Meeting of the Board

Venue:	via Microsoft TEAMS
Date:	Wednesday 31 March 2021
Time:	4.00pm – 6.25pm
Present:	Andrew Watts (in the Chair) (AW) David Byrne Graeme Cruickshank George Clark (GCl) Malcolm Grady Gary Holmes Martin Hottass Mark Overton Ian Pippin Colin Seccombe Donya Urwin Jacqueline Watson Lindsey Whiterod (LWh)
Apologies:	Sheila Alexander Andy Walton
In Attendance:	Neil Longstaff (Director of Governance) Jane Cuthbertson (Chief Finance Officer)

ITEM NO.	ISSUES	ACTION
1.	**Apologies for absence** The Board received and approved apologies for absence from those identified above after having first considered the reasons for their 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, GH, CS, MO, GCl, MG and LWh. NL outlined issues experienced by governors with Meetingsquared around email notifications. This matter had been raised with the support team at eShare who had identified a problem with our system and were investigating.	
3.	**Minutes** The minutes of the meeting of the Board held 16 December 2020, 27 January and 11 March 2021 were approved and were to be signed by the Chair.	

	Matters Arising not covered elsewhere on the agenda	
	3.1 Government rollout of laptops (16/12/20) The CEO confirmed that the College had received a generous allocation but obtaining recent supplies had been problematic. 3.2 College Accounts (27/1/21) The Chair confirmed that he and the CEO had signed the annual report and accounts for Tyne Coast College, as required.	
4.	**Chair's Update** The Chair reported that he had attended the AoC's Chairs and Principals Network meeting and the presentation given covered the Adult Education Budget (AEB) allocation and the potential impact on colleges. The CEO explained that the Education and Skills Funding Agency (ESFA) had decided to claw back adult education funding from colleges that fell short of a 90% delivery benchmark. It was felt that achieving this target would be difficult for many colleges and could force them to cancel provision and make redundancies. TCC was aiming for 97%. It was noted that the devolved AEB (North of Tyne) funding was different in that you were paid for what was delivered i.e. no threshold. Responding to a question the CEO confirmed that there should be no clawback at end of year for TCC.	
5.	**Chief Executive's Report** The purpose of this report was to provide the Board with a regular report on key activities and issues from the Chief Executive. The CEO drew the attention of governors to the following: - Update on Estates Proposal - FE Commissioners Letter - Digital Strategy - Update on Covid re Staffing - Update on College Reopening - Update on Testing - Update on Marketing and Recruitment - Climate Action Roadmap - Marine Update - ETF Case Study Update on Estates Proposal Governors were informed that both bids had been submitted on time and the college was now awaiting to hear if the College was successful in moving to Phase 2. In the meantime work was to continue around the options around each site. JC stated that following conversation with the Chair of the Finance and Resources Committee, a briefing note was to be circulated to committee members to agree activity up until the end of May. The Chair of F&R asked that all risks in progressing with work be identified in the briefing paper. FE Commissioner Letter Governors noted the content of the latest letter from the FE Commissioner, which focussed	

	on the revised financial benchmarks. Digital Strategy A draft Digital Strategy had been agreed with SEG (Senior Executive Group) and formal training with staff had commenced. The CEO was pleased with the way in which staff had embraced digital training. A governor stated that this had a significant bearing on the College's estates plan as it stated that 60% of learning was expected to be digital; Q. Was the definition of digital learning to be 'not on site'? No, it was both on and offsite technology being used. Offsite online learning was expected to be 30-40% by 2024. The governor stressed the need for the Board to examine digital learning in more detail at an appropriate time as it had significant implications. Climate Action Road Map The Association of Colleges (AoC) was recommending that colleges adopt the Climate Action Road Map. Governors were made aware that staff were currently looking at the Road Map and producing an Action Plan. Q. Could this be expensive to implement? The CEO hoped that this would not be the case and the first action would be to examine the way the College staff worked. Q. Extent of community engagement? The CEO was to factor this in wherever possible. A governor indicated that the Board needed to look closely at this area to understand how to achieve a zero carbon footprint. **Resolved:** **i. That the Board agree to receive the report and acknowledge the information provided.** **ii. That the Board agree to delegate the approval of required work on the estates plan to the Finance and Resources Committee.**	**JC**
6.	**TCC Strategic Plan 2020-25 and progress against Strategic Priorities** Confidential item	
7.	**Quality Report** Confidential item	
8.	**Self-Evaluation Report – Halls of Residence** Confidential item	
9.	**Academy Trust Update** Confidential item	
10.	**Management Accounts and Commentary** Confidential item	
11.	**Governance update** The purpose of this report was to provide an update on governance arrangements for the College.	

	This paper covered the following areas:
	• Succession planning – appointment of governors and a review of terms of office.
	• Composition and membership of the College Board and its committees.
	• Appointment arrangements for the Chair and Vice-Chair of the Board.
	• To review the decision to hold all Board meetings remotely.
	• To consider the updated Standing Orders and Code of Conduct, and the Chair's Job Description in order to comply with Sport England's Code for Sports Governance.
	
	Governors Terms of Office
	
	Confidential item
	
	Appointment of Governors
	
	Confidential item
	
	Appointment of Chair and Vice-Chair of the Board
	
	Confidential item
	
	Sport England (Tackling Inactivity in Colleges - Code for Sport Governance)
	NL outlined changes needed to the College's Standing Orders, Code of Conduct and Job Description for the Chair in order to comply with Sport England's code for Sports Governance.
	
	It was noted that Governance and Search Committee felt that to avoid a loss of funding for the College, governors should be favourable to the reasonable changes within its Code and other associated documents.
	
	Resolved:
	   i. That the Board receives the report acknowledging the information presented.
	  ii. That governors approve the updated Standing Orders, Code of Conduct and Chair's Job Description to comply with Sport England requirements. Updates to the Standing Orders Paragraph 10.3.4 were also to be made to allow former governors to have a vote on committees, where appointed.
	 iii. That governor meetings are to continue to be held remotely until further notice.
	
	GCI and MG left the meeting during discussion on the appointment of Chair and Vice-Chair taking no part in any discussion or voting.
	
	The Chair informed GCI and MG of the Board's decision re. Chair and Vice-Chair appointments on their return to the meeting.
		NL
		
		NL	

12.	**Nominations for Dr Winterbottom Fellowships** The purpose of the paper was to consider a nomination for a Dr Winterbottom Fellowship, which was strongly supported by the members of SEG. **Resolved: That the Board agree to award Ms Fran Collins a Dr Winterbottom Fellowship as recommended by the Senior Executive Group.**	**NL**	
13.	**Student Union Report** NL reported that the Head of Student Services had informed him that the Student Constitution required a full review and needed to take into account guidance from the		

	National Union of Students. It was hoped a revised constitution could be brought to the next meeting of the Board for approval.	
14.	**Counter Terrorism Plan and Prevent Plan – annual update** The purpose of the report was to present the annual review and update of the Counter Terrorism Plan and Prevent Plan. Minor changes reflecting new training procedures for staff were noted. Currently the national level of risk was medium/high but there were no particular risks in relation to the College. **Resolved: That the Board approve the updated Counter Terrorism Plan, Prevent Plan and Prevent & Terrorism Risk Assessment, as presented.**	
15.	**Policies for approval** The following policies were presented for approval, the majority of which had been scrutinised by Committee: • Equality and Diversity Policy • Safeguarding policy and procedure • Risk Management Policy • Fees Policy • Subcontracting Supply-Chain Fees and Charges Policy • Plagiarism Policy **Resolved: That the above-mentioned policies are approved.**	
16.	**Minutes of Committees of the Board** The following minutes were presented for information: • Audit Committee - 20 January and 3 March 2021 • Quality, Curriculum and Standards Committee - 10 March 2021 • Finance and Resources Committee - 17 March 2021 • Queen Alex 6th Form Committee - 9 February 2021	
17.	**Any other business** None.	
18.	**Date and time of future meetings** **Resolved: That the next meeting of the Board is to take place on Wednesday 14 July 2021 at 4.00pm via TEAMS.**	
19.	**Application of the Seal** The Director of Governance reported that he had used the College seal for a deed of guarantee between the Secretary of State and Tyne Coast College in relation to the higher level technical education (IOT Brand). **Resolved: That the information is noted.**	

20.	**Identification of confidential items** **Resolved: That the following matters are to remain confidential:** • **Item 06 – TCC Strategic Plan 2020-25 and progress against Strategic Priorities** • **Item 07 – Quality Report** • **Item 08 - Self-Evaluation Report – Halls of Residence** • **Item 09 – Academy Trust Update** • **Item 10 – Management Accounts** • **Item 11 – Governance update (Terms of office/Chair & Vice-Chair/Appt of Governors)**	

Chair: ....   Date: ....