



TyneCoastCollege

Meeting of the Board

<u>Venue:</u>	via Microsoft TEAMS
<u>Date:</u>	Wednesday 20 October 2021
<u>Time:</u>	4.00pm – 6.05pm
<u>Present:</u>	George Clark (in the Chair) (GCI) Sheila Alexander Malcolm Grady Gary Hindmarch Mark Overton Ian Pippin Colin Seccombe Andy Walton Jacqueline Watson Andrew Watts (AW) Susan Wear Lindsey Whiterod (LWh)
<u>In Attendance:</u>	Neil Longstaff (Director of Governance) Jane Cuthbertson (Chief Finance Officer) Lorna Lister (Governor Support Officer)

ITEM NO.	ISSUES	ACTION
1.	Apologies for absence The Board received and approved an apology for absence from Martin Hottass after having first considered the reasons for his absence.	
2.	Declarations of interests The Chair reminded members to declare any conflicts of interest as they arose on the agenda. There were standing declarations for links to Tyne Coast Academy Trust for the following: AW, MO, GC, MG and LWh.	
3.	Minutes The minutes of the meeting of the Board held 14 July 2021 were approved and were to be signed by the Chair. Matters Arising not covered elsewhere on the agenda <u>3.1 School Liaison</u> LWh confirmed the data had been shared on the Knowledge area of Meetingsquared and appendix 1 of her report today was an up to date version of the data.	

	<p><u>3.2 Budget 2021-22 and 2 year Financial forecast – including capital expenditure & KPI's</u> JC suggested that a Board meeting might need to be arranged early in the new year to consider the outcomes of the two estates bids when announced. NL suggested that this could be included in the College Board Development Day organised for 26 January 2022.</p> <p><u>3.3 Annual Review of Governance</u></p> <ul style="list-style-type: none"> NL informed the Board that the updated Articles had been published where appropriate. That the Career College Board was in the process of being dissolved and NL was in contact with Brendan Tapping regarding this process. Trust matters had been dealt with and were now in place. LWh confirmed that she was in discussions with SEG and former Chair regarding local stakeholder groups and further consideration was to be given at the next G&S Committee. NL informed the Board that the terms of office for Chairs of Committees had been referred to the G&S committee to be held on the 17th November 2021. <p><u>3.4 Student Union Report</u> NL informed the Board that an update would be presented under item 13 on the agenda.</p> <p><u>3.5 TCC Strategic Plan 2020-25 and progress against Strategic Priorities</u> Confidential item.</p> <p><u>3.6 Chief Executive Report</u> Confidential item</p> <p><u>3.7 Chair of the Boards Report re. Pay Review</u> Confidential item(restricted)</p>	
<p>4.</p>	<p>Minutes of Committees of the Board</p> <p>The following minutes were received and content acknowledged:</p> <ul style="list-style-type: none"> Business Development Committee – 29/09/21 Finance & Resources Committee – 06/10/21 <p>Matters arising - Business Development Committee <u>Seller's Agents Fee</u> JC was to query the 2.5% with Muckles.</p>	<p>JC</p>
<p>5.</p>	<p>Chair's Update/Actions</p> <p>The purpose of this report was to provide the Governors with an update whereby Chair's Urgent Action had been utilised.</p> <p><u>OLC proposal</u> This proposal was to sub-contract the College's Higher Education provision to a London based private training provider and had initially been presented to the Board at its meeting on 14 July 2021 via the F&S Committee.</p> <p>The Board agreed 'in principle' with proceeding, subject to positive feedback from Pearsons (awarding body).</p> <p>The Chair considered an updated paper from the Principal for TyneMet College.</p> <p>The Chair emailed the Director of Governance on 22 September 2021 stating that having discussed the matter with the Principal for TyneMet College and after having received the updated information, the Chair was content to approve using Chair's Action.</p>	

	Resolved: That the Chair's Action is endorsed.	
6.	TCC Strategic Plan 2020-25 and progress against Strategic Priorities Confidential item	
7.	<p>Report of the Chief Executive</p> <p>The purpose of the report was to provide the Board with a regular report on key activities and issues.</p> <p>The following items were included within the report and discussed:</p> <p><u>College Results 2020-21</u> LWh stated that there had been a strong outcome in terms of the College results for 2020/21 but it had to be noted that there had been no formal examination process within the A-Level provision, Maths and English due to the Covid situation.</p> <p><u>Enrolment Numbers 2021-22</u> Confidential item</p> <p><u>College Collaboration Fund and Further Education Professional Development Grant (FEPDG).</u> LWh was delighted to report to Governors success in both bids of £207k and £500k respectively. LWh thanked the staff for the immense work that had gone into producing the bids within a highly competitive arena.</p> <p><u>Campus Development Update</u> Confidential item</p> <p>The following matters were covered in the report:</p> <ul style="list-style-type: none"> • Marketing Activity Update (all brands) • South Shields Marine School Update • Digital Update • NLFE Update • AoC update 22 September 2020 • Kickstart • Appendix 1 School Liaison Analysis <p>LWh gave a verbal update on the Covid situation, it was noted since the start of the year 110 students had notified the College of a positive test result, with equal numbers north and south of the river. There were 18 staff cases, which included 5 reported this week and it was felt that there was an increase in cases emerging especially within staff. Mask wearing within the College was not mandatory but LWh was working with Public Health and awaiting guidance from the government.</p> <p>Resolved: That the Governors agree to receive the report and acknowledge the information provided.</p>	
8.	<p>Academy Trust Update</p> <p>The purpose of this report was to provide the Board with a regular update on key activities and issues within Tyne Coast Academy Trust.</p> <p><u>Trust Update</u> It was reported that significant ministerial changes were likely to impact the education</p>	

<p>landscape in the coming year and TCAT needed to be in a strong position to evolve with the new Minister passionate about the 'Levelling Up' agenda. It was likely the Post Pandemic recovery of education, most notably for those from disadvantaged backgrounds and/or with SEND would be of the highest profile in his new portfolio. A key task for the new minister would be to establish how examinations would run for the 2022 series.</p> <p>The new Deputy Chief Executive had set out to get to know the schools in the MAT by joining their Leadership Team meetings as frequently as possible. These meetings were at the centre of school improvement and it was where most support and challenge could be given.</p> <p>There was also a greater push on getting the TCAT leadership teams together on a termly basis and in a structured way.</p> <p>The IT Service from Walker Riverside Academy was connected to all the schools and had offered onsite, practical support as well as virtual support. The service also led on the roll out of the new MIS, Arbor, which was well under way.</p> <p><u>Central Trust</u> The new Deputy CEO also remained as Executive Headteacher at Walker Riverside Academy and an advertisement for a Head of Academy to start in January 2022 had been placed.</p> <p>Sarah Bartlett had taken responsibility for estates across the MAT as well as the college. This added some much needed capacity in this area, most notably at Monkwearmouth. The Trust was also exploring the possibility of centralising IT within the MAT to maximise efficiencies across the organisations</p> <p>The HR function was making strong progress on the centralisation of policies and a JCC (Joint Consultative Committee) had been established with Union representatives from all stakeholders and in multiple Local Authorities.</p> <p><u>Ridgeway Primary Academy – Summary of Ofsted Inspection 22/09/21</u> The recent inspection was a 2-day Section 8 Inspection completed by one inspector. It was extremely thorough and forensic with a tight focus on the Quality of Education (QE) judgement.</p> <p>Overall, the experience was intense and thorough, but was conducted in a supportive way and the inspector offered some good pointers to strengthen various areas. The school's ability to accurately describe the strengths and areas for development, and provide the evidence of action against concerns, gave the inspector confidence and supported the positive outcome.</p> <p>It was noted that as the report had not yet been released the grade could not yet be published. The NEF UTC and Monkwearmouth were in full Ofsted preparation as LWh expected these academies to be next.</p> <p>The College Board, as the sponsor body, asked LWh to pass on their thanks to Ridgeway Primary Academy and all those who were involved in the inspection.</p> <p><u>North East Futures UTC</u> Confidential item</p> <p>Resolved: i. That the Governors agree to receive the report and acknowledge the information presented.</p>	<p>LWh</p> <p>LWh/ NL</p>
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	<p>ii. That an alert be given to the Link Governor for TCAT in the event of a potential risk situation developing in relation to the college.</p>	
9.	<p>Management Accounts to 31 July 2021</p> <p>Confidential item</p>	
10.	<p>Annual Review of Financial Regulations</p> <p>The purpose of the report was for the Board to review and agree the financial regulations.</p> <p>It was noted that the regulations had been reviewed and updated, with the changes shared with governors for discussion.</p> <p>It was noted by a governor that the regulations had been strengthened through the reference to the employment of a Procurement Manager.</p> <p>Resolved: That the Board agree the updated Financial Regulations, as presented.</p>	
11.	<p>Annual Review of Estates</p> <p>The purpose of the report was to update the Board with any major Estates projects and developments.</p> <p>The summer works predominately focussed on enabling works for the FECA project, refurbishment of areas to support IoT funding and statutory requirements. Due to the two bids for total site relocation, other than grant funded expenditure works focussed on safely preserving the life of buildings (e.g. interface roof, G block cladding) and using in-house resources wherever possible.</p> <p>Works were made more difficult due to COVID-19 and Brexit as there were fewer suppliers quoting for projects, price rises for room / toilet refurbishment hardware and lead time for overseas deliveries.</p> <p>TCC resources were also deployed to TCAT to resolve significant water ingress / leaks which would have been costly to resolve using external contractors.</p> <p>Projects completed during the summer were reported and noted.</p> <p>Further capital works were to take place in 2021/22 including Jetty refurbishment, windows and fire chamber refurbishment at MOST and general furniture replacement.</p> <p><u>Capital Grant</u> In August 2020 the College was awarded a capital grant of £833,974.11 from the DfE. The College was required to match fund £220k of the grant, and complete spend by 31st March 2021, which was subsequently extended to 30th September 2021. This decision was made by the DfE after the tender process was completed.</p> <p>The match funding was achieved with existing capital projects that fell within the categories for investment i.e. raising buildings from condition grades B, C & D to A.</p> <p><u>Summary</u> To summarise the Estates team focussed on maintaining the existing premises to ensure safe operation and an appropriate environment for students whilst mindful that non-essential work and high cost capital work was avoided until the college was sure of the outcome of the capital bids to move campuses.</p>	

	<p>Support has been given to the new capital bids in producing data and information about current facilities, specialist facilities and area data.</p> <p>Maintenance support had been given to TCAT, primarily at Monkwearmouth to avoid high cost capital expenditure.</p> <p>A Governor reassured the Board that all essential and critical Health & Safety expenditure that needed to be incurred, was covered.</p> <p>Resolved: That the Board receive the report and acknowledge the information presented.</p>	
<p>12. Governance Update</p>	<p>This report provided the Board with an update on Governance arrangements for the College. The following was discussed from the executive summary:</p> <ul style="list-style-type: none"> • The current composition and membership of the College Board and its committees • The vacancies currently on the Board and on the various committees. • A review of its Link Governor positions. • A proposal to redesignate the Dr Winterbottom Trust Fund as an internal management committee. <p>NL highlighted that there were several potential governor appointments that were to be investigated further by the G&S Committee with a view to approval being sought by the Board.</p> <p>It was explained that David Byrne’s term of office had ended on the 16/10/21. The Chair thanked David for all the hard work he had put into the College over the years and requested a letter of thanks be sent to him.</p> <p>NL requested consideration being given to redesignate the Dr Winterbottom Trust Fund as an internal management committee with governor involvement. It was noted that a financial paper would have to be presented to the F&R Committee on an annual basis. NL was to incorporate into the College workplan. A Governor wholly agreed that this was brought in-house however, requested as part of the process, a framework on how this was going to operate in relation to other funds that were available. This was supported by another Governor who was also part of the original Dr Winterbottom Group.</p> <p>NL discussed the roles and responsibilities of the College Link Governors.</p> <p>NL informed governors that there was a HE SER Working Group meeting on 3rd November at 4pm and the members were normally taken from the stakeholder groups but as those memberships were on hold volunteers were being sought. GH and SA agreed to be members of the group.</p> <p>A Governor expressed his interest in the local stakeholder groups and how working with MD (Principal – TyneMet) and SA (Principal - SSMS) were going to develop the College and stakeholders, given that in the modern era that could be any stakeholder from anywhere in the world. The Governor asked LWh to discuss with MD and SA on how they were going to facilitate that and how they felt the governors could support the College’s achievement and growth in this field.</p> <p>It was suggested holding a virtual session with all stakeholders to celebrate achievement as well as discussing strategy and direction.</p>	<p>NL</p> <p>LWh/ SA</p> <p>LWh/M D/SA</p>

	<p>Resolved:</p> <p>i. That the Board agree to receive the report and acknowledge the information presented.</p> <p>ii. That the Governors agree to redesignate the Dr Winterbottom Charitable Fund Group as a Management Team Committee but that two places on the composition are to be reserved for governors (CS and MG agree to continue on the Group). An annual financial report is also to be presented to the F&R Committee.</p> <p>iii. That the positions of Link Governors as follows are agreed and the Link Governor protocol is to be updated:</p> <ul style="list-style-type: none"> • Cyber Safety and Data – Andy Walton • Behaviour and Attitudes – Jacqueline Watson • Personal Development – Donya Urwin • SSMS – Gary Hindmarch • Higher Education – Gary Hindmarch • Halls of Residence – Mark Overton 	<p>NL</p> <p>NL</p>
<p>13.</p>	<p>Student Governor</p> <p>The purpose of this verbal update was to inform the Governors on the progress being made towards the implementation of the new Student Union constitution.</p> <p>NL explained to Governors that he had made enquiries with the Head of Student Services for an update on this position. Progress had been made but slower than expected due to staffing issues within the department.</p> <p>Resolved: That the Board agree to receive the information as presented.</p>	
<p>14.</p>	<p>Letter from ESFA</p> <p>LWh shared a letter from the Interim Accounting Officer and Chief Executive of the ESFA, which was to be used as a useful briefing in preparation of the accounts for the year 2020 to 2021, address the challenges of this new academic year and plan for the years ahead.</p> <p>LWh stated that JC was addressing all the highlighted areas within the letter to make sure the College was compliant.</p> <p>Resolved: That the Board receive the letter and acknowledge the information presented.</p> <p>MG left the meeting.</p>	
<p>15.</p>	<p>Policies for Approval</p> <p>The purpose of the report was to inform the Board of the changes to the FE Malpractice and Maladministration Policy, which had recently been reviewed and updated. The College management team recommend approval to the Board.</p> <p>A Governor asked was this to replace the existing policy. LWh explained that this was to supplement the current HE policy and to introduce the FE version as recommended by the Colleges awarding bodies. A Governor asked staff to ensure both policies were tilted with HE and FE respectively.</p> <p>Resolved: That the Board approve the policy and the information as presented.</p>	<p>LWh</p>
<p>16.</p>	<p>Any other business</p>	

Queen Alexander Sixth Form College

A discussion paper was provided to the Board regarding the QA site.

It was reported that the fire alarm at the QA was in 3 parts and was maintained by 2 different companies:

- Hawkeys Lane – Eaton/Coopers (Listed building)
- Millennium Building – Honeywell
- QA building / creative studios – Eaton/Coopers

The age of the systems in the Hawkeys Lane Building and QA building was 20 years+, obsolete and only Eaton would work on it and locate second-hand parts. However, Eaton had now moved out of the alarm maintenance sector.

Currently, the Hawkeys Lane fire alarm system was operational, but the QA building had numerous faults meaning the alarm was continually triggering disturbing residents and the call out phone regularly going off throughout the night, which was several times a week. Eaton created a switch that meant that the alarm could be switched off so that it only sounded internally so as not to disturb the neighbours, but the amount of false alarms was on the increase and the caretakers received regular calls throughout the night.

The building was empty except for a few heavy-duty sewing machines.

An option was to shut the fire alarm system at the QA, which would mean no fire alarm to the QA building. However, there would remain an intruder alarm to all the buildings. All buildings except for the Millennium building had been completely shut down except for power to retain alarm systems.

Alongside this, the building was deteriorating as there were holes in the roof and the College was not spending capital funds to maintain this. An estimated cost was £1-2 million (subject to survey) due to areas of bespoke terracotta and there was a six-month lead time to consider. This deterioration would worsen as the winter season approached. PMC Ltd received an offer for the QA site but not for the listed building. A decision needed to be made about this part of the QA site.

A Governor recommended JC to speak to Muckles to get advice and guidance on how to sell the property transparently via the procurement process.

Resolved: That the Board agree for arrangements to be put in place to sell the Queen Alexander Sixth Form site.

Dr Winterbottom Charitable Fund

The purpose of the report was to request additional funds from the Dr Winterbottom Charitable Fund to support students with an additional suite of resources (digital and print) to support their health and wellbeing.

LWh informed the Board that Tamara Stephenson was the budget holder for Student Services and she had discussed with a member of staff regarding the mental health of the students in the college.

LWh thought that this was a strong case for use of the funds.

A Governor queried was this an area that the College was responsible for regardless and should be subsidising and if so then the Dr Winterbottom Fund should not be used for this purpose. If the request was over and above the College responsibility, then agreed it was a good use of funds.

A Governor highlighted that if LWh supported the request and agreed it added value then

	<p>the Governors should support this. It was stated that the mental health of the young people in the College was a priority and should be supported. It had been an extremely difficult time for the young people and this was supported by Public Health.</p> <p>A Governor stated that as long as the request was within the TOR of the Dr Winterbottom Fund then he agreed. The Governor highlighted that the safeguarding issues that had been reported within the College were on the increase involving some higher level cases which were mainly around suicidal thoughts. Mental health was a major issue not just within this College but across all educational establishments, especially in the post 14 year groups. The evidence suggested that mental health was on the increase so believed it was an appropriate use of funds.</p> <p>A Governor supported the request; in the past the Fund was used to finance computers for Student Mentors, which was extremely successful and supported students wellbeing. The governor felt that the request fell within the remit and supported the request.</p> <p>Another Governor did question the application, although it was only £7k, was this something the College should be providing or was it the 'icing on the cake' and if so, supported the request.</p> <p>A Governor questioned the amount requested as he felt it was not enough. He felt that there may be external podcasts that the College could link into to provide the same experience? LWh responded informing governors that the College was providing a significant amount of work around mental health but felt this was a new initiative particularly around digital and podcasts and not part of the mainstream. LWh was to ask the team to provide a paper about what the college was currently providing around mental health.</p> <p>A Governor wanted the money to be used for local students and in-house.</p> <p>Resolved: That the Board agree to approve the request of additional funds to the sum of £7k to support the health and wellbeing of students within the College.</p>	<p>LWh</p> <p>LWh</p>
<p>17.</p>	<p>Identification of confidential items</p> <p>Resolved: That the following matters are to remain confidential:</p> <ul style="list-style-type: none"> • Matters arising: 3.5, 3.6 & 3.7 • Item 06 - TCC Strategic Plan 2020-25 and progress against Strategic Priorities • Item 06 – CEO’s Report (Enrolment/ Sunderland University Cyber Attack/ Campus Development Update • Item 08 - Trust Update (NEF UTC) • Item 09 - Management Accounts 	
<p>18.</p>	<p>Date and Time of the next meeting</p> <p>Wednesday 15th December 2021 at 4pm via TEAMS</p>	

Chair: Date: