



TyneCoastCollege

Meeting of the Governance and Search Committee

Venue: STC Conference Room 1

Date: 3 March 2026

Time: 10.00am – 11.30am

Present: Joanne Fanning (In the Chair)
Malcolm Grady
Nicola McCluskey
Lindsey Whiterod

In Attendance: Neil Longstaff (Director of Governance)

ACTION TRACKER

Item	Summary of Action Required	By whom	Status	Comment / Update
Meeting: 22 May 2025				
4.	iv. That MG is asked to consult with the Chair of the Academy Trust to determine whether there is any current Trustee or Head Teacher within the Trust willing to become a College Governor.	MRG		This had not been taken forward as the College was re-evaluating its relationship with the Trust. <u>3.3.26</u> No further action
Meeting: 13 Nov 2025				
5.	<u>Governance Update</u> Governor granted a leave of absence due to ill health. MG was to follow up.	MRG		Governor resigned
	student events calendar to be circulated	NL		Completed
	ii. That the re-appointment of the College Governors be recommended to the Board for approval.	NL		Governors re-appointed by Board
	iii. Draft Scheme of Delegation be presented to Executive Committee for comment and then to the Board for formal approval. That a limit be placed on a Chair's ability to authorise spend using Chairs Urgent Action.	NL		Approved by Board via Exec Group
	iv. Approach Mr NS from the Office of the Police & Crime Commissioner as a potential College Governor.	NL		Approached – unable to commit until later this year
	v. That AN is to be approached to serve on the Audit Committee.	NL		Agreed
	vi. That an update on the development of the Stakeholder Advisory Boards be sought.	NL		Dates circulated and gov appointments sought
	vii. That the student events calendar be circulated to governors as soon as possible.	NL		Completed
	viii. That 'Risk Register' is to continue to be a standing item on the agenda of the Board but that 'Skills Agenda' be removed.	NL		Actioned
8.	<u>Governor Attendance 2022-2025</u> a summary be reported to the Board.	NL		Completed
9.	<u>Development Event Jan 26/Training</u>	NL		Completed

	ii. That governors be reminded of the need to complete any outstanding mandatory training as soon as possible.			
	iii. That the Executive Director of Digital and Projects be approached to arrange for the Police regional cyber-crime unit to deliver a similar training session for governors.	NL		Approached – unable to provide but alternative arrangements made
	iv. a Governor Induction Session be held in the new calendar year	NL		Completed
	v. That the SSMS Principal be asked to give a presentation to the Board on OfS requirements for HE at the Development event in January 2026.	SA		Completed
10.	<u>Nominations for Dr Winterbottom Fellowships</u> That nominations be sought from the Senior Staff and Board of Governors with a view to nominations being submitted to the College Board in March 2026.	NL		Exec Team and governors notified – no noms as yet
11.	<u>AOB - Year of Engagement</u> A progress report be provided at the Development Event on governor engagement to date.	NL		Provided and shared with governors verbally
12.	<u>Date and Time of Next Meeting</u> i. That a further meeting of the Committee be held in March 2026 and that the business planner be reviewed to accommodate this change and this is to include 'Monitoring of Governor Engagement'.	NL		Completed
	ii. That enquiries be made as to whether the next Board meeting can be held at the new College site.	NL		Considered but deemed not suitable
	iii. That NL is to speak to JC on the best approach for the arrangements for the Christmas lunch.	NL		Completed

MINUTES

ITEM	ISSUES	ACTION
1.	Apologies for Absence There were no apologies for absence to be received.	
2.	Declarations i. Declarations of interests The Chair reminded members to declare any conflicts of interest as they arose on the agenda. ii. Business to be raised under Item 10 None	
3.	Minutes of the previous meeting The minutes of the meeting held on 13 November 2025 were approved and signed by the Chair. Matters arising not covered on the agenda As shown on the Action Tracker.	

4. Governance Update including Succession Planning

This report aimed to plan for appointments in a timely manner and update the Committee on matters of governance.

The following were highlighted for consideration:

- i. The current composition and membership of the College Board, which showed four College Governor vacancies.
- ii. The membership of Committees - recent resignations from the Board had created vacancies.
- iii. An updated Scheme of Delegation.
- iv. A new Framework for Student, Staff and Stakeholder Voice.
- v. Link Governor positions.

Governors considered the latest information relating to the current vacancies on the Board to determine the best course of action. The members of the Committee reviewed the current comprehensive skills/knowledge survey, which demonstrated a good mix across its members. No score on the matrix was below 3. However, accountancy had now reduced to a score of 3 and needed to be addressed. The application from AP, a local accountant, was considered. It was noted that AP also undertook work within the community. A further expression of interest from AH who worked in H&S and Project Management, had been received and once all documentation had been completed in line with College procedures, it was to be shared with the members of the Committee.

The Chair highlighted the need for a more diverse Board to include a variety of perspectives, skills, ages, genders, cultures, and ethnicities. It was suggested that an approach be made to Inspire South Tyneside, which was the umbrella body for the voluntary and community sector across South Tyneside to explore potential recruitment of governors.

Q. Location of current governors considered? Figures were not kept but the majority were from the local region. Governors were of the view that the Board needed to be mindful of the need to continue having representation on both sides of the river as the College's site covered both areas.

Q. Intention for DC to return to the Board? Yes, he could be in the College role for 3-6 months.

Q. Can an informal presentation be offered to Inspire to give interested parties an understanding of what is required from a governor? Yes, this could be arranged.

NL highlighted that MG's term was due to end in October and there was a need to consider next steps in terms of his role on the Board and his position as Chair. MG indicated that he had not yet considered his options concerning his governor role but would do so in the near future.

Q. If we appoint potential governors can they fit into all the gaps in committees? This was something the Board could achieve through new appointments.

Q. What is the timescale to progress enquires and could these hit the meeting in April? Yes, if those concerned returned their information in time and NL indicated that these could be achieved in advance through written resolution or at the Board meeting itself.

An updated Scheme of Delegation (SoD) was presented, which brought together the Terms of Reference for all committees/working groups, reference to the financial regulations and a control document. A governor felt that the reference to the guidance around Castle was a good addition.

Q. Timescales for review of policies? These were updated on a 3-year cycle. A governor felt that a timeline would be useful for policy review. It was explained that a separate spreadsheet was kept showing review dates of policies and were actioned at the appropriate time to ensure the review was undertaken ahead of the due date. It was suggested that a RAG rated column could be added to show whether a policy was up to date.

	NL explained that the purpose of the Framework for Student, Staff and Stakeholder Voice was to provide a clear, accountable framework through which the Governing Board obtained, evaluated and acted upon the views of students, staff and key stakeholders. The framework ensured that voice and engagement activity was systematic, evidence based and clearly influenced governance decisions. It was noted that the Director of HR asked for references to Pulse Surveys be added to the document. Q. Governor feedback? NL stated that this was covered in the Board's self-assessment process and Link Governors were also part of this feedback. The Chair felt that the work undertaken wouldn't change but suggested that it could be captured within the framework. A governor commented that the overarching principle of the student body had been incorporated into the document. Resolved: i. That the report is received and information acknowledged. ii. That the draft updated Scheme of Delegation be presented to Board for formal approval. iii. That the application from AP is accepted and that he be invited to a 'Get to Know You' meeting with other potential governors once progress with their applications has been confirmed. iv. That NL is to approach Inspire South Tyneside, with a view to exploring potential recruitment of governors with an offer of an informal presentation about the role of governor (equivalent organisation in North Tyneside to also be approached). v. That the Framework for Student, Staff and Stakeholder Voice is recommended to the Board for approval subject to references of 'Pulse' surveys being added to the document and governors feedback. vi. That the memberships of the committees and Link Governor positions be presented to the Board with the recommendation that each governor should be on at least one committee and hold at least one Link Governor position.	NL NL NL NL NL
5.	Governance Action Plan The purpose of this report was to provide governors with an updated Governance Action Plan for review. It was noted that the Board was addressing the recommendations of the External Governance Review report to ensure the necessary fine tuning of governance enhanced the performance of the Governing Board. These actions were included in the Action Plan alongside other governance matters raised as part of the Board's self-review process. A governor reported that she had agreed to attend two Stakeholder Advisory Board meetings (Sport & Uniform (TM) and Dept 12 Music, Criminology Sciences (STC)) and sought advice on how information could be captured. It was commented that NMc could take notes from these Boards using the Link Governor feedback form and forward them to NL/LL who in turn would present them to the Business Development Committee for consideration. Governors referenced the progress on other elements of the Action Plan such as the Scheme of Delegation, Code of Good Governance and framework for Student, Staff and Stakeholder Voice. Resolved: That governors agree to receive the report and are of the view that good progress was being made on the Action Plan.	

6.	Monitoring of Governor Engagement Strategy The purpose of the report was to provide the committee with an update on governor engagement regarding the recently introduced Governor Engagement Strategy. Governors were made aware of the following: • An annual diary of Board and Committee meetings was already in place and approved each July. • A framework for students and staff voice including systems, controls and impact statements had been produced. • Governors had been given an opportunity to attend a meeting of a committee in a non-voting capacity, of which they were not already a member of in order to understand the whole spectrum of governance. • Tours of the College sites were being planned. • 'Learning Walks' were built into the annual calendar and combined with Link Governor visits. • Three Governor Development days had been scheduled into the calendar to cover new requirements of mandatory training under the new revised Governor Training Programme. Q. Decisions diary/calendar. Could college events be added to the calendar for governor reference or a monthly calendar be produced for governors? A complimentary diary of the other College events e.g. Student Union activities to which governors could attend etc was to be explored further to engage governors outside of the Boardroom. . NL explained the importance of governors to report back to him or Lorna Lister to ensure attendance at these activities were captured. A governor felt that the Heads of Departments monthly meetings could assist if a standing item was added to their agendas, this could then be collated and fed back to the governance team. Q. Marine School? It was noted that a similar arrangement could be made for SSMS. Resolved: That the Board agrees to receive the report and acknowledges the progress and actions taken to ensure the delivery of a more effective Board of Governors. That a complimentary diary of the College events e.g. Student Union activities to which governors could attend etc was to be explored.	NL
7.	Governor Attendance 2025-26 The Committee was presented with the governors' attendance for the academic year 2025-2026. The following were highlighted: • Targets for attendance at Board and Committees meetings and for each individual governor had been set at 75%. • It was essential to monitor group and individual attendance to ensure that targets were being met and, if not, to address any difficulties that individual governors were having. • Governors' attendance for the academic year 2025-26 to date. • At Tyne Coast College, average attendance during 2024-25 was 77.15%, which was an increase on the previous year (75.2%). • National surveys had been undertaken through the Clerks Network to determine governors' average attendance rates. Figures for 2024/25 were 81.82% in a range of 71% - 94% (2023/24 were 82.19% in a range of 67% - 97%).	

	The Committee was reminded that attendances falling below target would be discussed with individual governors at their 1-2-1's with the Chair of the Board. Governors discussed the attendance target and concluded that 75% should remain for all meetings as the expectation was that governors should attend all meetings. Q. SSMS Board – Is the CEO exempt from the Board as a Director? NL stated that the SSMS Board had its own set of Articles and the post of TCC CEO was an ex-officio member of the Board. Q. Is the SSMS Board to be dissolved? The CEO explained that subsidiaries were no longer permitted under the new reporting arrangements with the DfE and recommended the original purpose for the separate Board was no longer required and therefore, recommended that it be converted to a Committee/Task Group of the College Board. Resolved: That governors agree to receive the report, acknowledging the information presented and that a summary be reported to the Board. That progress be made to change the SSSM Board with to a Committee/Task Group of the College Board and advice be sought where needed and that this be raised at the next Board meeting.	NL NL
8.	Governor Training update This report aimed to inform governors of training undertaken and further training opportunities for the members of the Board and Governance Professionals. NL highlighted the following: • Training records of governors for review. • Outstanding mandatory training records • Further training opportunities Governors noted that a successful induction for new governors was held on 27 February 2026. Q. Did 1-2-1 meetings with the Chair cover training? Yes, this was an element that was asked of governors as part of their future development. It was suggested that past training could be covered at the start of the document similar to that of attendance at meetings. It was commented that risk was a key area of focus and training workshops in the ETF Governance Programme was highlighted as a useful session for members of the Board. Resolved: That Governors agree to receive the report and acknowledge the information presented. That all governors are to be asked to complete the ETF session on 'Supporting Effective Risk Management' as soon as possible. That RSM are to be asked to provide a training session to the members of Audit Committee on the Governors Roles and Responsibilities around Risk Management.	NL NL NL
9.	Nominations for Dr Winterbottom Fellowships NL informed the Committee that this was a reminder that nominations were to be sought for the Dr Winterbottom Fellowship. Potential nominations were discussed.	

	Resolved: That governors agree to receive the report and that nominations be sought from the Senior Staff and Board of Governors with a view to nominations being submitted to the College Board in March 2026.	NL
10.	Any other business None.	
11.	Date and Time of Next Meeting: Thursday 4 June 2026	
12.	Identification of Confidential Items • Applications seeking governor appointment.	

Signed: **Date:**