Meeting of the Board

Venue:	South Tyneside College/Teams
Date:	Wednesday 5 June 2024
Time:	2.00pm – 3.10pm
Present:	Malcolm Grady (in the Chair) Martin Alexander George Clark Doug Cole Joanne Fanning Gary Hindmarch Surajah Hunter Nicola McCluskey Lindsey Whiterod
Apologies:	Neil Henry Clive Johnson Colin Seccombe Jacqueline Watson
In Attendance:	Neil Longstaff (Director of Governance) Jane Cuthbertson (Chief Operating Officer) Richard Spencer (Deputy Chief Officer – Strategy, Infrastructure & Transformation) Simon Ashton (Principal SSMS)

Action Tracker

Item	Summary of Action Required	By whom	Status	Comment/Update
Meeting of the 5 June 2024				
4.	Approval of Annual Accountability Statement including Strategic Priorities 2020-25 the Accountability Agreement for 2024-25 is agreed subject to minor changes identified by governors and that the Chair and CEO are authorised to sign off the document once finalised.	**MG/LW**		Signed and uploaded
7.	Dr Winterbottom Fellowship the decision to award a Dr Winterbottom Fellowship for 2024 is delegated to the Chair and Vice-Chair of the Board.	**Ch/V.Ch**		Nomination agreed
8.4	External Governance Review the information is noted and Mr Ron Hill (External Reviewer) be invited to the next meeting to present the final document to governors.	**NL**		Attending meeting

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** 2.1 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: MG, LW and CJ. 2.2 Business to be raised under Item 08 Various governance matters.	
3.	*With the approval of the Board, the Chair changed the order of business as follows:* **Any other business** Staff Governor Election NM withdrew from the meeting The Board was informed that an election had been held for the position of Staff Governor and the result of the ballot was reported for information. Governors were asked to endorse this appointment. **Resolved: That Mrs Nicola McCluskey is endorsed as the Staff Governor.** NM returned to the meeting.	
4.	**Approval of Annual Accountability Statement including Strategic Priorities 2020-25** The Chair referred governors to the presentation by the Principal given during the development session prior to this meeting on the proposed Accountability Agreement and Curriculum Plan intentions for 2024/25 for STC, TyneMet and HE provision. The presentation reflected on the College's performance during 2023-24 against the objectives set and the expected content for the Accountability Agreement for 2024-25. It was stressed that the document needed to be uploaded to the DfE by 30 June 2024. Governors highlighted minor amendments to the document during their discussion. **Resolved:** i. **That the Accountability Agreement for 2024-25 is agreed subject to minor changes identified by governors and that the Chair and CEO are authorised to sign off the document once finalised.**	**MG/LW**

	ii. That the Curriculum Plan intentions for 2024/25 are received and accepted.	
5.	**New Build Update** Confidential item	
6.	**Policies** The following policies were presented to the Board for approval: i. Bursary Policy This policy needed to be updated in line with the DfE criteria set out recently, although changes were also to be made in year (To clarify, governors would still need to review the policy again in July 2024). This update needed to be sent to the DfE no later than the 31 May 2024. Therefore, Chair's Urgent Action had been used to approve the proposed changes. **Resolved: That the report is received and the Chair's urgent actions are endorsed.** ii. Security Policy Governors were asked to approve mid-term updates to the Security Policy, which reflected a change on College procedures. It was noted that this update had been endorsed by the Executive Group and JCC. JC responded to points for clarification from a governor regarding the policy. **Resolved: That the report is received and the updated Security Policy is approved.**	
7.	**Dr Winterbottom Fellowship** To date, there had been no nominations received. **Resolved: That the decision to award a Dr Winterbottom Fellowship for 2024 is delegated to the Chair and Vice-Chair of the Board.**	**Ch/V.Ch**
8.	**Any other business** 8.1 Graduations Governors were reminded to register on the link recently provided should they wish to attend the graduation events. 8.2 Former Governors It was reported and noted that paperweights for Sheila Alexander (former governor) and Andrew Watts (Dr Winterbottom Fellow) were still to be formally presented. 8.3 College Seal It was reported that the College Seal had been used to sign a document relating to T Level Wave 5 Projects (NHS SLA). **Resolved: That the use of the College Seal is noted.** 8.4 External Governance Review NL reported that a draft report had been received from Stone King, which was very positive. The reviewer had asked for the document to be checked by the CEO, Chair and	

	Director of Governance for any factual errors and to provide any additional evidence it wished. NL reads the draft summary for information. Once the final document was received this would be presented to the Board. The Chair thanked those who had taken part in the review commenting that he was extremely pleased with the outcome. The CEO commented that this was an important document and demonstrated that governance at the College was strong. **Resolved: That the information is noted and Mr Ron Hill (External Reviewer) be invited to the next meeting to present the final document to governors.**	**NL**
9.	**Date and Time of Next Meeting:** **Tuesday 16 July 2024 at 4.00pm**	
10.	**Identification of confidential items** **The Board agree that the following item(s) are to remain confidential:** • **Item 05 – New Build Update/AR Dispute**	

Chair: .... Date: ....