



TyneCoastCollege

Meeting of the Emergency Planning Committee

Venue: Held via Microsoft Teams

Date: 29 July 2020

Time: 4.00pm – 5.15pm

Present: Sheila Alexander (part)
George Clark
Bernard Garner
Malcolm Grady
Colin Seccombe
Andrew Watts (part)
Lindsey Whiterod

Apologies: David Byrne

In Attendance: Neil Longstaff (Director of Governance)
Jane Cuthbertson (Chief Finance Officer)

ITEM	ISSUES	ACTION
1.	<p>Appointment of Chair</p> <p>It was noted that the Chair would be attending the meeting but would be late. Therefore nominations were sought to Chair the meeting until such time as the Chair of the Board joined the meeting.</p> <p>Resolved: That Dr M Grady is appointed Chair.</p> <p>Apologies for Absence</p> <p>The Committee approved apologies for absence received from those identified above after having considered the reasons for their 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. There were standing declarations for links to Academies for the following: AW, GC, MG and LWh.</p>	
3.	<p>Minutes</p> <p>The minutes of the meeting held 23 June 2020 were approved and were to be signed by the Chair.</p> <p>Matters Arising not covered elsewhere on the agenda</p> <p><u>3.1 Appointment of Internal and External Auditors</u></p> <p>It was noted that the appointment of auditors had been secured via written resolution.</p>	

	<p><u>3.2 Budget 2020-21 (and 2-year Financial forecasts) /Student Budget</u> The Committee confirmed that the Board had approved the College and Student budgets as recommended by the EPC.</p> <p><u>3.3 Structure and Prospects Appraisal (SPA)</u> Confidential item</p> <p><u>3.4 Policies</u> Governors were reminded that the College's Bursary Policy and Subcontracting Supply-chain Fees / Charges Policy had been presented to and approved by the Board.</p> <p><u>3.5 Governance Update</u> NL confirmed that the appointments to the Board and Tyne Coast Academy Trust had been agreed by the full Board.</p> <p><u>3.6 ESFA's July financial return</u> The CFO reported that since the previous meeting further guidance had been received, which stated that the Accounting Officer could approve the return to the ESFA provided that it was consistent with the budget that had been approved by the Board. The CFO had discussed the document with the Chair of Finance and Staffing Committee and the CEO had subsequently approved and submitted.</p> <p>The Chair of Finance and Staffing Committee stated that he was content that the return reflected the budget position but noted that its opening position was slightly different to that shown in the May management accounts the reasons being recent changes since the accounts were prepared. Therefore, the ESFA return reflected a stronger college position. The Chair thanked CS for the support given to the CFO on this matter.</p>	
4.	<p>FOR INFORMATION</p> <p><u>4.1 Chief Executive's Report</u></p> <p>The CEO highlighted the following:</p> <ul style="list-style-type: none"> • Preparation for September – the College was well underway for planning for a full opening in September and a 50/50 enrolment (online or face to face) was being offered. A significant number of staff had returned to College but further work was ongoing to determine who wanted/could return to College and those who could work from home. It was felt that there needed to be a consistent approach to this. The Exec. Director of HR and her team were providing support to the senior team and managers. Students were also being approached to ready them for a September start. The College had timetabled for everything to be delivered on site as this gave flexibility for online delivery if needed. The challenge was staggered starts and how bubbles could be maintained. The College was being zoned to minimise movement between bubbles. Q. Areas of concern? Some workshop activity was a challenge and specialist marine courses. The CEO explained that there was a concern around the unknown of how well the college could respond when the first case of a student testing positive was reported. Q. QA move to TyneMet appeared to be going to plan and if so congratulations should be given to staff concerned? LWh confirmed that all was on schedule. • Close Protection Course – a number of the students were staying in the Halls. There had been an issue where a student was showing symptoms of Covid and had been sent for a test although he was not staying at the Halls. However, all students at the Halls self-contained until the test result was known, which was negative. 	

	<p>Governors acknowledged the potential impact of students coming from other countries, where it appeared that Covid was spreading amongst younger age groups. Responding to a question, the CEO confirmed that she would update governors on developments as and when required.</p> <p>Resolved: That the Committee agree to receive the report and acknowledge the information provided.</p>	
	<p>4.2 Gateshead College SPA - update</p> <p>Confidential item</p>	
	<p><u>4.3 Management accounts and commentary</u></p> <p>Confidential item</p>	
5.	<p>FOR APPROVAL</p> <p>NL informed governors that he had reviewed the previous papers presented to committees since March 2020 when national lockdown was imposed by the government and identified reports were there had been no formal minute of action taken and was representing to seek formal approval.</p> <p><u>5.1 Fees Policy 2020/2021</u></p> <p>The purpose of the report was to seek approval from the Committee for annual updates to the Fee Policy</p> <p>Updates included:</p> <ul style="list-style-type: none"> • Changes to reflect new requirements in Funding Rules, specifically specifying that students must not be receiving funding for other provision from a different provider. • Provision for discontinuation of £500 HE course cash back in academic year 2021/2022 <p>This was meant to be covered by the full Board to include marine fees but these had not yet been released. Therefore, this was being represented to the EPC for approval.</p> <p>Resolved: That the Committee approve the updated Fees Policy 2020/2021.</p>	
	<p><u>5.2 Annual review of College Charter</u></p> <p>The purpose of the report was to provide the committee with the proposed College Charter that formed part of the student handbook.</p> <p>The aim of the College Charter was to provide, to students, an outline of the service they could expect to receive from the College during their time at the TCC.</p> <p>Resolved: That the Committee approve the College Charter for 2020-21, as presented.</p>	
	<p><u>5.2 Approval of contracts and planned expenditure over £125K</u></p> <p>Confidential item.</p>	

6.	<p>Any other business</p> <p><u>Governor retirement</u> The Chair, on behalf of governors, thanked Bernard Garner for his support, contribution and help in particular the outcomes for the young people at TyneMet and wished him well for the future. It was hoped that BG could be invited back at some point to an event to thank him for his services to the Board.</p> <p>BG explained his reasons for stepping down and thanked governors for their support during his terms of office.</p> <p><u>Senior Leadership</u> Discussion ensued on the need to understand the support required for SEG in light of the departure of the Deputy CEO during a time of difficult circumstances. A governor offered support, if needed. The Chair felt that governors needed to reflect on this and provide support as and when required until the best model for moving forward could be identified.</p>	
8.	<p>Date and Time of Next Meeting</p> <p>Resolved: That a meeting of the EPC be held on Thursday 20 August 2020 at 4.00pm to consider the draft proposal for Gateshead College prior to submission to the College Board for approval.</p> <p>The Chair, with the approval of those governors present, asked that a formal meeting of the full Board be arranged for Tuesday 25 August 2020 at 4.00pm to consider the draft proposal for Gateshead College from the Emergency Planning Committee.</p>	
9.	<p>Identification of Confidential Items</p> <p>Resolved: That the following items are to remain confidential:</p> <ul style="list-style-type: none"> • 3.3 Structure and Prospects Appraisal (SPA) • 4.2 Gateshead College SPA – update • 4.3 Management accounts and commentary • 5.2 Approval of contracts and planned expenditure over £125K 	

Signed: **Date:**