



# TyneCoastCollege

## Meeting of the Board

**Venue:** South Tyneside College/Teams

**Date:** Wednesday 6 April 2022

**Time:** 4.00pm – 6.30pm

**Present:** George Clark (in the Chair) (GCI)  
Sheila Alexander  
David W Bavaird (Teams)  
Malcolm Grady  
Gary Hindmarch  
Martin Hottass  
Clive Johnson  
Mark Overton  
Ian Pippin  
Colin Seccombe  
Donya Urwin  
Andrew Watts (AW)  
Jacqueline Watson  
Lindsey Whiterod (LWh)

**Apologies:** Andrew Walton  
Susan Wear  
Wendy Starks

**In Attendance:** Neil Longstaff (Director of Governance)  
Jane Cuthbertson (Chief Operating Officer)  
Simon Ashton (Principal – SSMS)  
Mandy Morris (Principal)  
Catherine Donnelly (Exec. Director for HR)  
Tamara Stephenson (Acting Assistant Principal)  
Lorna Lister (Governor Support Officer)

### Action Tracker

Item	Summary of Action Required	By whom	Status	Comment/Update
15.	<b><u>HIVE Survey April 2022:</u></b> To complete another staff survey in approx 6 months time (Oct 2022)	CD	Open	This was sent out to staff on the 29 <sup>th</sup> June 2022
16.	<b><u>Governance Update:</u></b> Governors are to complete any outstanding training asap	ALL	Open	LL sent emails to those governors that had outstanding training with a deadline for 22 <sup>nd</sup> May as requested by HR.
	Link Governor meeting/learning walks to be arranged	Link Gov's	Complete	More Link Governor Visits to be arranged.

	Action Tracker to be implemented for all college meetings	NL/LL	Complete	Implemented
22.	<b>AOB:</b> That the College HE Admissions Policy was to be approved by Governors via written resolution prior to the next Board meeting	NL	Complete	

### Minutes

ITEM NO.	ISSUES	ACTION
1.	<p><b>Apologies for absence</b></p> <p>The Board received and approved apologies for absence from those identified above after having first considered the reasons for their absence.</p>	
2.	<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>There were standing declarations for links to Tyne Coast Academy Trust for the following: AW, GC, MG, CS, JC and LWh.</p>	
3.	<p><b>Confirmation of the minutes.</b></p> <p>The minutes of the meeting of the Board held on the 15 December 2021, 12 and 26 January 2022 were approved and were to be signed by the Chair.</p> <p><b>Matters arising not covered elsewhere on the agenda</b></p> <p><u>3.1 15/12/21 - Governance update</u> NL confirmed that training completed governors taken elsewhere, could be accepted by the College provided that a certificate could be produced as evidence of completion and the governor(s) concerned confirmed that they had read and understood related College policies.</p> <p><u>3.2 12/01/22 – Sale &amp; Purchase Contract</u> Confidential item</p> <p><u>3.3 26/01/22 – College Self-Assessment Reports 2020-21</u> LWh confirmed that she had made the recommended changes to the document</p> <p><u>3.4 Restricted minute 15/12/21</u> Confidential, restricted minute.</p>	
4.	<p><b>Minutes of Committees/Task Groups of the Board</b></p> <p>The following minutes were received and content acknowledged:</p> <ul style="list-style-type: none"> <li>• Quality, Curriculum &amp; Standards - 16 February 2022</li> <li>• Audit - 9 March 2022</li> <li>• Finance &amp; Resources - 16 March 2022</li> <li>• Data Task Group - 21 January, 11 February and 18 March 2022 (incl. Data Task Group Progress)</li> </ul>	

5.	<p><b>Chair's Update</b></p> <p>Nothing to report on this occasion.</p>	
6.	<p><i>With Governors approval the Chair changed the order of business as follows:</i></p> <p><b>Student Union Report</b></p> <p>TS informed the Board that a Student Union President had been appointed and had joined the team at the recent College Development Day.</p> <p>He had visited all the classes at TyneMet and was going to be visiting STC in the new term and the initial feedback was very positive. Discussions had already taken place about the introduction of common rooms.</p> <p>Marketing had been distributed this week and student union members were being encouraged to apply for positions on committees. It was thought the committees would commence in September.</p> <p><b>Resolved: That the Board acknowledge the information, as presented.</b></p> <p><b>Safeguarding Update – Confidential item</b></p>	
7.	<p><b>Report of the Chief Executive including estates update and Academy Trust</b></p> <p>Confidential item</p>	
8.	<p><b>Tyne Coast College Strategic Plan 2020-25 and progress against strategic priorities</b></p> <p>The purpose of the report was to provide the Board with an updated Tyne Coast College Strategic Plan for 2020-25.</p> <p>To enable the efficient running of the college, a strong strategic plan needed to be in place and reviewed periodically to ensure that it was in line with the current situations and the College was prepared to adapt to all future planned and unplanned situations e.g. Covid.</p> <p>The Chair stated that this plan might need to be re-written in the future with all the changes afoot.</p> <p>A governor noted the plan had to be fit for purpose and everything the College was intending had to tie into the plan, especially now the estates bids were successful.</p> <p><b>Resolved: That the Board agree the report and acknowledge the information as presented.</b></p>	
9.	<p><b>South Shields Marine School Organisation Review</b></p> <p>Confidential item</p>	
10.	<p><b>Quality Improvement Plan (QIP) 2021-22</b></p> <p>Confidential item</p>	

11.	<b>Quality Reports – overview</b>  Confidential Item	
12.	<b>Halls Self-Assessment Review</b>  The purpose of the report was to update the Board regarding the Halls of Residence Self-Assessment report.  The following was highlighted for information: <ul style="list-style-type: none"> <li>• The Halls of Residence was subject to regular Ofsted inspection under the Social Care Common Inspection Framework.</li> <li>• Self-Assessment Grade: Good. At last inspection, May 2018, the Halls were graded Outstanding, however the buildings were aging and lack the facilities found in modern Halls, also enrichment programme (trips &amp; visits) had suffered due to Covid.</li> <li>• Incremental improvements to the Halls over the course of last 12 months, including installation of catering facilities in previously non-catered blocks.</li> <li>• Outstanding safeguarding arrangements</li> <li>• Students staying in Halls continue to have better achievement rates than their peers.</li> <li>• Age and condition of estates was becoming an increasingly limiting factor.</li> <li>• Link Governor for Safeguarding/Halls visited the Halls on 17 February 2022 and their report was shared with the Board.</li> <li>• Full Halls SAR could be found on Meetingsquared Knowledge area.</li> </ul> <b>Resolved: That the Board accept the report and acknowledge the information presented.</b>	
13.	<b>Management Accounts and commentary</b>  Confidential item	
14.	<b>Purchase Contract</b>  Confidential item	
15.	<b>HIVE Survey April 2022</b>  The purpose of the report was to provide the Board with a summary of the results of the most recent HIVE survey held in January 2022.  It was noted that HIVE presented the full results to senior managers on 10th March. The results were also shared with F&R Committee on 16th March. The summary would be presented to JCC on 7th April.  Whilst the college would be arranging focus groups with staff and unions to look at how the college could respond to the issues raised, it was important that the senior team considered the college response and share with Board the plans to take this forward.  Therefore, a draft action plan had been prepared which was included in the pack as an appendix. This was very much a “living document” and would be updated on an ongoing basis as more actions evolved from the focus groups.	

	<p>The Chair asked the Staff Governor for his view on the survey. He stated that over the past two years it had been difficult due to the pandemic, staff cuts, furlough etc but was now seeing the changes with the curriculum and the extra funds that were being injected were making a difference, with morale being raised. The news on the new campuses also had a significant positive impact.</p> <p>CD stated there was a lot of support available for staff, but some were unaware of what there was and how to access it.</p> <p>A Governor highlighted that remuneration must have an impact on staff morale and wellbeing, he noted that inflation had risen to 7% and the increase in the cost of living with only 1% pay increase in the budget. Where was the College and the sector in general in trying to address this? LWh stated it was a constant challenge, some Colleges offer the recommended increase by the AoC and some Colleges do nothing. Tyne Coast try and keep in line with the AoC recommendation but were falling behind what the schools were able to offer and understood how the staff were feeling.</p> <p>A Governor noted that the quality of the relationship with the employee’s supervisor and their management team were key and often that was the reason why staff stayed as they felt appreciated.</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>i. <b>That the Board accept the report acknowledging the information as presented.</b></li> <li>ii. <b>That the Board request the HIVE survey to be completed again within the next 6 months</b></li> </ol> <p><i>CD, MG and AW left the meeting</i></p>	<b>CD</b>
<p><b>16. Governance Update</b></p>	<p>The purpose of the report was to update the Board on the governance arrangements for the College.</p> <p>NL drew attention of the Governors to:</p> <ul style="list-style-type: none"> <li>• The current composition and membership of the College Board and its committees.</li> <li>• Succession planning – the need to review forthcoming vacancies on the Board and membership of Committees.</li> <li>• Update on completion of mandatory training and future training opportunities.</li> <li>• Retirement of the Meetingsquared platform.</li> <li>• An update on Link Governor positions and roles.</li> </ul> <p>NL reported that the tablets for governors had been ordered and were due for delivery soon, this should assist with the technical difficulties the Governors were having accessing papers. It was also noted that the platform which Governors used to access papers was being replaced by Diligent, which would significantly improve access issues.</p> <p>The Chair highlighted the number of papers that were in today’s meeting pack and asked if these could be arranged so that only essential papers could be included with matters for information being linked to the Knowledge area on Meetingsquared. NL recommended a meeting with the Chair prior to the distribution of Board papers to prioritise documents.</p> <p>NL gave advance notice that two Trustees were coming to the end of their term in October and the Board would need to identify a Chair of Audit Committee and Link Governor for the Trust. Governors were reminded that the Chair of Audit automatically became a Member of the Trust.</p> <p>NL reminded Link Governors to record their visit on the dedicated Link Governor proforma and</p>	

	<p>to send to the governance team so it could be logged and reported to the Board. NL recommended that Link Governor reports should be a standing item on the agenda to share the findings with the other Board members.</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>i. <b>That the Board accept the report and acknowledge the information as presented.</b></li> <li>ii. <b>That Governors are to complete any outstanding training</b></li> <li>iii. <b>That those Governors who have not already done so are to contact their College contact regarding a Link Governor visit.</b></li> </ol>	<b>All Link Gov's</b>
<b>17.</b>	<p><b>Dr Winterbottom Fellowships</b></p> <p>Confidential item</p>	
<b>18.</b>	<p><b>Business Continuity Update</b></p> <p>The purpose of this report was to update the Board on the Business Continuity Procedures.</p> <p>The following was reported to governors and discussed:</p> <ul style="list-style-type: none"> <li>• The College Management Team took part in a business continuity cyber-attack scenario-based training exercise in December 2021</li> <li>• The Business Continuity Policy was updated ahead of schedule to reflect lessons learnt from the scenario exercise.</li> <li>• IT Services worked with Microsoft and Jisc on a cloud solutions assessment exercise to assess feasibility of moving servers from on-premises to the cloud. This would improve the College's IT disaster recovery position.</li> <li>• This paper was scrutinised by Finance and Resources Committee.</li> </ul> <p><b>Resolved: That the Board accept the report and acknowledge the information as presented.</b></p>	
<b>19.</b>	<p><b>Counter Terrorism &amp; Prevent Plans</b></p> <p>The purpose of the report was to provide an annual review and update of Counter Terrorism risk assessment.</p> <p>The following was discussed:</p> <ul style="list-style-type: none"> <li>• Since 9th February 2022 the National threat level was assessed as "SUBSTANTIAL" meaning an attack was likely</li> <li>• Assessment check lists were updated to reflect revised Crowded Places guidelines published by National Counter Terrorism Security Office.</li> <li>• The general design and layout of grounds and buildings continued to be a constraining factor in relation to physical security measures, especially vehicular access.</li> </ul> <p>A Governor highlighted that the plans could be passed onto the builders of the new college for reference.</p> <p><b>Resolved: That the Board approve the Counter Terrorism and Prevent Plans</b></p>	
<b>20.</b>	<p><b>Policies for approval</b></p> <p>The following policies were presented to the Board for approval:</p>	

	<ul style="list-style-type: none"> <li>• Fees Policy</li> <li>• Grievance Policy</li> <li>• Security Policy</li> <li>• Data Protection Policy</li> </ul> <p>It was reported that all of these policies had been scrutinised by the appropriate committee.</p> <p><b>Resolved: That the Board agreed the above-named policies.</b></p>	
21.	<p><b>Date and time of next meeting</b></p> <p><b>Wednesday 20<sup>th</sup> July 2022 at 4.00pm</b></p>	
22.	<p><b>Any other business</b></p> <p><u>HE Admissions Policy</u>  NL noted that a HE Admissions Policy had been approved by CMT that morning and was required to be approved prior to the next Board meeting,</p> <p>A governor suggested that the minutes of the Committee be shared prior to the Board meeting so that they could be digested fully. NL stated that time permitting, they could be posted to the knowledge area on Meetingsquared once they had been signed off as a draft by the Chair of the Committee.</p> <p>A new Action Tracker implemented for the Academy Trust was discussed and the Chair asked that this be introduced for College minutes.</p> <p><b>Resolved: That the Board agree to approve the HE Admissions Policy via written resolution.</b></p>	<p><b>NL/LL</b></p> <p><b>NL</b></p>
23.	<p><b>Identification of confidential items</b></p> <p><b>Resolved: That the following items are to remain confidential:</b></p> <ul style="list-style-type: none"> <li>• Item 3.2 – Matters arising (Sale &amp; Purchase Contract)</li> <li>• Item 3.4 - Restricted minute</li> <li>• Item 06 - Safeguarding</li> <li>• Item 07 - Report of the Chief Executive – Data Breach</li> <li>• Item 09 - South Shields Marine School Organisation Review</li> <li>• Item 10 - Quality Improvement Plan (QIP) 2021-22</li> <li>• Item 11 - Quality Reports</li> <li>• Item 13 - Management Accounts</li> <li>• Item 14 - Purchase Contract</li> <li>• Item 17 - Dr Winterbottom Fellowships</li> </ul>	

Chair: .....

Date: .....