



TyneCoastCollege

Meeting of the Board

Venue: South Tyneside College/Teams

Date: Thursday 24 October 2024

Time: 4.00pm – 6.05pm

Present: Malcolm Grady (in the Chair)
George Clark
Clive Johnson
Joanne Fanning
Gary Hindmarch
Surajah Hunter
Nicola McCluskey
Donya Urwin (Teams)
Lindsey Whiterod (LWh)

Apologies: Martin Alexander
Doug Cole
Jacqueline Watson

In Attendance: Neil Longstaff (Director of Governance)
Lorna Lister (Senior Governor Support Officer)
Jane Cuthbertson (Chief Operating Officer)
Allyson Edney (Director of HR)
Nicola Scott (Student President)

Action Tracker

Item	Summary of Action Required	By whom	Status	Comment/Update
Meeting of the 17 October 2023				
3.	<u>Presentation</u> presentation at the beginning of a Board meeting - feedback from Careers Advisers on students' readiness for work.	Chair		Scheduled for July 2024 <u>As at 16.7.24</u> Deferred until Autumn 2024
Meeting of the 24 th October 2024				
7i	<u>Finance & Resources:</u> A message from the governors to the Senior Leaders and Managers highlighting the college financial objectives in order to improve the financial position of the college	LWh/ JC		This will be provided after the Christmas break
8.1	<u>Report of the CEO:</u> Exploration work to commence at Monkseaton School.	LWh		Ongoing
8.2	<u>Strategic Priorities and Short-Term Objectives:</u>	LWh		Ongoing new draft Strategic plan to be presented

	Short update on progress at Board meetings around one of the 7 short term objectives.			
9.	<u>Governance Update:</u> That a reminder is to be sent out regarding the annual returns and KCSIE update training.	LL		Completed
11.	<u>AOB:</u> Christmas Lunch	LL		Now decided to provide Xmas Lunch Buffet at the College prior to the Board meeting.
	Department Heads were to be invited give a 10 min presentation around their area/field to ensure governors had an insight into their department (one per meeting).	LWh		Actioned

Minutes

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 <u>2.1 Declarations of interests</u> 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: MG, LW, JF and CJ. <u>2.2 Business to be raised under Item 11</u> None.	
3.	Confirmation of the minutes. The minutes of the meeting of the Board held on 16 July 2024 were approved and signed by the Chair. Matters arising not covered elsewhere on the agenda As shown on the Action Tracker.	
4.	With the agreement of the Governors the Chair changed the order of business as follows: Student Union Report The purpose of the report provided an update on Student Union activities, progress made, and areas requiring support by the Board. It aligned with the college's strategic goals by focusing on student engagement, community development and support for learners.	

	<p>The following was highlighted and discussed:</p> <ul style="list-style-type: none"> • 117 Student Union members • 4 Leads recruited • Relationships built with over 8 external organisations who would like to work on projects with the College, supporting student development. • Excess amounts of free stock, creating relationships with the Student Marketing Company. • Student Engagement & Freshers Week Success: Freshers events were well-received, with increased participation compared to last year, enhancing community spirit and student well-being across both sites, including Marine students, and HE. • Communications & Visibility Initiatives: The Student Union increased its presence across SharePoint and Teams. Facebook and TikTok were to launch by the end of month, this was to ensure students stay connected. A monthly newsletter and the launch of a student podcast were in progress to improve information flow and transparency. • Challenges in fundraising for the Student Union with immediate plans to apply for grants and funding, High Sheriff fund closing date 28 October 2024. • Challenges in Fundraising for the Dr. Winterbottom Fund: Fundraising for the hardship fund was limited in the past two years, affecting financial resilience. This fund was critical to supporting vulnerable students with essentials like food, bills, and rent. <p>LWh declared an interest in the matter appertaining to applying to the High Sheriff's Fund due to her position held this year (24-25) as the High Sheriff of Tyne & Wear.</p> <p>NS highlighted that the student union 'base' at TyneMet was not ideal as it was located at the back of the Library which was not conducive to the service and asked could this be looked into.</p> <p>It was noted that JF MG and NL had attended a catch-up meeting with the Student Presidents and that they would continue on a termly basis throughout the year.</p> <p>A governor commented that Freshers Week had seemed to be very busy and congratulated NS on the informative report.</p> <p>Resolved: That governors accept the report acknowledging the information, as presented.</p>	
5.	<p>Strategic Discussion: College Finances</p> <p>Confidential item</p>	
6.	<p>Strategic Matters</p> <p>6.1 Chairs Update/Actions The Chair informed governors that a Chairs Forum had been implemented and the first meeting had taken place. This was to reinforce the lines of communication between committees and the Board.</p> <p>Resolved: That the governors acknowledge the verbal update.</p> <p>6.2 Estates Update Confidential item</p> <p>6.2b New Build Update</p>	

	Confidential item	
7.	<p>Finance/Resources</p> <p>i. Committee Chair Report CJ highlighted that in the strategic report finances needed to be reset, it was important that the college, as a whole, signed up to the objectives and assist with the implementation of them as it would impact the college if not. All members needed to sign up to a holistic programme to improve the financial position and not to jeopardise or impact the curriculum position.</p> <p>A governor noted that a message to the managers would be helpful explaining this was a decision of the Board of Governors</p> <p>ii. Management Accounts and Commentary</p> <p>Confidential item</p>	CJ/MG
8.	<p>8.1 Report of the Chief Executive incl Academy Trust Update</p> <p>The CEO explained that this was a new reporting format and would appreciate any feedback.</p> <p>The CEO acknowledged the report had been included in the papers however highlighted the following:</p> <ul style="list-style-type: none"> • Maintaining and improving the Colleges financial position • New Build progress • Recruiting and retaining staff • Pay award, staff recognition and communication • Increased maths and English demand – pressure on staff recruitment and cost • Ageing facilities increased financial pressure and a risk to learner experience • Capital investment challenges whilst focused on new college campus <p>The following were positive updates for the College:</p> <ul style="list-style-type: none"> • Ofsted outcomes • Strong achievement rates • Strong recruitment in 16-19 Grant funding • Committed teams • Increase in internal progression rates • Good Marine projected numbers <p>Confidential item(s) - Union Update / New Build /TCAT Update</p> <p>8.2 Strategic Priorities and Short-Term Objectives The CEO highlighted the strategic priorities and objectives for 2020 – 2025 however discussed in more depth the short-term objectives for 2024-25, those being:</p> <ol style="list-style-type: none"> 1. Continue to exceed 16-19 recruitment against allocation, to enable successful delivery of evolving curriculum 2. Further develop T Level routes, student and employer engagement 3. Strengthen our financial resilience 4. Model a flexible careers offer aligned to skills demand, to continuously improve positive destinations 5. Offer a broad and balanced SEND curriculum, with opportunities for Supported Internships, meaningful work experience and job opportunities 	

	<p>6. Remain responsive to the Local Skills Improvement Plans and priorities</p> <p>7. Investment in resources and facilities both North and South to build a College for the future.</p> <p>A governor suggested a short presentation covering one of the 7 short term objectives at the next Board meeting. He noted that the skills agenda was very important and felt this would assist the governors with the role the college played in that.</p> <p>Resolved:</p> <ol style="list-style-type: none"> That the governors accept the report and acknowledge the information as presented. That a short update on progress around one of the 7 short term objectives be presented to the governors at the next Board meeting. 	LWh
9.	<p>Governance/Link Governor Reports</p> <p>9.1 Governance Update</p> <p>The purpose of the report was to provide an update on governance matters and plan for appointments in a timely manner.</p> <p>The following was discussed:</p> <ul style="list-style-type: none"> The current composition and membership of the College Board. Governors were reminded that there were four governor vacancies to be filled. It was highlighted that 5 applications were being pursued. NL was hopeful that a Student Governor would be in place for the December Board. The membership of Committees. The Board was being made aware of the outcome of the FE workforce governor data collection 2022 to 2023. Governors were asked to complete their annual return surveys and KCSIE training. It was noted that a Governance Action Plan was to be presented to the next Board after consideration and review by the Governance and Search Committee. NL informed the Board that he had been invited to partake in a research project to build on the outcomes of the ESRC (Economic and Social Research Council) which would also feed into the Governance postgraduate pathway being developed by University of Sunderland. Reports would be produced and widely circulated to those in the industry. <p>NL reminded the Board of those governors whose personal circumstances could prevent them from attending meetings in the remainder of the term.</p> <p>Resolved:</p> <ol style="list-style-type: none"> That the governors accept the report acknowledging the information as presented. That a reminder is to be sent out regarding the annual returns and KCSIE update training. That to prevent a committee becoming inquorate, volunteers be sought from the Board to serve on a committee in the short term, in consultation with the Chair. <p>9.2 Report from Link Governor (Quality of Education/SSMS) – Gary Hindmarch</p> <p>This was shared with the governors for information within the papers.</p> <p>Resolved: That governors accept the report acknowledging the information as presented.</p> <p>9.3 Application of College Seal</p> <p>Governors noted that the College Seal was used for a contract for Engineering and Construction works (Drees and Sommer) and for the College's grant funding agreement.</p>	LL

	<p>Resolved: That governors accept the report acknowledging the information as presented.</p>	
10.	<p>Consent Agenda</p> <p>i. Statutory Report/Policies/Report for Information</p> <p>a. <u>Annual Review of Financial Regulations</u> The Financial Regulations were reviewed and updated.</p> <p>Section A made reference to the changes required from reclassification and the importance of the College Handbook and requirements of HMT Managing Public Money.</p> <p>There were substantial changes in Section H which was renamed to Expenditure. This related to formatting and structure and emphasising the importance of the proper use of public funds. There had been an increase to the lowest value purchase whereby one supplier / best value was required. Previously this was £2k including VAT and had increased to £5k including VAT. The value had not increased for a number of years but there were significant increases with inflation.</p> <p>The tendering section was previously held at Section Y and this had been brought forward into Section H.</p> <p>Tracked changes were detailed in the regulations e.g. relating to updating Job titles.</p> <p>Resolved: That governors approve the new Financial Regulations and the changes to be made to the policy.</p> <p>The following minutes were received by the Board:</p> <ul style="list-style-type: none"> a. Finance & Resources Committee – 26 September 2024 b. New Build Task Group – 29 July, 9 and 30 September 2024 c. South Shields Marine School Board – 19 September 2024 <p>Resolved: That the minutes of the above-mentioned Committees are received.</p>	
11.	<p>Any other business</p> <p>The Governance Director proposed new dates for the rescheduling of some forthcoming meetings as follows:</p> <ul style="list-style-type: none"> • Performance Review Committee Meeting – 21 November 2024 at 4pm • Finance & Resources Committee Meeting – 12 December 2024 at 10am <p>Resolved: That the Board agree the new dates.</p> <p>The Governance Director requested volunteers for the forthcoming HE SER Working Group meeting. He confirmed that Doug Cole would Chair the meeting and that the Staff Governor, had been identified as a possible member. NM agreed and JF volunteered to join the group.</p> <p>The Chair noted that the next Board meeting was to be at Christmas and asked if the governors would like to celebrate by attending a local restaurant at their own expense, either before or after the Board meeting. This was to be explored.</p> <p>Governors agreed that it would be good practice for Department Heads to attend the Board meetings to give a 10 min informative presentation at the start of the meeting on</p>	LL

	their area/field of work in order to ensure the governors had an insight into the department. This would highlight positive news but also areas for improvement.	LWh
12.	Date and Time of Next Meeting: <ul style="list-style-type: none"> Thursday 19 December 2024 at 3.30pm 	
12.	Identification of confidential items The Board agree that the following should remain confidential: <ul style="list-style-type: none"> Item 5 – Strategic Discussion Item 6.2 – Estates Update Item 6.2b – New Build Update Item 7ii – Management Accounts and Commentary Item 8.1 – CEO Report (Union Update / New Build /TCAT Update) 	

Chair: Date: