing declarations in respect of the roles held in Tyne Coast Academy Trust by MG, CSe and JC.</p> <p>ii. <u>Business to be raised under Item 15</u> None</p>	
3.	<p>Minutes</p> <p>The minutes of the meeting held on 21 March 2023 were approved and signed by the Chair.</p> <p>Matters arising not covered on the agenda</p> <p>As reported on the Action Tracker.</p>	
4.	<p>Chair's use of Urgent Actions</p> <p>The purpose of the paper was to report on the occasions where the Chair (or in his absence the Vice-Chair) had exercised urgent action since the previous meeting.</p> <p>Governors were informed of the following instances where Chair's (Vice-Chair's) action had been used:</p> <ul style="list-style-type: none"> • Approval of Policies following previous meeting • Jetty refurbishment <p>Resolved: That the report is received and the Chair's urgent actions are endorsed.</p>	
5.	<p>Update on the HR Action Plan</p> <p>Confidential item</p>	
6.	<p>Higher Education Fees</p> <p>The purpose of the report was to confirm the Higher Education (HE) Fees for 2024/2025 academic year.</p> <p>Following the Audit Report on the College's HE Fees and the requirements of the Competition and Markets Authority (CMA), the College needed to ensure that its HE fees were fully ratified by the Board of Governors. In order to meet the requirements of the CMA the Collège needed to ensure its HE fees were published 12 months in advance. As Tyne Coast College did not have an Access and Participation Plan approved by the Office for Students, it could only charge up to a maximum of £6165 for its own HE provision.</p> <p>It was noted that as the fee limits were unchanged the maximum fee must remain at £6,165.</p> <p>Q. No decrease/increase in costs expected? None expected. Reference was made to the switch in validation of courses from Sunderland University to Huddersfield University.</p> <p>Resolved: That the Board be recommended to roll forward the 2023/24 fees for the academic year 2024/2025 as most are already at the maximum fee and the ones that are</p>	SA

	not are programmes where the College have negotiated prices with individual employers or providers	
7.	<p>Policies</p> <p><u>7.1 Subcontracting Fees and Charges Policy</u></p> <p>The purpose of the report was to seek approval for the revisions to the Subcontracting Fees and Charges Policy.</p> <p>It was reported that the policy had been reviewed and brought in line with current internal arrangements and ESFA subcontracting rules.</p> <p>Q. Rationale for the change in the 20% management fee? This was unclear but clarification could be sought before being signed off by the Board.</p> <p>A governor was pleased to see the inclusion of performance management and quality outputs being built into contracts.</p> <p>Q. Will the Board need to restate its intention to reduce sub-contracting within the College's strategy plan when taking into consideration OLC and CLC contracts? No, as they were different sources of funding i.e. not ESFA, which was the reference in the strategic aim.</p> <p>Resolved: That the policy is recommended to the Board for approval subject to clarification being sought on the move away from a 20% management fee.</p> <p><u>7.2 Bursary Policy</u></p> <p>The purpose of this report was to review the Bursary Policy and Procedure.</p> <p>The policy had been reviewed to ensure that the College had appropriate guidelines processes in place for students' eligibility and application for financial help and support.</p> <p>Q. Where does the Dr Winterbottom Fund relationship lie in relation to this Bursary Policy? The DWF supplements the Bursary by providing another avenue to students for limited support, but this was not a formal process. MM explained that students were made aware of the DWF at induction. The concern with the DWF was around future available funding as previously it had been supplemented by the Student Union budget but as most of the money was now going towards salaries for the Student Presidents it was unlikely that the DWF would see any significant funds via this route in the future.</p> <p>Resolved: That the Bursary Policy is recommended to the Board for approval.</p>	<p>L W'head</p> <p>JGates</p>
8.	<p>Management Accounts and commentary</p> <p>Confidential item</p>	
9.	<p>Santander Update</p> <p>Confidential item</p>	
10.	<p>New Build – financial implications on budget</p> <p>Confidential item</p>	
11.	<p>11.1 Budget 2023-24 and 2-year Financial forecasts – including capital expenditure & KPIs (internal and external)</p>	

	Confidential item 11.2 ESFA Comparator Data Confidential item	
12.	Approval of Student Association Budget 2023-24 Confidential item	
13.	Approval of Contracts and Planned Expenditure in Excess of 125k Confidential item	
14.	Feedback from Business & Stakeholder Groups None.	
15.	Any other business The Chair reported that this would be the final meeting for MG and SC and on behalf of the Committee, thanked them for their support over the years.	
16.	Date and time of next meeting tbc	
17.	Identification Confidential Items Resolved: That the following items are to remain confidential: <ul style="list-style-type: none"> • Item 05 – Update on the HR Action Plan • Item 08 – Management Accounts and commentary • Item 9 - Santander Update • Item 10 – New Build – financial implications on budget • Item 11.1 - Budget 2023-24 and 2-year Financial forecasts • Item 11.2 - ESFA Comparator Data • Item 12 - Approval of Student Association Budget 2023-24 • Item 13 – Approval of Contracts and Planned Expenditure in Excess of 125k 	

Signed: **Date:**