

Meeting of the Finance & Resources Committee

Venue: Conference Room 1, STC site
Date: Wednesday 26 June 2019
Time: 4.00pm – 6.20pm

Present: Colin Seccombe (in the Chair)
 Malcolm Grady
 Martin Hottass

Apologies for Absence: Andy Walton
 Lindsey Whiterod

In Attendance: Neil Longstaff (Director of Governance)
 Alison Maynard (Dep. CEO)
 Ann-Marie Crozier (College Finance Consultant)
 Craig Scott (Business Operations Manager)
 Catherine Donnelly (Exec. Director HR)
 John Roach (Principal SSMS)

ITEM	ISSUES	ACTION
1.	<p>Apologies for Absences</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.</p> <p>Martin Hottass informed governors that he was currently working as Managing Director for City & Guilds’ Institutes for Advanced Technology. He explained that his business delivered technical training to customers across the UK, but did not have a training provider in the North East and did not intend to expand into the North East either. Therefore, he declared that there was no conflict of interest in him acting as a governor for Tyne Coast College. It was noted that should City & Guilds’ expand into the North East or it become a realistic option for the group, he would declare any conflicts in line with College policy.</p>	
3.	<p>Minutes of the previous meeting</p> <p>The minutes of the meeting held on 20 March 2019 were approved and signed by the Chair.</p> <p>Matters Arising not covered on the agenda</p> <p>3.1 <u>Fees Policy</u></p> <p>Responding to a question Craig Scott (CSc) and Alison Maynard (AM) explained how the College monitored compliance against ESFA rules/guidance re. fees.</p> <p>3.2 <u>Forecast Partnership Activity 2018/19</u></p> <p>Confidential item</p>	

	<p>3.3 <u>Contracts (Utilities)</u></p> <p>Confidential item</p> <p>3.4 <u>Dilapidations</u></p> <p>Solicitors had been engaged and landlords had been contacted with the College now awaiting a reply.</p> <p>It was noted that the College had obtained a copy of the original conditions survey, which would be used in any negotiations.</p>	
<p>4.</p>	<p><i>With the agreement of the members of the Committee, the Chair changed the order of business as follows:</i></p> <p>NIMASA Sea Service Update</p> <p>Confidential item</p>	
<p>5.</p>	<p>Human Resources Plan – Progress Report</p> <p>Confidential item</p>	
<p>6.</p>	<p>Policies</p> <p>The purpose of this report was to provide the Committee with an update on changes to Tyne Coast College policies.</p> <p>The Committee was asked to note changes to job titles within the following policies, no legislation updates had been required:</p> <ol style="list-style-type: none"> i. Sub-Contracting Fees Policy ii. Bursary Policy iii. Management of Alcohol or Substance Related Incidents Policy iv. Harassment and Bullying Policy v. Leave of Absence Policy <p>Governors queried whether the Bursaries could be linked with Dr Winterbottom Trust grants awarded to students e.g. its hardship fund. It was explained that the Bursary Policy focussed purely on students who could satisfy the residency criteria in the ESFA funding guidance document.</p> <p>Q. Level of Alcohol or Substance Related Incidents? Very little in terms of substance abuse but there had been some cases involving alcohol abuse that needed to be addressed. CD explained that if it had been determined that someone was classed as an alcoholic, it was treat as an illness and the individual concerned given the appropriate level of support.</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. That the Committee recommends the Sub-Contracting Fees and Bursary Policies to the Board for approval. ii. That the following policies are approved: <ul style="list-style-type: none"> • Management of Alcohol or Substance Related Incidents Policy • Harassment and Bullying Policy • Leave of Absence Policy iii. That the Business Operations Manager is to attend the next meeting of the Dr Winterbottom Trust to discuss possible links between the Bursary Policy and Dr 	<p>CSc</p>

	<p>Winterbottom Trust.</p> <p>CD left the meeting.</p>	
<p>7.</p>	<p>Annual Health and Safety Report 2017-18 and 2018-19</p> <p>This report provided a summary of information on health and safety and the Tyne Coast College approach during 2017/18 and 2018/19 academic years.</p> <p>The Business Operations Manager explained that the report highlighted the following:</p> <ul style="list-style-type: none"> • Changes to the health and safety policy that were approved by the committee; • TCC accident statistics and showed that accidents/incidents were still declining; • A summary of the RIDDOR reportable accidents (one during the 17/18 period and one during 18/19 period) • Details of major issues raised at Local Safety Meetings, which gave rise to risk • An update on staff training in this area – all mandatory training completed during the period and further development of Training Needs Analysis and nominated H&S training lists • A summary of fire drills and fire alarm activations on the college site – only one alarm of note (Doxford shop lubrication tank fume) • A summary of inspections that had been undertaken by third parties and internal staff – no serious breaches were found (no audits were conducted during 2017-19 period). <p>Q. Near misses were expected to be higher? It was stressed that management went to great lengths to remind staff/students to report and log all near misses.</p> <p>Q. Recommendations addressed? All forms of H&S reports were followed up and where necessary actioned.</p> <p>A governor queried the incident involving a student repositioning a lathe cutting tool in a turret tool holder during a training course session. CSc was to provide further information to MH on this matter.</p> <p>Resolved: That the committee agree the report and that it be presented to the Board for information.</p>	<p>CSc</p> <p>NL</p>
<p>8.</p>	<p>Business Impact Assessment update</p> <p>This report informed the committee of the key themes identified during the review of the business continuity impact assessments.</p> <p>The following issues were highlighted:</p> <ul style="list-style-type: none"> • All managers were required to complete business continuity impact assessments every 3 years. • Lessons learnt from recent business continuity event in December 2018 incorporated in review. • Three key themes for development identified: communications processes, staff redeployment protocols, Halls alternate accommodation procedure. • Actions to address themes were in progress. • Internal audit scheduled to review Business Continuity procedures during 2019/2020 academic year. <p>Resolved: That the Committee agree to receive the report and acknowledge the information presented.</p>	

9.	Management Accounts Confidential item.	
10.	Regional Financial Comparison Confidential item.	
11.	2019-20 Budget and 2020-21 Financial Forecast Confidential item.	
12.	Approval of contracts in excess of £125k Confidential item.	
13.	Student Union Budget 2019-20 <p>This report sought governor approval for the Students' Union budget for 2019-20.</p> <p>It was proposed to offer the Union a budget of £20,000 for activities and payment of officials and support for those officials. Funds would continue to be distributed for work undertaken by members of the union committee.</p> <p>Governors reminded AM that the budget had been reduced to £15,000 in the previous year as the Union had continually underspent year on year. It was recommended that the budget be reduced to £15,000 as this was a more realistic figure. In addition, the Committee confirmed that any shortfall in expenditure at the end of the year would continue to be allocated to the Dr Winterbottom Fund to support students.</p> <p>It was noted that the budget was monitored as part of the monthly management accounts package provided by the Finance Department.</p> <p>Resolved: That the committee agree to recommend to the Board a budget of £15,000 for the 2019-20 academic year.</p>	NL
14.	Chair's use of Urgent Actions not covered elsewhere on the agenda None.	
15.	Any other business None.	
16.	Date of next meeting: tbc	
17.	Identification of Confidential Items <p>Resolved: That the following items are to remain confidential:</p> <ul style="list-style-type: none"> • Item 03 – Matters arising (Forecast Partnership Activity 2017/18 & Contracts) • Item 04 - NIMASA Sea Service Update • Item 05 - HR Plan • Item 09 - Management Accounts • Item 10 - Regional Financial Comparison • Item 11 - 2019-20 Budget and 2020-21 Financial Forecast • Item 12 - Approval of Contracts and Planned Expenditure in Excess of £125k 	

Signed: Date: