



TyneCoastCollege

Meeting of the Board

Venue: South Tyneside College/Teams

Date: Tuesday 17 October 2023

Time: 4.00pm – 6.30pm

Present: Malcolm Grady (in the Chair)
George Clark
Martin Alexander
Doug Cole
Gary Hindmarch
Clive Johnson
Colin Seccombe
Jacqueline Watson
Lindsey Whiterod (LWh)

Apologies: Mark Overton
Alain Reynier

In Attendance: Neil Longstaff (Director of Governance)
Jane Cuthbertson (Chief Operating Officer)
Mandy Morris (Principal)
Lorna Lister (Governor Support Officer)
Erin Roberts (Student President)
Allyson Edney (Director of HR)

Action Tracker

Item	Summary of Action Required	By whom	Status	Comment/Update
Meeting of the 6 April 2022				
16.	<p><u>Governance Update:</u> Governors are to complete any outstanding training asap <u>As at Meeting of the 20 July 2022</u> LL sent emails to those governors that had outstanding training with a deadline for 22nd May as requested by HR. <u>As at Meeting of the 12 October 2022</u> Emails had been sent to those governors that still had outstanding training. <u>As at March 2023</u> Governors were asked to complete their training on all current mandatory modules. <u>As at July 2023</u> Still some courses outstanding</p>	JW/MT		
Meeting of the 17 October 2023				
3.	<u>Presentation</u>	Chair		

	presentation at the beginning of a Board meeting - feedback from Careers Advisers on students' readiness for work.			
14.	<u>Demolition Block A Tyne Metropolitan College</u> governors approve, in principle, the demolition of Block A, as requested and that demolition plans with timescales be brought back to a future meeting of the Board.	JC		
17.	<u>Governance Update</u> ii. Governors agree to appoint Mark Turnbull to F&R Committee instead of Audit Committee and that Martin Alexander is to move from F&R Committee onto Audit Committee. Volunteers were to be sought to serve on the Performance Appraisal and Review Committee to replace Mark Overton. Vice-Chairs to Committees, where needed, were to be reviewed by Governance and Search Committee.	NL		Done Clive Johnson volunteered for Performance Appraisal
	iii. That the Governance and Search Committee be asked to review the new Code of Good Governance with a view to making a recommendation back to the Board on whether to accept it.	NL		Done— recommendation in papers
	iv. That the appointment of the External Governance Reviewer be delegated to the G&S Committee.	NL		Done
	vi. That those governors who have not yet provided their Bio for the website, are asked to do so as soon as possible.	NL		Email sent to governors
18.	<u>Student Union Report</u> Marketing support - this was noted and was to be looked into further.	MM		Raised with Head of Marketing

Minutes

ITEM NO.	ISSUES	ACTION
1.	<p>Apologies for absence</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>It was with sadness that the Chair informed governors of the death of a former member of the Board, Mr David Bavaird, and reported that the former Chair, Mr George Clark had attended his funeral on behalf of the College.</p>	
2.	<p>Declarations</p> <p><u>2.1 Declarations of interests</u></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: MG, CS, LW and CJ.</p> <p><u>2.2 Business to be raised under Item 21</u></p>	

	None.	
3.	<p>Presentation: Student Services</p> <p>Jackie Gates (Head of Student Services and Safeguarding) and Nicola Aris (Deputy Head of Student Services and Safeguarding) were welcomed to the meeting and gave a presentation on the progress made with Student Services and Safeguarding.</p> <p>The presentation covered the following areas:</p> <ul style="list-style-type: none"> • The teams within Student Services and Safeguarding • Wrap around support for students • Position when JG first appointed compared to current arrangements • Consistency and Processes <ul style="list-style-type: none"> - Future skills and PSD - Enrichment, EDI (Equality, Diversity and Inclusion) and Student Union • Data <ul style="list-style-type: none"> - Key YTD data - SEND - Wellbeing - Safeguarding • Challenges & Risks • E2 & E3 explained • Successes <p>Governors acknowledged the significant amount of work ongoing in student support. JG and NA responded to questions on careers advice and guidance (targeted intervention) and enrichment programme re. attendance. DC offered support where needed.</p> <p>The Chair confirmed that JW had replaced MO as the Link Governor for Safeguarding owing to MO's poor health and she was working closely with the safeguarding leads on matters concerning safeguarding.</p> <p>JG and NA were thanked for their informative presentation and left the meeting.</p> <p>Governors were asked to contact the Chair or Director of Governance should they wish to recommend an area for focus as part of a presentation at the beginning of a Board meeting. DC suggested feedback from Careers Advisers on students' readiness for work.</p>	Chair
4.	<p>Confirmation of the minutes.</p> <p>The minutes of the meeting of the Board held on 19 July 2023 were approved and to be signed by the Chair.</p> <p>Matters arising not covered elsewhere on the agenda</p> <p>As shown on the Action Tracker in the above-mentioned minutes and/or as follows:</p> <p><u>Governor Training</u></p> <p>It was reported that governors were up to date with their training other than Martin Alexander who was working through the modules having recently been appointed.</p>	
5.	<p>Minutes of Committees/Task Groups of the Board</p> <p>The following minutes were received:</p> <ul style="list-style-type: none"> • Finance and Resources Committee – 26 September 2023 	

	<p>Matters arising</p> <p>None.</p>	
6.	<p>Chair's Update/Actions</p> <p>Nothing to report on this occasion.</p>	
7.	<p>Quality Update –Year to Date Data 2022/23 and GCSE English and Maths Results Report</p> <p>Confidential item</p>	
8.	<p>Update on CLC/OLC Partnership Provision</p> <p>Confidential item</p>	
9.	<p>Strategic Priorities/Discussion</p> <p>Confidential item</p>	
10.	<p>Report of the Chief Executive</p> <p>The purpose of the report was to provide the Board with key activities and issues from the Chief Executive Officer.</p> <p>The following were highlighted in the report:</p> <ul style="list-style-type: none"> • Marketing Activity Update (all brands) • South Shields School Update • South Shields Marine School Weekly Bulletin • Digital Update • Partner Update • AoC Chief Executive's Letters • TEF 2023 Final Decision • DfE Annual Strategic Conversations • DfE – A Worldclass Education System: The Advanced British Standard • AoC – Rishi Sunak's Announcement on Technical Education • FE Capital Transformation Fund – Letter Regarding Contract Award Milestone • TCAT Update <p><u>10.1 South Shields Marine School Update</u></p> <p>Confidential item</p> <p><u>10.2 DfE Annual Strategic Conversations</u></p> <p>This feedback had been very positive.</p> <p><u>10.3 DfE – A Worldclass Education System : The Advanced British Standard</u></p> <p>Governors were made aware of the proposals by the DfE for a new qualification for 16-19 year-olds, the Advanced British Standard.</p> <p>The implications for 'A' Level and 'T' Levels were discussed and the challenges facing colleges were outlined by the CEO.</p> <p>The introduction of Colleges of Excellence required further clarification.</p>	

	<p>The CEO felt that the biggest current challenge was the dissection of the funding arrangements for Colleges.</p> <p>Q. Competition? Private training providers. It was noted that schools had a significant advantage over 16-18 funding.</p> <p><u>10.4 TEF (Teaching Excellence Framework) Rating</u> The CEO was disappointed that the College received a Bronze award but there was positive news in that student outcomes were strong but it was recognised that there needed to be further work undertaken on student feedback.</p> <p>It was explained that the ratings reflected the extent to which the college delivered an excellent experience and outcomes for its mix of undergraduate students and across the range of its undergraduate courses and subjects.</p> <p>Q. Consequences? Reputational. It was noted that Universities had been hardest hit and a significant number had been moved down a grade. Governors were informed that employability played a large focus in the review. The Chair felt that there were mixed aspects of this report and it needed further work to achieve a higher rating.</p> <p><u>10.5 Pay Offer</u> Confidential item</p> <p><u>10.6 QA Staff Retention</u> Confidential item</p> <p><u>10.7 Tyne Coast Academy Trust (TCAT)</u> The CEO and COO had formally stepped back from TCAT to focus their attention on the College and in particular the new builds projects. The Trust had appointed the Deputy CEO and interim CEO. Contracts for services provided by the College to TCAT were continuing but further negotiation was expected for 2023/24.</p> <p>Resolved: That the Board agree to receive the report acknowledging the information presented.</p>	
11.	<p>Management Accounts Confidential item</p>	
12.	<p>2023-24 Budget pressures including new projects and Financial Health Impact Confidential item</p>	
13.	<p>New Build Update The purpose of this paper is to provide Governors with an update on the strategic estates' projects. The COO highlighted the following issues:</p>	

	<ul style="list-style-type: none"> • The DfE, as the Senior Responsible Owner for the FE Capital Transformation Fund, were seeking a review meeting in the autumn to understand the reasons for the delay and to discuss the implications of any delay on the spend timescales. • A meeting had been held with Carrie Oxley (Project Director, DfE) and the delay in land sales was explained. CO advised that the purchase of Cobalt 30 from a property purchase perspective represented good value for money and that there was a case to be put forward within the DfE about purchasing the property whilst the sale of QA and Tyne Metropolitan colleges were concluded. The gap in funding for STC was also to be raised. • It was expected that any decision regarding the DfE purchasing Cobalt 30 would be made at the end of October / beginning of November by the Senior Responsible Officer. • There was to be a strategic conversation shortly to discuss various elements of the College including the CFFR and New Build. <p>The Chair stated that it was important to note that the delay in delivery to 2026 had been linked to issues around utilities not been undertaken, spiralling costs</p> <p>The COO stated that this was an ambitious project and when these projects first started the College had been expecting an extra £14m from land sales, however, this had changed owing to changes in the building market and a buyer withdrawing, inflation had pushed up building costs therefore it was felt that the College was performing well given the circumstances that it had been operating with.</p> <p>Q. RAAC and other pressures on DfE? It was acknowledged that the College had been affected owing to the funding the DfE needed to find to address school building concerns across the country. It was felt that there would be no further funding coming directly from local Councils and limited from the DfE. The CEO's key concerns were around the College's financial performance and Capital funding.</p> <p>Q. Contractual element at STC? The DfE was keen to see the exchange of contracts for the College. Support from the LA to date was extremely helpful particularly with conversations with the DfE.</p> <p>Q. Hostel needed? All options were currently being explored. Governors were reminded that all these matters were fully discussed at the New Build Task Group.</p> <p>Resolved: That the Board agree to receive the report acknowledging the information presented.</p>	
<p>14.</p>	<p>Demolition Block A Tyne Metropolitan College</p> <p>The purpose of this paper was to seek governor approval to demolish Block A at Tyne Metropolitan College.</p> <p>A Faithfull & Gould (F&G) condition survey completed in August 2021 identified a 10yr spend of £6.4m of which there was spend of £3.5m over 5 years with £2.6m over the first 2 years.</p> <p>In 2020, Screen & Forster carried out a Mechanical and Electrical survey of boilers in A block and the distribution pipework. The cost for replacement plant was £467k and £635k for distribution pipework totalling £1.1m.</p> <p>Therefore, a total 5-year spend to maintain the operation of A block would be circa £4.4m or £3.5m over the next 2 years.</p> <p>The main areas of concern were detailed in the paper. The reports dated 2020 and 2021 identified the below residual life expectancy for Block A between 0 and 2 years.</p>	

	<p>Governors were informed that there were significant health and safety risks for both students and staff as Block A could not continue to be used by the College as it was beyond its economic life and no longer suitable for use by the College. Governors were asked to be mindful that should the TyneMet build not go ahead, the College would need to ensure that the existing site was a safe environment for both staff and students.</p> <p>The members of the Board were alerted to the fact that there was likely to be legal challenge as currently there were two telephone masts on the roof of Block A. However, a piece of land had been identified on the TyneMet site that would be offered to the telephone operators.</p> <p>It was expected that costs would be c£600k.</p> <p>It was asked whether the building could be used for construction if it was deemed fit for purpose. This was something that could factored in during any further assessment of the building.</p> <p>Q. Critical decision for today? Approval needed but timescales needed to fit in with other building projects.</p> <p>Resolved: That governors approve, in principle, the demolition of Block A, as requested and that demolition plans with timescales be brought back to a future meeting of the Board.</p>	JC
15.	<p>Annual Report on Estates</p> <p>The purpose of the report was to provide governors with an update on major Estates projects and developments</p> <p>The COO referred to the following:</p> <ul style="list-style-type: none"> • A summary of planned maintenance works completed over the last year. • Due to the two new bids for relocation of premises focus has been on essential maintenance and Health and Safety. • Roadmap to zero update was provided. • RAAC update was provided. <p>Resolved: That the Board agree to receive the report acknowledging the information presented.</p>	
16.	<p>Annual Review of Financial Regulations</p> <p>The purpose of the report was to review and agree the updated financial regulations.</p> <p>The update included a review of any reclassification implications in terms of the HMT Managing Public Money and the 2023 College Handbook requirements. Changes were primarily to incorporate the capital de-minimis limit as outlined within the External Audit Recommendation and a small update within tendering processes and limits.</p> <p>Finance and Resources Committee recommended the Board adopt the Financial Regulations.</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. That the Board acknowledge the information as presented. ii. That the Board approve the amended financial regulations, as presented. 	
17.	<p>Governance update</p>	

The purpose of the report was to provide the Board with an update on the College governance arrangements.

NL highlighted the following:

- The current composition and membership of the College Board.
- Two governor vacancies to be filled.
- Governors were being asked to review the membership of its committees particularly in light of Mark Overton having to step back from his governor role, initially for a short period.
- The Board was to consider the reports from the Link Governors.
- Governors were being made aware of the new Code of Good Governance.
- The Board was made aware of the outcome of the FE workforce governor data collection 2021 to 2022.
- Governors were reminded of the need to arrange for an external review of governance.

The Link Governor for both the Marine School and HE presented and outlined his reports to the Board.

It was reported that Jackie Watson, as Link Governor for Safeguarding was undertaking a Level 3 Qualification. JW had met with the former Link Governor as part of a handover and had also met with the College's Safeguarding Lead. It was reported that MT and JW had now completed their training and MA was working through the required modules.

Safeguarding essentials training had been completed by all governors. A hard copy of the questionnaire was available for those who were experiencing difficulties accessing online. NL reported that training on Prevent had also been circulated for completion by governors and reminded governors of access to the Governor Development Programme.

The Chair stressed it was important for governors to be active in terms of volunteering for Committees to ensure they functioned effectively. NL stressed that there was an imbalance in the number of individuals serving on committees and there needed to be a greater shared responsibility particularly as the more experienced governors' terms of office would be coming to an end over the next two years.

With regard to the External Governance Review, quotes had been sought to deliver this review. NL had held a meeting with the AoC and was due to have a TEAMS meeting with Stone King later in the week. NL was to review these with the Chair of G&S Committee with a view to making a recommendation to the G&S Committee. In terms of timescales, the review was likely to commence in Spring Term 2024.

The new Code of Good Governance had been published later than expected. Therefore, any reporting against the new Code was not required until 2024-25 academic year. It had been the intention of the Board to adopt and implement immediately but it was recommended that this be reviewed by G&S Committee.

The Student President stressed the importance of governors engaging with the student body.

The Chair reported that he had viewed the College's website and made some recommendations for change to the Head of Marketing. Governors were asked to go on the College website and feedback any comments to either the Chair or Director of Governance on how it could be improved.

Resolved:

	<p>i. That the Board receives the report acknowledging the information presented.</p> <p>ii. That governors agree to appoint Mark Turnbull to F&R Committee instead of Audit Committee and that Martin Alexander is to move from F&R Committee onto Audit Committee. Volunteers were to be sought to serve on the Performance Appraisal and Review Committee to replace Mark Overton. Vice-Chairs to Committees, where needed, were to be reviewed by Governance and Search Committee.</p> <p>iii. That the Governance and Search Committee be asked to review the new Code of Good Governance with a view to making a recommendation back to the Board on whether to accept it.</p> <p>iv. That the appointment of the External Governance Reviewer be delegated to the G&S Committee.</p> <p>v. That the Board note and accept the position of Mark Overton having to step back from his role as governor owing to poor health until February 2024 at which point a further review will be undertaken.</p> <p>vi. That those governors who have not yet provided their Bio for the website, are asked to do so as soon as possible.</p>	<p>NL</p> <p>NL</p> <p>NL</p> <p>NL</p>
<p>18.</p>	<p>Student Union Report</p> <p>This report was to provide an update on current position and future plans for the student union.</p> <p>The report also covered the following matters:</p> <ul style="list-style-type: none"> • Student President role • Student Elections • Budget • Update on activities • Links being developed with Northumbria University • SharePoint site • Learner voice – obstacles faced by students attempting to raise proposals were reported. It was suggested that the Student President attends Heads of Department meetings to ensure suggestions could be raised and considered. <p>The Student President (ER) highlighted that the Student Union would be working closely with Lyn Hunter, Deputy Head of Foundation Learning to develop and open a shop on both sites. This shop (in reference to the Student Union) would cover areas of making stock, which had been purchased, selling stock and ensuring return on investment. It would be run as a business enterprise teaching students basic business management skills.</p> <p>Q. Vision to open shop at TyneMet? Yes, this was planned.</p> <p>ER reported that for next year it would better if the Freshers event be held over two separate days at the TMC and STC; this was to allow for resources to be used more effectively and most importantly staffing resources to be utilised.</p> <p>ER highlighted the difficulties she had encountered in seeking marketing support for the student union. This was noted and was to be looked into further.</p> <p>Q. With Aylisha Elliott leaving, do you have the capacity to fulfil role? Yes.</p> <p>ER was thanked for her informative report.</p> <p>Resolved: That the Board agree to receive the report acknowledging the information presented.</p>	<p>MM</p>

19.	<p>Policies (External Speakers / Health and Safety / Safeguarding)</p> <p>Governors considered the changes being proposed to the above-mentioned policies.</p> <p>Resolved: That the following polices are approved, as presented:</p> <ul style="list-style-type: none"> • External Speakers • Health and Safety • Safeguarding 	
20.	<p>Application of the College Seal</p> <p>NL reported that the College Seal had been applied on two occasions since the last meeting of the Board; these being:</p> <ul style="list-style-type: none"> • Deed of variation between the College and AA Projects • Pre-construction Services Agreement <p>Resolved: That the information is received and accepted.</p>	
21.	<p>Any other business</p> <p>None.</p>	
22.	<p>Date and Time of Next Meeting</p> <p>Tuesday 19 December 2023 at 3.30pm. Christmas Lunch was being planned ahead of the Board meeting, further details were to follow.</p>	
23.	<p>Identification of confidential items</p> <p>The Board agree that the following should remain confidential:</p> <ul style="list-style-type: none"> • Item 07 - Quality Update –Year to Date Data 2022/23 and GCSE English and Maths Results Report • Item 08 - Update on CLC/OLC Partnership Provision • Item 09 - Strategic Priorities/Discussion • Item 10 – Report of the Chief Executive (sections as listed above) • Item 11 - Management Accounts • Item 12 – 2023-24 Budget pressures including new projects and Financial Health Impact 	

Chair:

Date: