



TyneCoastCollege

Meeting of the Governance and Search Committee

<u>Venue:</u>	Held via Microsoft Teams
<u>Date:</u>	Wednesday 17 November 2021
<u>Time:</u>	4.00pm – 5.30pm
<u>Present:</u>	Mark Overton (In the Chair) Ian Pippin Colin Seccombe Lindsey Whiterod
<u>In Attendance:</u>	Neil Longstaff (Director of Governance) Lorna Lister (Clerk)

ITEM	ISSUES	ACTION
1.	<p>Apologies for Absence</p> <p>The Committee approved an apology for absence received from Mr A Walton after having first considered the reason for his absence.</p>	
2.	<p>Declarations of Interest</p> <p>The Chair reminded members to declare any conflicts of interest as they arose on the agenda.</p>	
3.	<p>Minutes of the previous meeting</p> <p>The minutes of the meeting held on 26 May 2021 were approved and to be signed by the Chair.</p> <p>Matters arising not covered on the agenda</p> <p><u>3.1 Succession Planning</u> IP confirmed that he had not yet found a potential governor to join the Board with the relevant experience in LLDD (Learner with Learning difficulties or disabilities) but noted it was in hand.</p> <p><u>3.2 Corporate Social Responsibility Policy and other Governance Policies</u> NL informed the committee that the policies were presented to the Board, approved and signed off.</p> <p><u>3.3 Annual Review of Governance</u> NL stated that the English and Mathematics Task Group had been dissolved as well as the Queen Alexander 6th Form Committee.</p> <p>NL confirmed that the links to the Academy Trust roles were now in place, Chair and Vice Chair of the College were now Trustees within TCAT and CS had moved to Member status.</p> <p>Terms of office for College governors and terms of office for the College Chair and Vice Chair were approved by the Board.</p>	IP

	<p><u>3.4 Succession Planning</u> Confidential item</p>	
4.	<p>Review of Committee Performance against Terms of Reference.</p> <p>NL informed the Committee that an online survey had been completed by governors to review the Committee's performance during the previous academic year.</p> <p>There had been a return rate of 75% with a very positive response with no areas identified as being either ineffective or less than satisfactory. Overall governors graded the committee's performance as 'Good'.</p> <p>Resolved: That the committee accept the report and acknowledge the information as presented.</p>	
5.	<p>Committee Workplan</p> <p>The plan presented had been agreed by the Board in July 2021. NL asked for governors to consider the plan and highlight any areas the committee felt needed to be changed.</p> <p>It was noted that the feedback from the performance survey indicated that no additional areas were needed. However, NL did highlight the fact that additional meetings might be required in order to complete some potential governor interviews.</p> <p>The Chair stated that the FE White Paper (Skills for Jobs) was not identified on the work plan and possibly a meeting to discuss this was required. NL confirmed the Bill was going through parliament at present and was at Stage 2, once this had been passed it was expected that appropriate legislation would be issued.</p> <p>Resolved:</p> <p>i. That the committee accept the work plan and the information presented.</p> <p>ii. That NL is to include the FE White paper in the Workplan and to bring initial guidance to the next committee meeting, if available.</p>	NL
6.	<p>Governance Update including Succession Planning</p> <p>The purpose of the paper was to provide the Committee with a plan for appointments and update the committee in matters of governance.</p> <p>The following were highlighted for consideration:</p> <ul style="list-style-type: none"> • The latest position regarding the membership of the Board. Governors were asked to consider the timeline for the filling of forthcoming vacancies. • Governors were to establish a priority list of nominations of potential governors taking into account the College Succession Plan, the latest Skills Audit and the procedure for the appointment and re-appointment of College Governors on the Board of Tyne Coast College. • Governors were informed that the AoC Code of Good Governance had been updated and published. • Governors were made aware of the AoC/ETF Regional Governance Programme. • The Committee was asked to consider a way forward for the Business, Community and Stakeholder Groups. • Governors were to determine whether there should be a two-year term of office for Chairs and Vice-Chairs of Committees of the Board. 	

	<p>NL explained that the Code of Good Governance had been reviewed and updated. A gap analysis was needed to determine areas where the Board needed to address with the results being presented to the next committee meeting. It was noted that there was no expectation to report against the new version until 2022/23 academic year. Governors were mindful of the need to address equality and diversity across the Board in future appointments. The Chair stressed that it was not through the want of trying, it was just difficult. NL reminded governors that the Code was a comply or explain document.</p> <p>LWh stated that she had a discussion with a firm called Newrole who undertook executive searches for non-executive directors as well as Academy and College recruitment for Board members. There was a cost but it was acknowledged that if the committee could not find a diverse candidate within their connections then this maybe an option to explore.</p> <p>NL informed the committee that a partnership had been set up between AoC and the Education and Training Foundation to ensure the continuation of good governance practice in the FE sector through delivery of online programmes. A governor had already taken advantage of the new programme and completed an induction session. The Chair suggested the training timetable was made available for all governors in particular the G&S committee.</p> <p>A governor wanted to know if training records were kept up to date and monitored and should this committee be analysing what has or has not been completed? NL stated that he kept records up to date for those where notified. NL was to bring a paper to the next committee confirming all training records for all governors. It was suggested that the Chair and NL monitor the courses being offered by AoC and others, and highlight the governors best fit to attend.</p> <p>LWh suggested the AoC Governors Conference as a key session to attend. NL stated he would check the next scheduled conference.</p> <p>NL explained the Business, Community and Stakeholder Groups needed to be reviewed with a view to reconvening as soon as possible. LWh had asked the Principals for SSMS and TyneMet to come up with a proposal to look at what they were currently doing and what they planned to do in the future; this would be north and south of the river and incorporating the Marine School. It was noted that the Principal for SSMS had completed some work on this already involving local, national and international businesses.</p> <p>NL explained that the TCAT Board had asked for the terms of office of the Chairs of the College Committees to be a minimum of a minimum of a two-year term in office thereby providing continuity for those positions directly linked to TCAT. The advantages of the change were acknowledged.</p> <p>Resolved:</p> <p>i. That the Committee receives and acknowledges the report.</p> <p>ii. That the committee is to monitor and analyse training records of governors of the College and that NL is to provide the AoC/ETF training timetable for all governors.</p> <p>iii. That the committee recommend that the Board sets a term of office for Chairs of its Committees to a minimum of two years.</p> <p>iv. That NL is to review the Code of Good Governance against the new framework to identify any gaps needing to be addressed and that this be presented to the next Committee meeting.</p>	<p>NL/MO</p> <p>NL</p> <p>NL</p> <p>NL</p> <p>NL</p>
7.	<p>Governance Position Paper</p> <p>Confidential item</p>	

<p>8. Governors Attendance 2018-21</p>	<p>The purpose of the report was to inform the Board of the governors' attendance for 2020-21 and a three year trend covering 2018-21.</p> <p>The following was taken from the executive summary:</p> <ul style="list-style-type: none"> • It was essential to monitor group and individual attendance, which ensured targets were being met and, if not, to address any difficulties that individual governors were having. • At Tyne Coast College, average attendance during 2020-21 was 83.75%, which was an increase on the previous year (81%). • National surveys had been undertaken through the Clerks Network to determine governors' average attendance rates. Figures for 2020/21 were 87.79% (83.9% for 2019/20). <p>Details of governor attendances were presented and discussed.</p> <p>It was noted that some governors' attendance was affected by health issues or work commitments and this was highlighted on the attendance schedule. It was confirmed that two governors had Board approval to step back from their governance role for a short period.</p> <p>It was highlighted that attendance was very good.</p> <p>Resolved: That governors receive the report, acknowledging the information presented.</p>	
<p>9. Nominations for Dr Winterbottom Fellowships</p>	<p>NL informed the committee that nominations had been sought within the College Management Team and Governors and two potential nominations had been identified.</p> <p>LWh explained that the College was awaiting the applications with the correct amount of detail to be completed and once done so NL would consult with the Chair of this committee and the Chair of the Board.</p> <p>Resolved: That governors receive the report, acknowledging the information presented.</p>	
<p>10. Development Event & Training</p>	<p>NL stated that training had already been discussed earlier in the meeting but informed governors that he was awaiting some figures in relation to the uptake of compulsory training.</p> <p>NL asked the committee if there was anything that this committee would like to be added to the agenda of the forthcoming development event?</p> <p>Governors felt that an extraordinary development session should take place if the outcomes of the DfE estates bid were not released in time for the planned development day. The Chair thought that all governors should be made aware of the strategic aims and direction of the college regardless of the outcomes. LWh agreed to work on a timetable with NL and JC regarding this.</p> <p>A governor asked about other funding streams and the smaller bids that the college could apply for. LWh stated the bids that required a funding profile, committees and Boards were</p>	<p>LWh/NL /JC</p>

	<p>made aware of, but the smaller pots of funding were routine and often only the successful bids were brought to the attention of the committees and the Board. LWh stated that moving forward an agenda item could be included to discuss all bids that the college had sought.</p> <p>A governor requested a report, which covered ‘headlines’ of increased costs for the college, especially due to the reduced number of 16-18 students and how this would affect the funding for next year. LWh stated that this had been discussed in a recent management meeting, a timetable had been devised for curriculum planning and that a substantial piece of work had to be completed to reflect the increased costs, change in funding and the re-shaping of what the college delivered next year. LWh confirmed that the Chief Finance Officer had just finished a paper, which included the costs for this year but then also covered the headline areas that could affect the college next year. A governor stated this could be discussed and followed up at the forthcoming development day.</p> <p>A governor highlighted that on the curriculum side there were many small pots of funding where the college had been successful, which helped and supported the students and although they were not large amounts in monetary value, they benefitted the college significantly with lesson catch up etc. It was confirmed that the Principal and Assistant Principals generally identified these pots of funding and meetings then held with the Heads of Departments to discuss in detail. The governor felt that they had the process in hand and were often successful in the bids applied for.</p> <p>LWh noted that she understood how important it was having the right people and knowledge when writing the bids but it was a balancing act with the time and effort it took to complete on top of the ‘day job’. LWh thought that this was the direction the educational arena was taking and had to be accepting of this. LWh was mindful the timeframe was also limited and department heads had to be quick on the uptake.</p> <p>Resolved:</p> <p>i. That governors agree to receive the report, acknowledging the information presented.</p> <p>ii. That a timetable is to be shared with governors highlighting important bid dates and that an agenda item is to be added to an appropriate future Board agenda to discuss smaller bids that had been applied for by the college.</p> <p>iii. That a paper be presented to the Development Event showing headline increased costs that could significantly impact on the College in the next academic year.</p>	<p>LWh</p> <p>LWh</p> <p>LWh</p> <p>LWh</p>
<p>11. Any other business</p>	<p><u>Governor Training</u></p> <p>NL returned to Governor Training and showed a training record that identified those compulsory modules that all governors had to complete. It highlighted those who had completed (in green) and those yet to complete (in yellow).</p> <p>NL confirmed that governors would be reminded of the need to complete this training.</p>	<p>NL</p>
<p>12. Date and Time of Next Meeting</p>	<ul style="list-style-type: none"> Wednesday 25th May 2022 at 4pm 	
<p>13. Identification of Confidential Items</p>	<ul style="list-style-type: none"> Item 6 – Governance Update and Succession Planning Item 7 – Governance Position Paper 	

Signed: Date: