



TyneCoastCollege

Meeting of the Governance and Search Committee

Venue: Held via Microsoft Teams

Date: Wednesday 26 May 2021

Time: 4.00pm – 5.55pm

Present: Mark Overton (In the Chair)
Ian Pippin
Colin Seccombe
Lindsey Whiterod

In Attendance: Neil Longstaff (Director of Governance)

ITEM	ISSUES	ACTION
1.	Apologies for Absence The Committee approved an apology for absence received from Mr G Holmes after having first considered the reason for his absence.	
2.	Declarations of Interest The Chair reminded members to declare any conflicts of interest as they arose on the agenda.	
3.	Minutes of the previous meeting The minutes of the meeting held on 25 November 2020 were approved and to be signed by the Chair. Matters arising not covered on the agenda <u>3.1 Governance SAR (position statement)</u> NL confirmed that the Governance Position Paper was presented to the Board and the proposed changes by the committee had been made. <u>3.2 Governor Attendance 2019-20</u> It was reported that an attendance summary report had been taken to the Board as requested. <u>3.3 Nominations for Dr Winterbottom Fellowships</u> Governors were reminded that the Board agreed to award Ms Fran Collins a Dr Winterbottom Fellowship. LWh informed the committee that Ms Collins had replied indicating that she was delighted to accept the award and felt humbled and privileged. The letter had been forwarded to the SSMS Principal with a view to liaising with Ms Collins about a presentation of the award to her. <u>3.4 Sport England (Tackling Inactivity in Colleges - Code for Sport Governance)</u> NL reported that he had received a letter from Sport England's Director for Children and Young People stating that the College had achieved compliance with their Code for Sport	

	<p>Governance.</p> <p><u>3.5 Succession Planning</u> IP indicated that he had not yet identified potential governor nominees with experience/background in LLDD (Learner with Learning difficulties or disabilities).</p>	IP
4.	<p>Corporate Social Responsibility Policy</p> <p>This paper sought approval for changes to the Corporate Social Responsibility Policy following routine review.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • The Policy had been reviewed in June 2021. • Amendments had been made to the policy, for example, job titles and allocation of responsibilities. <p>The Chair indicated that in his meeting scheduled with Mr R Grainey (Assistant Principal) about safeguarding, he would raise the use of Learner Forums as a way to identify and measure how safe people felt whilst at the College.</p> <p>Q. Did equality and diversity etc. need to be more specific in this policy? It was felt that these matters were well covered in other policies of the College whereas this policy provided more of an overview. A governor did indicate that the policy was specific on some issues but not others but was content with the way in which the policy was worded.</p> <p>Responding to a question LW h outlined the reviews undertaken when it was being proposed to work with a new partner to ensure there was a shared vision and that policies/principles were aligned.</p> <p>Resolved: That the Committee agree to recommend the policy to the Board for approval.</p>	NL
5.	<p>Governance Policies</p> <p>This report sought approval for changes to the Access to Governors' Meetings and Publication of Minutes and Papers of the Board and Committees Policy and the Governor Attendance Policy following routine review.</p> <p>Governors were informed that these policies were last reviewed in 2018 and had been reviewed in line with the 3-year review timeline. Amendments had been made to the policies to reflect changes to job titles, governance structure etc.</p> <p>Resolved: That the Committee agree to recommend the policies to the Board for approval.</p>	NL
6.	<p>Update on compliance with the Code of Good Governance</p> <p>This paper provided the Committee with an update on progress towards becoming fully compliant with the Code of Good Governance.</p> <p>Governors were reminded that:</p> <ul style="list-style-type: none"> • The Board had adopted the English Colleges Code of Good Governance. The purpose of the Code was to identify the key values, expectations, commitments and principles of good and outstanding practice. It was a 'comply-or-explain' code. • In accordance with agreed procedures, the Director of Governance had undertaken 	

	<p>a review of the Board's compliance against the Code.</p> <ul style="list-style-type: none"> • Governors were informed that following a review of the Code, the College was judged to be compliant, although governors' attention was drawn to updates in sections 9.9 and 9.10. • Explanatory Notes and Guidance on the Colleges' Senior Post Holder Remuneration Code and the full mapping exercise of the AoC Code had been posted to the Knowledge area of MeetingSquared. <p>Governors were made aware that a working group of members of the National Governance Professionals Special Interest Group had been supporting the AoC Governors' Council to draft up a revised version of the Code for consultation. The primary change was the addition of a section on Environmental Sustainability. This was being viewed as an interim review with a more substantial review to take place once there was further clarity about the implementation of the White Paper.</p> <p>The Chair asked that if possible, could it be raised in any consultation process that safeguarding should be referenced within one of the key principles of good college governance.</p> <p>NL clarified the College's position around the senior postholders pay review and the need to move towards having a separate pay statement.</p> <p>Resolved: That the Committee receives and acknowledges the report.</p>	
<p>7.</p>	<p>Succession Planning</p> <p>Confidential item</p>	
<p>8.</p>	<p>Annual Review of Governance</p> <p>The purpose of this report was to make recommendations to the Board regarding the annual review of the following:</p> <ol style="list-style-type: none"> a. Governance Structure b. Instrument and Articles of Government c. Standing Orders and Code of Conduct d. Committee composition and membership e. Terms of Reference and membership of Business and Stakeholder Groups f. Terms of reference of committees g. Business Planner 2020-21 <p>NL highlighted the following:</p> <ul style="list-style-type: none"> • Instrument and Articles of Government (I&A) and Standing Orders - minor changes were being proposed which included a review of the decisions recently taken relating to the appointment of the Vice-Chair of the Board. • The Code of Conduct - Minor changes had been made. • The Terms of Reference and membership of Committees were being presented for review and approval. Proposed amendments were highlighted in the report. • The members of the Queen Alex Sixth Form Committee had recommended that the Committee be dissolved as it did not reflect the current positive working relationships that existed between the schools and the college. <p>During discussion on the Committees membership it was suggested that Wendy Starks could be a good fit for Audit Committee and Gary Hindmarch could be approached to serve on the Quality and Business Development Committees.</p>	

	<p>LWh explained that the College was no longer going to use the Career College brand although a career college product would continue but a separate Board would not be required. Therefore, the proposal for the Committee was to dissolve the CCNE Board and incorporate future reporting arrangements into the committee structure of the College.</p> <p>Q. Where will CCNE outcomes be reported? All outcomes were reported to Quality, Curriculum and Standards Committee as with all other data. Q. Is CCNE still delivering what it needs to do? Yes. The CCNE numbers were being maintained but the Youth College was growing significantly.</p> <p>Discussion took place on the Business and Stakeholder Groups in particular, their purpose and membership. Governors queried whether there continued to be a role for the BSGs should the use of the Business Development Committee grow and its membership further strengthened. The CEO indicated that a greater use of the BD Committee was worth considering. It was felt that the FE White Paper was likely to drive the College to have more robust means of knowing what the local economy needed. Therefore, the CEO was asked to give some consideration as to how best the College could achieve the aims of the FE White Paper.</p> <p>NL raised a proposed change to the links between the Academy Trust and the sponsor. It was being suggested that the roles on the College Board be directly linked to sponsor appointments at both Member and Trustee level rather than being held by named individuals. Governors discussed the potential changes to those currently serving as Members and trustees. Governors felt that direct links to positions on the Board was a sensible approach and would automatically maintain control by the sponsor.</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. That governors recommend the following to the Board for approval: <ol style="list-style-type: none"> a. The revised governance structure. b. The Instrument & Articles of Government, as presented c. The Standing Orders and Code of Conduct, as presented d. Committee composition and membership, as amended subject to individuals accepting e. The Terms of Reference of Committees, as presented. f. Business Planner 2021-22 ii. That the Committee recommends that the Board dissolve the Queen Alex Sixth Form Committee and CCNE Board with future reporting arrangements being incorporated into the terms of reference of the Committees, where needed. iii. That the CEO is asked to consider what will be the most appropriate mechanism/structure to deliver what is needed from the FE White Paper. iv. That the English and Mathematics Task Group be dissolved as it was no longer needed. v. That the Board is asked to approve the following appointment arrangements between the Academy Trust and sponsor: <ul style="list-style-type: none"> • Members of the Trust (x3) – those holding the positions of: <ul style="list-style-type: none"> - Chair of Governance Committee - Chair of Audit Committee - Chair of Finance and Resources Committee • Trustees (x2) - those holding the positions of: <ul style="list-style-type: none"> - Chair of the College Board - Vice-Chair of the College Board 	<p>NL</p> <p>NL</p> <p>LWh</p> <p>NL</p> <p>NL</p>
9.	<p>Review and approval of Student Union Constitution (Annual) - update</p> <p>It was reported that the new constitution was now written and was with the National Union of Students for consultation. This paper was likely to go to SEG before bringing to the Board</p>	

	<p>for approval.</p> <p>Resolved: That governors receive the report, acknowledging the information presented.</p>	
<p>10.</p>	<p>FE White Paper (Skills for Jobs) - Governance</p> <p>This report made governors aware of the proposals for College Governance within the recently published FE White paper.</p> <p>It was explained that the White Paper set out planned reforms to the further education and technical training system. Subject to parliamentary approval, it was the Government's intention that many of these reforms would be implemented through future primary legislation. The government was to consult on proposals where appropriate and where that was the case, the final policy would be subject to taking consultation responses into account.</p> <p>Q. Concerns in the sector? Yes, there were a persistent number of Colleges that appeared not to be operating appropriately and this White paper aimed to address these concerns.</p> <p>Resolved: That governors receive the report, acknowledging the information presented.</p>	
<p>11.</p>	<p>Any other business</p> <p>None.</p>	
<p>12.</p>	<p>Date and Time of Next Meeting</p> <p>It was noted that the next scheduled meeting of the Committee was to be decided by the Board as part of the annual calendar .</p>	
<p>13.</p>	<p>Identification of Confidential Items</p> <p>Resolved: That Item 07, Succession Planning, is to remain confidential.</p>	

Signed: **Date:**