



# TyneCoastCollege

## Meeting of the Board

**Venue:** South Tyneside College/Teams

**Date:** Wednesday 12 October 2022

**Time:** 4.00pm – 6.05pm

**Present:** George Clark (in the Chair)  
Sheila Alexander  
Malcolm Grady  
Clive Johnson  
Ian Pippin  
Colin Seccombe  
Wendy Starks (Teams)  
Donya Urwin (Teams)  
Andrew Watts (AW)  
Jacqueline Watson  
Neil Henry  
Gary Hindmarch  
Mark Overton  
Lindsey Whiterod (LWh)

**Apologies:** Andy Walton  
David W Bavaird  
Susan Wear

**In Attendance:** Surajah Hunter  
Neil Longstaff (Director of Governance)  
Jane Cuthbertson (Chief Operating Officer)  
Lorna Lister (Governor Support Officer)  
Paul Archibald (South Tyneside Council - Planning)

### Action Tracker

Item	Summary of Action Required	By whom	Status	Comment/Update
Meeting of the 6 April 2022				
16.	<b><u>Governance Update:</u></b> Governors are to complete any outstanding training asap	ALL	Open	Emails had been sent to those governors that still had outstanding training.
Meeting of the 20 July 2022				
	- That governors are to complete mandatory training where not already done so.	All Govs	Open	Still some courses outstanding
Meeting of the 12 October 2022				
5.	<b><u>Chair's Update</u></b> New Build is to be a standing item on the Board agenda.	NL		Standing Item on F&R Comm and Update included in CEO's report (standing item on workplan) Done

10.	<u>Safeguarding Policy</u> Governors were also requested to complete CPD safeguarding awareness training by the 14 October 2022	All Govs		Some still outstanding
14.	<u>Governance Update</u> i. That Gary Hindmarch is appointed to the Finance & Resources Committee.	NL		Appointed
	ii. That a further review of the Committee membership be undertaken by the Governance & Search Committee taking into account the latest skills audits from governors.	NL		Done
	iii. That David Bavaird be approached to take on the Academy Lead role regarding Tyne Coast Academy Trust.	NL		DB accepted role

### Minutes

ITEM NO.	ISSUES	ACTION
	<p><b>Presentation – Paul Archibald</b></p> <p>Paul Archibald (PA) presented a Master Plan consultation document to the Board (included as an appendix to the minutes) and explained how the consultation with the wider public was going to be managed. Feedback would be fed into the development of Master Plan for the region.</p> <p>The survey and further information could be accessed on <a href="http://www.ourconversation.co.uk">www.ourconversation.co.uk</a></p> <p>Q. Was there going to be a similar consultation process in different parts of the borough and was there a timeline? The information presented today was around the consultation for South Shields Town Centre but advised there would be consultations rolling out in the new year for different areas of the borough. The consultation was aimed at everybody (businesses and residents) and within all areas of the borough, their input would shape the Master Plan.</p> <p>Q. Regarding the economy and enticing businesses to locate in South Shields, the College could be used as a pipeline but how could the College get involved? PA explained that this would be via the Project Board but reassured governors that there were Business Development teams in contact with the private sector making them aware of the redevelopment in the area.</p> <p>A governor highlighted that the ‘green jobs’ was where he felt the real opportunities lay especially with the river position and connections with the College. It was about identifying the future businesses that were going to flourish in this field and using the Master Plan to entice them to South Shields. The College would then deliver the skills agenda that the businesses required to fulfil the jobs. PA noted that there had been dialogue and South Shields has been earmarked as an area for the ‘green jobs’</p> <p>It was noted that the College could assist by tailoring the curriculum to support with those jobs that were coming into the area. PA felt that the College and the Council had a good working relationship and it was about the development of the new campus and shaping of</p>	

	<p>the curriculum to meet the employment demand.</p> <p>Q. Is the Council going to support underdeveloped sites within the town centre? PA was aware that the town centre had to have a blended approach, not only retail but leisure facilities too but that had to have private sector buy in to make it work.</p> <p>A governor asked from the consultation process could the College be informed what would encourage the 'students' to come to the College in South Shields. It was noted there was low uptake from certain schools and he wanted to know was there anything the College could do to encourage them to enrol with TCC. PA explained that if there were specific questions that the College wanted to be included in the consultation that could be looked at. The governor expressed that he felt the regeneration and the partnership between the College and the Council was a success magnet.</p> <p>A governor stated that there needed to be more excitement regarding the new development and further engagement with the wider borough, so they felt included.</p> <p>Any questions were to be directed to the governance team or individuals could visit the website above and make their views known.</p> <p>PA was thanked for his presentation and left the meeting.</p>	
<p><b>1. 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>	
<p><b>2. 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, CJ, MO, JC and LWh.</p> <p><b>Business to be raised under Item 16</b> None</p>	
<p><b>3. Confirmation of the minutes.</b></p>	<p>The minutes of the meeting of the Board held on 12 and 20 July 2022 were approved and to be signed by the Chair subject to amendments to the 12 July minute (Item 3 College Capital Bids):</p> <p>Confidential minute</p> <p><b>Matters arising not covered elsewhere on the agenda</b></p> <p>A governor queried Action 3 from the tracker from the 12 July minute, it was marked as complete but understood there had been some legal issues over the summer? The CEO explained that conversations took place and an amicable arrangement was agreed. The only cost incurred was from Muckles for legal advice.</p> <p>Governor training was highlighted and NL informed the Board that those governors who were required to complete training had been contacted directly by the College's HR team.</p>	

4.	<p><b>Minutes of Committees/Task Groups of the Board</b></p> <p>The following minutes were received:</p> <ul style="list-style-type: none"> <li>• Business Development Committee – 21 September 2022</li> <li>• Finance and Resources Committee - 38 September 2022</li> </ul>	
5.	<p><b>Chair's Update</b></p> <ul style="list-style-type: none"> <li>• Noted the ongoing dialogue with South Tyneside Council regarding the new build.</li> <li>• The DfE visited both new sites and the overall feedback was positive and delighted with the advanced development of the governance arrangements that had been made.</li> <li>• That a Project Board had been set up and were meeting with the Leader and Chief Executive from the Council as well as representatives from the College. A further College Governors Board (Task Group) would be set up in due course with the dates to be circulated. The CEO noted that the same meetings took place regarding the new build in North Tyneside.</li> </ul> <p><b>Resolved: That progress of the New Build is to be a standing item on the Board agenda.</b></p>	NL
6.	<p><b>Strategic Priorities/Discussion</b></p> <p>Confidential item</p>	
7.	<p><b>Report of the Chief Executive</b></p> <p>Confidential item</p>	
8.	<p><b>Academy Trust Update</b></p> <p>The purpose of the report was to provide the Board with a regular report on key activities and issues from the Chief Executive.</p> <p>The following was discussed:</p> <ul style="list-style-type: none"> <li>• The Trust was at a crucial point in its development following the White Paper regarding 100% system academisation by 2030.</li> <li>• The Trust needed to be fit for growth with Leadership capacity and strong networks with DfE, RSC, ESFA and South Tyneside and Sunderland LAs.</li> <li>• Walker Riverside Academy had its first inspection since becoming part of TCAT. The report was currently being contested by executives within the Trust.</li> <li>• Three of the five schools within the Trust were also due an inspection. These were highly likely to take place within the next term.</li> <li>• The Trust was responding to financial pressures by introducing Curriculum Led Financial Planning.</li> <li>• The Trust recruited 4 new Trustees to add capacity to Leadership.</li> <li>• The Trust had a new 5-year strategic plan which reflected its intention to grow in South Tyneside in line with the redevelopment of the College by 2025.</li> </ul> <p>LWh noted that New Seaham Academy were currently being inspected and was hopeful of a positive outcome in order to progress with the school joining the Trust.</p> <p>It was noted by a Governor how important it was appointing the new Director of SEND due to the provision of SEND being a priority of the Ofsted inspection.</p>	

	<p>It was highlighted that NEF UTC might extend their age range to incorporate years 7,8 and 9 as recruiting from the age of 14 was difficult. Increasing numbers would increase the income for the school.</p> <p>LWh informed the governors there was a potential safeguarding issue with a planning application of a licensed bar to be built next to the UTC which would be open most of the day. The governors were reassured that the Trust were doing all they could to object to the plan.</p> <p>A governor noted that a family member, who lived in Durham, had received a letter from their local council about UTCs; it was encouraging to see they were trying to increase their student numbers.</p> <p><b>Resolved: That the Board acknowledge the information, as presented.</b></p>	
<p><b>9. New Build Update</b></p>	<p>A letter of intent was issued to Faithful and Gould for South Tyneside Campus and Residential Accommodation and AAP for Cobalt – contracts were being finalised. Initial 'benefits' workshop had been held with officers from South Tyneside Council facilitated by Faithful and Gould.</p> <p>A risk workshop had been booked for November with Officers from South Tyneside Council facilitated by Faithful and Gould – to understand risks from both perspectives which would ultimately be fed into a Development Agreement finalised by legal advisors.</p> <p>The DfE Project Director visited the College on 21 September and had site visits to all sites in North and South Tyneside.</p> <p>Although the DfE would like all projects to be completed by December 2024, the College advised DfE that they were working to the following deadlines:</p> <ul style="list-style-type: none"> <li>• Cobalt fit out to be completed by 31 May 2024, which implied teaching would start from Sept 24.</li> <li>• South Tyneside to be completed by 4 Feb 2025, which implied teaching would start from Sept 25. Initial design meetings were held with both Principals.</li> </ul> <p>There were ongoing discussions with South Tyneside Council regarding the use of the Word as the Library / Catering / Marine – if not agreed this would have an impact on design.</p> <p>There were ongoing discussions with South Tyneside Council about the residential accommodation, which could now move to the old library site in South – this would free up land earmarked for residential to be used for future college expansion.</p> <p>Q. At what point did the College re-cost everything? JC explained that this was part of the Governance arrangements put in place by the DfE and meetings would take place on a monthly basis, which included the Marine School.</p> <p>A governor asked was there a need for any extra support to assist the new build move forward and keep running operationally? JC explained that there would be an Internal Project Manager recruited and a person in the finance department that would be looking at the day to day running which would be re-charged into the budget.</p> <p>The Chair stated that meetings in both South Tyneside and North Tyneside were very positive, and they were wanting to help the College shape the curriculum for future</p>	

	<p>students.</p> <p><b>Resolved: That the governors accept the report acknowledging the information as provided.</b></p>	
<p><b>10.</b></p>	<p><b>Safeguarding Policy</b></p> <p>The purpose of the Safeguarding policy was to provide a clear set of guidelines to students, their parents/carers, staff and other workers within the college community, together with the wider stakeholders, regarding how the college will discharge its safeguarding responsibilities.</p> <p>The Safeguarding Policy was presented in a new draft format and has taken into consideration the KCSIE updates and changes for September 2022. The policy differed to that in previous years in its structure.</p> <p>It was noted that the policy was reviewed by the Safeguarding Committee, approved by Mark Overton (Designated Safeguarding Link Governor) and approved by Central Management Team.</p> <p>Governors were also requested to complete CPD safeguarding awareness training by the 14 October 2022 which was sent via email separately.</p> <p>It was noted the College dealt with safeguarding issues swiftly and promptly. There had been a change in the structure, and it was embedded that a culture of vigilance was key in responding to issues efficiently and effectively.</p> <p>It was also noted that a Cross Campus Safeguarding Committee had been set up and the Safeguarding Link Governor was to be invited to all meetings. This was to discuss safeguarding matters, mental health and wellbeing.</p> <p>The Safeguarding Link Governor gave an example of where the team had dealt with an issue which involved a student who was struggling with self-harm. The College worked with partners in the borough and due to the quick intervention, the student was now back at College, settled and had changed her mindset. He felt this was a real success story.</p> <p>The Board discussed the following:</p> <ul style="list-style-type: none"> <li>• The support that 16-18 year olds were given when they were students at the college.</li> <li>• The issue and wearing of lanyards when on college campus.</li> <li>• Accommodation in the area was regressing due to the influx of workers for the Metro improvements, Air B&amp;B's were more popular but this raised safeguarding, especially with the most vulnerable.</li> </ul> <p>The Link Governor was asked did he feel that adequate resources were given to Safeguarding or were there any shortfalls? Not that he knew of, but this would go through CMT. LWh stated that the new Principal had introduced and implemented new changes that matched what was required.</p> <p>It was noted that Safeguarding was a much broader issue and the College had to be aware of all possibilities.</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>i. <b>That the Governors accept the report acknowledging the information as provided.</b></li> <li>ii. <b>That the Governors approve the Safeguarding Policy subject to the deletion of the following sentence on P39 (14-16 Arrangements) "During</b></li> </ol>	<p><b>All</b></p>

	<b>circumstances where such occurrences are unavoidable, additional learning support must be provided.”</b>	
11.	<b>Management Accounts to 31<sup>st</sup> July 2022 and Financial Update 2022/23</b>  Confidential item	
12.	<b>Annual review of Financial Regulations</b>  The purpose of the report was to review and agree the financial regulations.  Areas shaded blue were suggested to be incorporated; areas shaded red were suggested to be removed – changes were primarily ensuring job titles were correct and to further enhance particular areas e.g. within procurement processes  Finance and Resources Committee recommended the Board adopt the policy.  <b>Resolved:</b> i. <b>That the Board acknowledge the information as presented.</b> ii. <b>That the Board approve the amended financial regulations, as presented.</b>	
13.	<b>Annual Report of Estates</b>  The purpose of the report was to update the governors on major estates projects and developments.  The following was highlighted from the executive summary: <ul style="list-style-type: none"> <li>• A summary of planned maintenance works completed over the last year.</li> <li>• Due to the two new bids for relocation of premises, focus was on essential maintenance and Health and Safety.</li> <li>• An update on the roadmap to zero was detailed within the report</li> <li>• Estate structure changes were highlighted.</li> </ul> <b>Resolved: That the governors accept the report acknowledging the information as provided.</b>	
14.	<b>Governance Update</b>  The purpose of the report was to provide the Board with an update on the College governance arrangements.  The following was discussed: <ul style="list-style-type: none"> <li>• The current composition and membership of the College Board including those governors whose terms of office had ended or due to end.</li> <li>• That the current vacant governor position on the Board was to be addressed through the Governance &amp; Search Committee. A potential governor was reported and noted.</li> <li>• Committee membership was reviewed, and volunteers were sought to fill vacant positions.</li> <li>• An Academy Lead to act on behalf of the sponsor was required and a volunteer was sought from the Board.</li> <li>• Link Governor report on the Halls was acknowledged.</li> <li>• The Board were made aware of the forthcoming FE workforce governor data collection for 2021-22.</li> <li>• The Student Governor and Student President roles highlighted and discussed.</li> </ul>	

