



# TyneCoastCollege

## Meeting of the Board

<b><u>Venue:</u></b>	South Tyneside College/Teams
<b><u>Date:</u></b>	Wednesday 29 March 2023
<b><u>Time:</u></b>	4.00pm – 6.25pm
<b><u>Present:</u></b>	Sheila Alexander (Teams) George Clark (Teams) Doug Cole Malcolm Grady (in the Chair) Surajah Hunter Clive Johnson Hazel Johnson Alain Reynier Colin Seccombe Wendy Starks Mark Turnbull (Teams) Donya Urwin (Teams) (part) Neil Henry Mark Overton Lindsey Whiterod (LWh) (part)
<b><u>Apologies:</u></b>	Gary Hindmarch Jacqueline Watson
<b><u>In Attendance:</u></b>	Neil Longstaff (Director of Governance) Jane Cuthbertson (Chief Operating Officer)

### 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 <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.	ALL	Open	Still some courses outstanding

Meeting of the 29 March 2023			
5.	<u>Governance Update</u> GC reported that he had made a visit in his role as Link Governor for Careers Advice & Guidance and had been impressed with what he observed – a written paper was to follow.	GC	Received
	In view of the Board needing to appoint qualified accountants ahead of the 2024/25 academic year, the Chair (GC) was to approach potential candidate(s).	GC	Attempts made but unsuccessful to date
	the Board agree the Link Governor roles as presented with the addition of Surajah Hunter confirming her interest as Link Governor for SEND.	SH	Agreed to take on role
9.	<u>Halls</u> ii. That a visit to all College sites be incorporated into the induction session for new governors.	NL	

### Minutes

ITEM NO.	ISSUES	ACTION
1.	<p><b>Apologies for absence</b></p> <p>The Chair apologised for being unable to be at the meeting in person owing to illness and sought approval from governors that the Malcolm Grady (Vice-Chair), Chairs the meeting</p> <p style="text-align: center;">Malcolm Grady in the Chair</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</b></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: GC, MG, CS, CJ, MO, JC and LWh.</p> <p><u>2.2 Business to be raised under Item 23</u></p> <p>The Chair informed the Board that he had a confidential matter to raise under Item 23.</p> <p>As the CEO was unable to join the meeting from the start owing to her attendance being required at an Ofsted feedback session at Redby Academy, the Chair, with the permission of governors, changed the order of business from this point in the meeting.</p>	
3.	<p><b>Confirmation of the minutes.</b></p> <p>The minutes of the meeting of the Board held on 21 December 2022 were approved and to be signed by the Chair.</p>	

	<p><b>Matters arising not covered elsewhere on the agenda</b></p> <p>As shown on the Action Tracker in minutes dated 21 December 2022 and as follows:</p> <p><u>Governor Training</u>  Responding to a question from the Chair, NL confirmed that two governors were yet to complete all mandatory training. The concern previously raised over the Health and Safety module was being reviewed but, in the meantime, Governors were asked to complete their training on all current mandatory modules.</p>	<b>All</b>
<b>4.</b>	<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>• Audit Committee -15 February 2023</li> <li>• Finance and Resources Committee - 21 March 2023</li> <li>• Quality, Curriculum and Standards Committee - 8 March 2023</li> <li>• New Build Task Group - 20 December 2022, 17 January, 14 February and 14 March 2023</li> </ul> <p><b>Matters arising</b></p> <p>None.</p>	
<b>5.</b>	<p><b>Governance Update</b></p> <p>The purpose of the report was to provide the Board with an update on the College governance arrangements.</p> <p>The following was discussed:</p> <ul style="list-style-type: none"> <li>• The current composition and membership of the College Board.</li> <li>• Succession planning – a review current and forthcoming vacancies on the Board and the membership of Committees to ensure best use is made of the skills and knowledge of governors.</li> <li>• An update on completion of Mandatory Training.</li> <li>• An update on Link Governors roles and reports received. GC reported that he had made a visit in his role as Link Governor for Careers Advice &amp; Guidance and had been impressed with what he observed – a written paper was to follow.</li> <li>• Appointment arrangements for the Chair and Vice-Chair of the Board.</li> <li>• Changes to the DfE guidance on governance for FE Colleges.</li> </ul> <p>Governors were reminded to be mindful of succession planning when making future appointments to avoid a large number of governors ending their term of office at the same time. The Chair of G&amp;S Committee asked that governors consider their networks/contacts to determine whether they knew of anyone who might be interested in a governor position and had the right skills being sought</p> <p>Q. Local or regional? Could be either but must be able to attend meetings, training etc. In view of the Board needing to appoint qualified accountants ahead of the 2024/25 academic year, the Chair (GC) was to approach potential candidate(s).</p> <p>Governors were of the view that there was no urgent need to appoint governors to any committee at this stage.</p> <p>With regard to the positions of Chair and Vice-Chair, the appointment process was explained and nominations for Vice-Chair Designate were sought.</p>	<b>GC</b>          <b>GC</b>

	<p>Governors considered two nominations for the Dr Winterbottom Fellowship, one of which had only recently been received. It was felt that one application clearly scored highly against the criteria whereas the other was incomplete, requiring further information but could be worthy of future consideration. Responding to a query, it was reported that as yet no work had been undertaken to establish an alumni for the college. This was an area that governors were keen to develop.</p> <p>Q. Dr Winterbottom Board at TyneMet? No but this could be explored. Q. Were the student union aware of the Dr Winterbottom Trust? Not widely publicised but could be raised with the Student Presidents.</p> <p>NL highlighted the need to fill the role of Academy Lead which had become vacant owing to Mr Bavaird's recent resignation.</p> <p>Q. Will this cover Marine School? The Marine Board was likely to have their own link governors, scheme of delegation etc.</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>i. <b>That the Board agree to receive the report acknowledging the information as presented.</b></li> <li>ii. <b>That the Board acknowledge the current membership of its Committees/Task Groups and that once GC steps down from his role as Chair of the Board that he be considered for either F&amp;S or Audit Committee, whichever is in greatest need.</b></li> <li>iii. <b>That the Board reaffirm the appointment process for the position of Chair and Vice-Chair with Dr Grady being appointed as Chair Designate but that nominations for Vice-Chair are to be deferred to the next termly meeting.</b></li> <li>iv. <b>That the Board agree the Link Governor roles as presented with the addition of Surajah Hunter confirming her interest as Link Governor for SEND.</b></li> <li>v. <b>That the Board agree to award Mr Andrew Watts a Dr Winterbottom Fellowship as recommended by Governance and Search Committee.</b></li> </ol> <p><i>Individual governors withdrew from the meeting during discussion on their own position on the Board.</i></p>	SH
6.	<p><b>Student Union Report</b></p> <p>This report was to provide an update on current position and request approval for contracts to be extended until 31 July 2024</p> <p>It was reported that the Student Union President (SUP) vacancies had been advertised and interviews had taken place for the amended roles based on two posts (12.5hpw post at Tyne Met and 12.5hpw post at South Tyneside). Erin Roberts and Aylisha Elliott had been offered and accepted the posts commencing 24 March 2023.</p> <p>The report also covered the following matters:</p> <ul style="list-style-type: none"> <li>• Student Union Representatives</li> <li>• Budget</li> <li>• Activities</li> <li>• Accommodation</li> </ul> <p>Q. How did you arrive at the two events planned? HJ stated that students had approached her with some issues around some staff not fully understanding their disability. Therefore, it was an opportunity to raise awareness of these matters and highlighting the positives.</p>	

	<p>The Chair commented that the student voice was extremely important and more engagement the better.</p> <p><b>Resolved: That due to the difficulty in recruiting to posts and appointments being made late in the academic year, the Board agree to contracts for the Student Union, as detailed in the report, being extended until 31 July 2024.</b></p>	
7.	<p><b>Safeguarding update</b></p> <p>Confidential item.</p>	
8.	<p><b>Quality Update for STC/TyneMet</b></p> <p>Confidential item.</p>	
9.	<p><b>Halls</b></p> <p>The report advised the Board of the College's Self-Assessment Review on the Halls.</p> <p>It was explained that:</p> <ul style="list-style-type: none"> <li>• The self-assessment was set out in line with the social care boarding the OFSTED framework.</li> <li>• Based on the framework, staff had assessed the halls on the areas would be graded on. The College had graded itself as 'Good' taking into account the accommodation buildings.</li> </ul> <p>The Chair explained that there had been crossover with this report as the Halls had recently been inspected and received another 'outstanding' judgement with inspectors particularly impressed with wrap around care, motivated learners and how responsive the staff were towards students.</p> <p>The Link Governor for Safeguarding and Halls provided feedback from his meeting with inspectors.</p> <p>Governors congratulated staff on their achievement. It was noted that a letter had been sent by the Chair to the team on behalf of the Board.</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li><b>That the Board accept the Self-assessment report and note the 'outstanding' Ofsted judgement recently achieved.</b></li> <li><b>That a visit to all College sites be incorporated into the induction session for new governors.</b></li> </ol>	NL
10.	<p><b>Business Continuity Update</b></p> <p>This paper was to provide the Board with an update on the college Business Continuity Procedures</p> <p>The report highlighted the following:</p> <ul style="list-style-type: none"> <li>• College Management Team took part in a business continuity training exercise in November 2022 based on the possibility of rolling winter power cuts.</li> <li>• Local Business Continuity Plans for all departments were updated in autumn 2022.</li> <li>• Review of the departmental plans showed a reliance upon IT as a contingency for most scenarios, in particular working from home / delivering classes remotely.</li> <li>• This report was considered by the Finance and Resources Committee.</li> </ul>	

	<p><b>Resolved: That the Board agree to receive the report and acknowledge the information presented.</b></p>	
<p><b>11.</b></p>	<p><b>Counter Terrorism Plan review</b></p> <p>This was the annual review and update of Prevent and Terrorism risk assessment.</p> <p>Governors' attention was drawn to the following:</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>• 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> <li>• New legislation was scheduled to be introduced as “Martyn’s Law”, which would place specific duties on organisations to consider the threat of terrorism and implement appropriate and proportionate mitigation measures.</li> </ul> <p>It was commented that further explanation of responses to ‘No’ could be covered within the risk assessment.</p> <p>Governors did query as to whether CCTV should cover all access areas and not just controlled doors accepting that to lockdown the College, given the number of access areas, would be difficult. It was noted that the new build would be taking this into account.</p> <p><b>Resolved: That the Board approve the updated Counter Terrorism risk assessment.</b></p>	
<p><b>12.</b></p>	<p><b>Prevent Plan Annual Review</b></p> <p>This paper was the annual review of the Prevent Plan, which had been substantially rewritten from previous years following release of DfE Prevent self-assessment tool.</p> <p>Governors were made aware of:</p> <ul style="list-style-type: none"> <li>• Prevent risk assessment and action plan updated December 2022 to match format provided by DfE Regional Prevent Co-Ordinator</li> <li>• Critical friend review of risk assessment and plan carried out December 2022 by DfE Regional Prevent Co-Ordinator</li> <li>• Areas for development: <ul style="list-style-type: none"> <li>❖ Relationship with North Tyneside Council</li> <li>❖ Embedding of British Values and Prevent into the curriculum – staff development activities planned for spring term</li> <li>❖ Campus security –general design and layout of grounds and buildings continued to be a constraining factor in relation to physical security measures, especially vehicular access.</li> <li>❖ Incident management procedures – scenario specific procedures to be developed</li> </ul> </li> </ul> <p>Governors were advised to complete their training in this area if not already done so as questions had been asked of governors/trustees in a recent inspection at Redby Primary Academy.</p> <p><b>Resolved That the report is received and accepted and that the attached action plan is approved.</b></p>	

<p><b>13. EDI Update on Objectives</b></p>	<p>This report provided an overview of the work undertaken by Tyne Coast College over the past year to support its commitment to equality and to meet the requirements of the Equality Act 2010. An update on the following four clear objectives was provided:</p> <ol style="list-style-type: none"> <li>1. Mainstream the Equality Duty into the everyday business of the College</li> <li>2. Personal Development of Students</li> <li>3. Advancing Equality of Opportunity</li> <li>4. Monitor and improve disability disclosures and monitor the implementation of reasonable adjustments across the College</li> </ol> <p>It was noted that this paper had been scrutinised by the Quality, Curriculum and Standards Committee.</p> <p><b>Resolved: That Governors approve the report as recommended by the QCS Committee.</b></p>	
<p><b>14. Policies</b></p>	<p>The following policies were presented to the Board for approval:</p> <ul style="list-style-type: none"> <li>• Staff Disciplinary and Procedure (draft approved via Committee’s Chair’s action owing to a delay at Joint Consultative Committee)</li> <li>• Fees</li> <li>• Equality Diversity and Inclusion (draft approved via Committee’s Chair’s action owing to a delay at Joint Consultative Committee)</li> <li>• Mental Health and Wellbeing (draft approved via Committee’s Chair’s action owing to a delay at Joint Consultative Committee)</li> </ul> <p><b>Resolved: That the Board agreed the above-mentioned policies.</b></p>	
<p><b>15. Application of the Seal</b></p>	<p>NL reported that the College Seal had been used on one occasion for an APP contract for the Cobalt building.</p> <p><b>Resolved: That the information is noted.</b></p>	
<p><b>16. Management Accounts and Commentary</b></p>	<p>Confidential item</p>	
<p><b>17. 2023/24 Budget Implications</b></p>	<p>Confidential item</p> <p>At this stage in the proceedings, governors took a short comfort break.</p> <p><i>LW joined the meeting.</i></p>	
<p><b>18. Report of the Chief Executive</b></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"> <li>• Campus Development Update</li> <li>• Marketing Activity Update (all brands)</li> </ul>	

	<ul style="list-style-type: none"> <li>• South Shields School Update</li> <li>• South Shields Marine School Weekly Bulletin</li> <li>• Digital Update</li> <li>• DfE - Lifelong Loan Entitlement Government Consultation Response (Anne Spinali, Director, HE Reform and Funding)</li> <li>• AoC NE Principals and Chairs' Forum (07-02-23) follow up</li> <li>• 16-19 Tuition Fund Research Visit – Ofsted</li> <li>• AoC Chief Executive's Letter (03-03-23)</li> <li>• Letter from DfE Director on T level Wave 4 Deliver</li> <li>• Partner Update</li> </ul> <p><u>Halls Ofsted Inspection</u> LW reported on the outcome of the Halls, which resulted in an 'Outstanding' judgement.</p> <p><u>Students</u> The CEO was delighted to report on the success of the Hair and Beauty students in recent regional competitions, which meant that they now entered national finals.</p> <p><u>Staff Pay</u> It was reported that pay negotiations continued.</p> <p><b>Resolved: That the Board agree to receive the report acknowledging the information presented.</b></p>	
19.	<p><b>Strategic Plan 2020-25 and progress on Strategic Priorities 2022-23</b></p> <p>Confidential item</p>	
20.	<p><b>Academy Trust Update</b></p> <p>The purpose of the report was to provide the Board with an update on key developments within Tyne Coast Academy Trust.</p> <p>The following was highlighted for information:</p> <ul style="list-style-type: none"> <li>• The Trust was required to undertake an external review of Governance (ERG) following issues identified in the Walker Riverside Academy Ofsted inspection. The ERG was extremely positive and showed many areas of strength.</li> <li>• The Trust was required to undertake a Trust Development Review (TDR) with DfE and the Regional Director. All stakeholders were content that the Trust had a good grasp of its Academy estate in all aspects.</li> <li>• The Ofsted inspection at UTC took place in February this year. Ofsted found many positives but judged the Academy to Require Improvement in all aspects.</li> <li>• The Trust continued to engage with the DfE Attendance Ambassador scheme providing regular updates to DfE on new strategies being employed to tackle stubbornly low attendance in the secondary sector.</li> <li>• The Trust had grown the Central SEND team. In addition to the Director of SEND, the Trust now had a Deputy Director responsible for KS4 and an Assistant Director responsible for KS3.</li> <li>• The Central HR function had added an extra post to support the Director of HR in dealing with demand.</li> <li>• The Central Finance function had added an extra post to support a speedier turnaround of statutory reporting to external stakeholders and to enable capacity for more strategic finance working.</li> </ul>	

	<p>A governor stated that there were two schools on Requires Improvement and was concerned that the Trust could be a distraction to the needs of the College and asked the CEO to consider exploring alternative ways of managing the Trust. The CEO indicated that this would need to be given careful consideration.</p> <p><b>Resolved: That the Board acknowledge the information, as presented.</b></p>	
21.	<p><b>Date and Time of Next Meeting</b></p> <p><b>Resolved: That the next meeting will be held on Wednesday 19 July 2023 at 4.00pm.</b></p>	
22.	<p><b>Chair's Update/Actions</b></p> <p><i>LW, AR and HJ left the meeting.</i></p> <p><b>22.1 Performance Review Outcomes</b></p> <p>Confidential restricted item</p> <p><b>22.2 Staffing Matter</b></p> <p>Restricted confidential item</p>	
23.	<p><b>Any other business</b></p> <p>None.</p>	
24.	<p><b>Identification of confidential items</b></p> <p><b>The Board agree that the following should remain confidential:</b></p> <ul style="list-style-type: none"> <li>• Item 7 – Safeguarding update</li> <li>• Item 8 - Quality Update for STC/TyneMet</li> <li>• Item 16 - Management Accounts</li> <li>• Item 17 - 2023/24 Budget Implications</li> <li>• Item 19 - Strategic Plan 2020-25 and progress on Strategic Priorities 2022-23</li> <li>• Item 16 - Report of the Chief Executive (detail of report)</li> <li>• Item 22.1 – Performance Review Outcomes (Restricted)</li> <li>• Item 22.2 – Staffing Matter (Restricted)</li> </ul>	

Chair: .....

Date: .....