

Meeting of the Finance and Resources Committee

Venue: STC Conference Room 1 / TEAMS
Date: 12 March 2024
Time: 4.00pm – 6.00pm
Present: Colin Seccombe (in the Chair) (CSe)
 Gary Hindmarch
 Donya Urwin (part)
 Lindsey Whiterod (LWh)

In Attendance: Neil Longstaff (Director of Governance)
 Allyson Edney (Director of HR)
 Karen Ritchie (Head of Finance)
 Emma Douglas (Director of HE Quality and Systems)
 Joanne Chadwick (Director of Business Engagement, Partnerships, Skills and Apprenticeships)
 Craig Scott (Director of IT)(CS)
 Claire Pinkney (Contracts and Procurement Manager)

ACTION TRACKER

Item	Summary of Action Required	By whom	Status	Comment / Update
Meeting held on 12 March 2024				
4.	<u>Fees Policy 2024/25</u> that the updated Policy be adopted by the Board.	JC		Approved by Board
12.	<u>Funding allocations 2024-25</u> That the Committee note the situation and that this matter be reported to the Board.	KR/JC		On agenda for F&R
16.	<u>Decant of College Premises</u> It was noted that there were items that the College did not own and this needed to be investigated further as it might be that they would have to be returned. The CEO was advised to speak to Paul Hodgson (Marine).	KR/LWh		Raised with S Bartlett / PH to add to Estates Plan where needed.

MINUTES

ITEM	ISSUES	ACTION
1.	<p>Apologies for Absence</p> <p>There were no apologies for absence received.</p> <p>It was noted that Jane Cuthbertson (Chief Operating Officer) was unable to attend and KR was acting on her behalf.</p>	
2.	<p>Declarations</p> <p>i. <u>Declarations of interests</u> The Chair reminded members to declare any conflicts of interest as they arose on the agenda.</p> <p>The members of the Committee were reminded of the standing declarations in respect of the roles held in Tyne Coast Academy Trust by CSe and LWh.</p>	

	<p>ii. <u>Business to be raised under Item 16</u></p> <ul style="list-style-type: none"> Decant of College Premises (GH) 	
3.	<p>Minutes The minutes of the meetings held on 28 November 2023 and 10 January 2024 were approved and signed by the Chair.</p> <p>Matters arising not covered on the agenda</p> <p>As reported on the Action Tracker(s) and below:</p> <p><u>3.1 Governor Meeting with HR Director</u> Confidential item</p> <p><u>3.2 Human Resources Action Plan 2023-24 update</u> Confidential item</p> <p><u>3.3 Management Accounts and commentary</u> Confidential item</p> <p><u>3.4 Governance Review</u> Restricted Confidential Item</p>	
4.	<p>Fees Policy 2024/25</p> <p>This report outlined the Tyne Coast College fees policy for 2024/25.</p> <p>The policy detailed how the College would treat fees in various circumstances and outlined how the rules governing the assessment of fees were complied with.</p> <p>Minor amendments to the Policy relating to title and dates, were highlighted for review.</p> <p>Resolved: That the Committee accept the amendments as presented and recommends that this updated Policy be adopted by the Board.</p>	JC
5.	<p>Update on Partnership Activity</p> <p>Confidential item</p> <p><i>ED and JC left the meeting.</i></p>	
6.	<p>Business Continuity Update</p> <p>The purpose of the report was to provide the Committee with an update on the College Business Continuity procedures.</p> <p>CS highlighted the following for governors:</p> <ul style="list-style-type: none"> In December 2023, an invacuation/lockdown drill was conducted as part of business continuity testing. The drill simulated a self-initiated terrorist (S-ITS) attack. The procedure instructed staff and students to shelter in classrooms/offices, lock and barricade the door, and stay away from doors and windows. The existing buildings had multiple entrances that could not be centrally locked down, and inconsistent locking mechanisms on internal doors. Notifying staff and students of the need to invacuate was problematic due to the lack of a tanoy system. A two-pronged approach was used for communication - emergency alert text messages to all staff and broadcast pop-up messages to all computers. 	

	<ul style="list-style-type: none"> High level of immediate compliance was reported at all sites. <p>CS reported that further work was required on how to trigger an alert.</p> <p>Q. Any solution re. timetable on doors indicating that a room is occupied? No, this issue had not yet been resolved.</p> <p>Resolved: That the Committee agree to receive the report and acknowledge the information presented.</p> <p>CS left the meeting.</p>	
7.	<p>HR Report including Well-being Action Plan and Gender Pay Gap Report</p> <p>Confidential item</p> <p><i>CP joined the meeting. AE left the meeting.</i></p>	
8.	<p><i>With the agreement of governors, the Chair changed the order of business as follows:</i></p> <p>General Legal services contract proposal</p> <p>Confidential item</p>	
9.	<p>Electricity Contract Renewal</p> <p>Confidential item</p> <p><i>CP left the meeting.</i></p>	
10.	<p>Estates Strategy and New Build update</p> <p>Confidential item</p> <p><i>DU joined the meeting during this item</i></p>	
11.	<p>Management Accounts</p> <p>Confidential item</p>	
12.	<p>Funding allocations 2024-25</p> <p>KR reported that the funding allocations had recently been received but had not yet had an opportunity to provide an analysis.</p> <p>Resolved: That the Committee note the situation and that this matter be reported to the Board.</p>	KR/JC
13.	<p>TNT update</p> <p>Confidential item</p>	
14.	<p>Approval of Contracts and Planned Expenditure in Excess of £125k</p> <p>Confidential item</p>	
15.	<p>Feedback from Business & Stakeholder Groups</p> <p>None.</p>	

<p>16.</p>	<p>Any other business</p> <p><u>Decant of College Premises</u></p> <p>A governor raised the issue of how the College planned to dispose of assets within the remaining two years on the current South Shields site as he felt there was a considerable amount of equipment to be removed.</p> <p>The CEO stated that the Estates Manager was working on a complete plan on decanting from the current site which included what needed disposal and what could be sold/loaned etc. and this would be reported to the Task Group.</p> <p>It was noted that there were items that the College did not own and this needed to be investigated further as it might be that they would have to be returned. The CEO was advised to speak to Paul Hodgson (Marine).</p> <p>Resolved: That the information is noted.</p>	<p>KR/LWh</p>
<p>17.</p>	<p>Date and time of next meeting</p> <p>Tuesday 18 June 2024 at 4.00pm</p>	
<p>18.</p>	<p>Identification Confidential Items</p> <p>Resolved: That the following items are to remain confidential:</p> <ul style="list-style-type: none"> • Item 03 – 3.1 to 3.4 Minutes (Matters arising not covered on the agenda - 3.4 restricted) • Item 05 – Update on Partnership Activity • Item 07 – HR Report including Well-being Action Plan and Gender Pay Gap Report • Item 08 – General Legal services contract proposal • Item 09 – Electricity Contract Renewal • Item 10 – Estates Strategy and New Build update • Item 11 – Management Accounts and commentary • Item 13 – TNT update • Item 14 – Approval of Contracts and Planned Expenditure in Excess of 125k 	

Signed: **Date:**