

Meeting of the Finance and Resources Committee

Venue: STC Conference Room 1 / TEAMS
Date: 21 March 2023
Time: 10.00am – 11.45am
Present: Colin Seccombe (in the Chair) (CSe)
 Donya Urwin (TEAMS)
 Malcolm Grady (TEAMS)
 Lindsey Whiterod (LW)

In Attendance: Jane Cuthbertson (Chief Operating Officer)
 Neil Longstaff (Director of Governance)
 Steve Chittenden (Head of Finance)
 Val Howey (HR Consultant)
 Mandy Morris (Principal)
 Craig Scott (Director of IT)(CS)
 Scott Bays (Head of MIS)
 Lynsey Whitehead (Director of Business Engagement, Partnerships & Apprenticeships)(LWh)

ACTION TRACKER

Item	Summary of Action Required	By whom	Status	Comment / Update
Meeting of the 30 June 2022 & 8 December				
8.	Tyne Coast College Financial Plan 2021-22 from ESFA The COO is asked to deliver a session to all governors on the ESFA's financial dashboard to give them a greater understanding of the financial position of the College.	JC		It is proposed that this is presented to the Governor Development Event on January 25 th . <u>Update 8.12.22</u> Still on track <u>Update</u> To be presented to future finance committee meeting <u>Update 6 July 2023</u> Discussed at Development event June 2023
Meeting of the 21 March 2023				
6.	Staff Disciplinary Policy and Procedure Policy i. That in the event of VH confirming JCC's endorsement, the policy is to be sent to the Chair to review and if content with the document, he is to use Chair's Action to approve the draft for recommendation to the Board for formal approval.	VH /Chair/ NL		Completed
	ii. That the draft DBS Policy be sent to the Chair for approval.	VH/NL		Completed
	Fees Policy The Committee accept these amendments and recommend that this be adopted by the Board.	SB/NL		Completed
7.	Business Continuity – update for Governors	CS/NL		Completed

The Committee agree to receive the report and that it be presented to the Board for information/consideration.			
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MINUTES

ITEM	ISSUES	ACTION
1.	<p>Apologies for Absence</p> <p>The Committee approved apologies for absence received from Gary Hindmarch after having first considered the reasons for his absence.</p> <p>NL reported that David Bavaird had resigned from the Board owing to ill health. The Chair highlighted the need to review the membership of the Committee through Governance and Search in light of DB's resignation and that fact that MG would need to stand down from his committee commitments if he was formerly appointed Chair of the Board from 1 August 2023. In addition, the Board would need to recruit governors with accounting qualifications over the coming months as both George Clark and CS terms of office were due end in 2024.</p>	
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 LW, MG, CSe and JC.</p> <p>ii. <u>Business to be raised under Item 16</u> None</p>	
3.	<p>Minutes</p> <p>The minutes of the meeting held on 8 December 2022 were approved and signed by the Chair.</p> <p>Matters arising not covered on the agenda</p> <p>As reported on the Action Tracker and as follows:</p> <p><u>Tyne Coast College Financial Plan 2021-22 from ESFA</u> The Chair noted that this matter was to be raised with the Committee but was of the view that it should be shared with the full Board so that they had an understanding of the overall financial position of the College. This could be at a meeting of the Board or next Development Event.</p>	JC
4.	<p>Update on Partnership Activity 2022/23</p> <p>Confidential item</p>	
5.	<p>Human Resources Report</p> <p>Confidential item</p>	
6.	<p>Policies</p> <p>i. <u>Staff Disciplinary Policy and Procedure Policy</u></p>	

	<p>NL reported that this policy had been agreed by CMT and was due to be presented to JCC (Joint Consultative Committee) but the meeting had been cancelled. Therefore, VH had sought views from the members of JCC via email but no formal response had yet been received. Therefore, it was requested that the Chair reviews this policy once VH had confirmed acceptance from JCC so that it could proceed to the Board for formal approval.</p> <p>VH also referred to a change to the DBS Policy whereby all DBSs were to be reviewed every three years instead of on appointment only. This also required approval.</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. That in the event of VH confirming JCC’s endorsement, the policy is to be sent to the Chair to review and if content with the document, he is to use Chair’s Action to approve the draft for recommendation to the Board for formal approval. ii. That the draft DBS Policy be sent to the Chair for approval. <p><i>VH left the meeting</i></p> <ol style="list-style-type: none"> i. <u>Fees Policy</u> <p>This report outlined the Tyne Coast College fees policy for 2023/24.</p> <p>The policy detailed how the College would treat fees in various circumstances and outlined how the rules governing the assessment of fees were complied with.</p> <p>There were few amends other than clarity of wording, and the key issues were:</p> <ul style="list-style-type: none"> • Para 1.4 - removal of reference to OFFA. All rules for HE fees now sat within the Office for Students • Para 1.5 - addition of expectation that learners applying for Advanced Learner Loans had secured their loan funding prior to starting the course • Para 2.8 – there was a need to clarify that the college may (replacing will) withhold certificates as this could be in breach of some awarding body rules • Para 3.8 – removal of Sunderland University as these arrangements were coming to an end <p>These amends were in line with funding rules and changes in contracting agreements.</p> <p>Q. Is the Policy used/referred to? It was in relation to the terms and conditions around liability for people who left a course early and provided guidance should there be a dispute as to how much was owed at the time of leaving. This policy was required by the ESFA and needed to be published.</p> <p>Resolved: That the Committee accept these amendments and recommend that this be adopted by the Board.</p>	<p>VH /Chair/ NL</p> <p>VH/NL</p> <p>SB/NL</p>
<p>7.</p>	<p>Business Continuity – update for Governors</p> <p>This report was to provide the committee with an update on the college Business Continuity Procedures.</p> <p>CS highlighted the following matters:</p> <ul style="list-style-type: none"> • College Management Team took part in a business continuity training exercise in November 2022 based on the possibility of rolling winter power cuts. • Local Business Continuity Plans for all departments were updated in autumn 2022. • Review of the departmental plans showed a reliance upon IT as a contingency for most scenarios, in particular working from home / delivering classes remotely. 	

	<p>Q. Does the New build give rise to any continuity issues? These have tended to be considered as part of the build process but there were continuity risks for the project such as lead times etc. and some IT issues but nothing giving cause for concern.</p> <p>Q. Is Cobalt power supply not an issue? This was being resolved and would not factor as a business continuity risk until further into the project if proposed solutions had not been successful. CS assured the Board that he was involved in the build process.</p> <p>Resolved: That the Committee agree to receive the report and that it be presented to the Board for information/consideration.</p> <p><i>CS left the meeting</i></p>	CS/NL
8.	<p>Management Accounts and commentary</p> <p>Confidential item</p>	
9.	<p>Funding allocations 2023-24</p> <p>Confidential item</p>	
10.	<p>Budget implications 2023/24</p> <p>Confidential item</p>	
11.	<p>ONS Reclassification update</p> <p>The purpose of this paper was to provide governors with an update on college reclassification received from Internal Audit.</p> <p>The paper provided an update regarding:</p> <ul style="list-style-type: none"> • Borrowing • Fixed Assets • Novel, Contentious Transactions • Senior Pay • Restructuring payments • Other areas: VAT, new budget reporting requirements <p>Q. Any immediate concerns? None.</p> <p>Resolved: That the Committee agree to receive the report</p>	
12.	<p>New Build – financial implications on budget</p> <p>Confidential item</p>	
13.	<p>Approval of Contracts and Planned Expenditure in Excess of 125k</p> <p>Confidential item</p>	
14.	<p>Estates Strategy</p> <p>The strategy was to continue to focus on the two new builds as previously reported.</p>	
15.	<p>Feedback from Business & Stakeholder Groups</p> <p>None.</p>	

16.	Any other business None.	
17.	Date and time of next meeting Wednesday 21 June 2023 at 4.00pm	
18.	Identification Confidential Items Resolved: That the following items are to remain confidential: <ul style="list-style-type: none"> • Item 04 - Update on Partnership Activity 2022/23 • Item 05 – HR update • Item 08 – Management Accounts and commentary • Item 09 – Funding allocations 2023-24 • Item 10 - 2023/24 Budget Implications • Item 12 - New Build updates • Item 13 – Approval of Contracts and Planned Expenditure in Excess of 125k 	

Signed: **Date:**