



TyneCoastCollege

Meeting of the Board

Venue: South Tyneside College/Teams

Date: Thursday 12 June 2025

Time: 3.35pm – 4.10pm

Present: Malcolm Grady (in the Chair)
George Clark
Jim Dafter
Kimberley Ellis
Joanne Fanning
Surajah Hunter
Clive Johnson
Nicola McCluskey
Rachael Taylor
Donya Urwin
Lindsey Whiterod (LWh)

Apologies: Martin Alexander
Doug Cole
Michael Johnston
Gary Hindmarch
Jackie Watson

In Attendance: Neil Longstaff (Director of Governance)
Lorna Lister (Senior Governor Support Officer)
Jane Cuthbertson (Chief Operating Officer)

ACTION TRACKER

Item	Summary of Action Required	By whom	Status	Comment/Update
Meeting of the 17 October 2023				
3.	<u>Presentation</u> presentation at the beginning of a Board meeting - feedback from Careers Advisers on students' readiness for work.	Chair		Scheduled for July 2024 <u>As at 16.7.24</u> Deferred until Autumn 2024
Meeting of the 24 th October 2024				
8.1	<u>Report of the CEO:</u> Exploration work to commence at Monkseaton School.	LWh		Ongoing
8.2	<u>Strategic Priorities and Short-Term Objectives:</u> Short update on progress at Board meetings around one of the 7 short term objectives.	LWh		Ongoing new draft Strategic plan to be presented Complete
Meeting of the 3 rd April 2025				
4.3	<u>Strategic Plan:</u>	LWh		Complete

	7 Strategic Goals need o be highlighted on the Executive Summary			
7.2	<u>Student Union Report:</u> Activities ran by the Student Union to be shared with the Governors.	KE		
8.	<u>Governance Update:</u> Re-appointment Letter to be sent to Joanne Fanning	LL		Complete
Meeting of the 12 th June 2025				
3.	<u>Approval of the Annual Accountability Agreement:</u> To be signed and submitted			Complete

Minutes

ITEM NO.	ISSUES	ACTION
1.	1.1 Apologies for absence The Board received and approved apologies for absence from those identified above after having first considered the reasons for their absence.	
2.	Declarations <u>2.1 Declarations of interests</u> The Chair reminded members to declare any conflicts of interest as they arose on the agenda. There were standing declarations for links to Tyne Coast Academy Trust for the following: MG, LW, JF, GC and CJ. <u>2.2 Business to be raised under Item 6</u> None. <u>2.3 Ofsted Inspection of the Halls</u> Confidential item	
3.	Approval of the Annual Accountability Statement The Chair referred governors to the presentation by the Principal given during the development session prior to this meeting on the proposed Accountability Statement including the 3-year Skills Plan, 2025/26 Curriculum Intent and Strategic Plan 2025-28. Governors highlighted some inconsistencies in the data between the skills plan, curriculum intent and accountability agreement. These were to be addressed. It was stressed that the document needed to be uploaded to the DfE by 30 June 2025.	

	<p>Resolved:</p> <ol style="list-style-type: none"> That the Board accept the report acknowledging the information as presented. That the Accountability Statement for 2025-26 is agreed subject to minor changes identified by governors and that the Chair and CEO are authorised to sign off the document once finalised. It was noted that any significant change(s) will require the document to be referred back to the Board. 	MG/LW
4.	<p>Review of Governance</p> <p>The purpose of the report was to gain approval from governors to reconstitute the New Build Task Group into a formal committee of the Board and to highlight a communication from the Further Education Commissioner regarding good governance.</p> <p>NL presented recommended changes to the terms of reference for the new build task group, proposing its formalisation into the Capital Project Board with delegated authority. The board discussed the need for agile decision-making in capital projects and the potential for ongoing capital programmes.</p> <p>Governors questioned whether this committee should be retained beyond the end of the current capital project. It was commented that this could be reviewed at any time and referenced potential further capital projects north of the river.</p> <p>Q. Can the Committee appoint external members? Yes, this was part of the Standing Orders of the College.</p> <p>NL also highlighted a letter received from the Further Education Commissioner regarding recommended governance standards and highlighted the College's adherence to those standards.</p> <p>Resolved:</p> <ol style="list-style-type: none"> That governors accept the report acknowledging the information, as presented. That the Board approve the reconstitution of the New Build Task Group into a formal committee (Capital Project Board) with existing membership and the proposed terms of reference agreed. 	
5.	<p>Dr Winterbottom Fellowship</p> <p>The purpose of the report was to consider a change to the criteria for the Dr Winterbottom Fellowship and consider two nominations.</p> <p>The following was discussed:</p> <ul style="list-style-type: none"> The Dr Winterbottom Fellowship was the highest award conferred by the College, recognising outstanding professional and personal achievement. The College could award a maximum of two fellowships per academic year. A nomination was submitted by the Principal of SSMS for consideration, It was proposed by the Chair to formally amend the criterion 'The conferment of the Fellowship will normally only be made to recognise activities other than those carried out during paid employment or governance of the College' to 'The conferment of the Fellowship will normally only be made to recognise activities other than those carried out during paid employment'. It was stressed that this amendment would enable a governor who had made a substantial contribution to the College to be nominated for this award. 	

	<ul style="list-style-type: none"> Subject to an agreement to the amended terms, a second nomination was then received via the G&S Committee. It was proposed that GC be awarded a Fellowship for his exceptional service and dedication to the Board/College. The nominations were strongly supported by the CEO. <p>Resolved:</p> <ol style="list-style-type: none"> That governors accept the report acknowledging the information, as presented. That the Board agree to the amendment to the criteria for the Fellowship as described above. That the Board agree to award George Clark and Ian Spreadborough the Dr Winterbottom Fellowship. <p>GC withdrew from the meeting during his formal nomination taking no part in discussion or voting.</p> <p>On GC's return, the Chair also took the opportunity to present George Clark with a gift from the Board in recognition of his services to the College in his capacity as College Governor as this was his last Board meeting. The Chair highlighted his considerable contribution to the College, in particular his role as Chair and Vice-Chair of the Board, Chair of Finance and Staffing Committee and Chair of Audit during his term of office.</p>	
6.	<p>Any other business</p> <ol style="list-style-type: none"> <u>Plane Crash</u> LW reported that there had been a plane crash in India today but reassured governors that this did not involve any staff who were working for the College currently in India. <u>National Leader of FE</u> Graham Razey was due to visit the College to provide further financial assistance and would be attending the F&R Committee. This Committee meeting was to be opened up to all governors should they want to attend. It was noted that LW was to extend GR's role as consultant to the College once his office as NLFE ended. <u>FE Commissioner</u> Governors were made aware of a further letter from the FE Commissioner about financial benchmarks. <p>DU joined the meeting</p>	
7.	<p>Date and Time of Next Meeting:</p> <ul style="list-style-type: none"> Thursday 17 July 2025 at 4.00pm (Customs House) 	
8.	<p>Identification of confidential items</p> <p>None.</p>	

Chair:

Date: