



# TyneCoastCollege

## Meeting of the Board

**Venue:** via Microsoft TEAMS

**Date:** Wednesday 14 October 2020

**Time:** 4.00pm – 5.55pm

**Present:** Andrew Watts (in the Chair) (AW)  
Sheila Alexander  
David Byrne  
Graeme Cruickshank  
George Clark  
Malcolm Grady (part)  
Gary Holmes (GH) (part)  
Martin Hottass (part)  
Mark Overton  
Colin Seccombe  
Donya Urwin  
Jacqueline Watson  
Susan Wear  
Lindsey Whiterod (LWh)

**In Attendance:** Neil Longstaff (Director of Governance)  
Jane Cuthbertson (Chief Finance Officer)

ITEM NO.	ISSUES	ACTION
1.	<b>Apologies for absence</b>  The Board received and approved an apology for absence from Andy Walton (AWa) after having first considered the reasons for his absence.	
2.	<b>Declarations of interests</b>  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: AW, GH and LWh.	
3.	<b>Minutes</b>  The minutes of the meeting of the Board held 8 July and 25 August 2020 were approved and were to be signed by the Chair.  <b>Matters Arising not covered elsewhere on the agenda</b>  <i>Minutes dated 8 July 2020</i>	

	<p><u>3.1 Annual Review of Governance</u> It was reported to the Board that AWa had requested further time to consider the time commitment and the role before making a decision on whether to take on the post of Chair of the QA Sixth Form Committee.</p> <p>It was noted that SA had accepted the position of Chair of Audit.</p> <p><u>3.2 Awarding of estates contracts during COVID-19 pandemic</u> JC reported that the Mitie Roofing contract was still in progress but there was an agreement in place that there would be no payment until work was completed to the satisfaction of the College.</p> <p>It was also reported that sufficient tenders had been received in respect of the Queen Alexandra Sixth Form relocation and therefore the College had been able to adhere to the regulations.</p> <p><u>3.3. Quality report – overview</u> The CEO confirmed that a meeting with AWa had been held to consider funding routes/companies the College could approach or tap into to help complement the equipment students might need.</p> <p><u>3.4 Stakeholder Groups</u> It was stated that these would be held, when possible.</p>	
<p><b>4.</b></p>	<p><b>Chair’s Update</b></p> <p><u>Structure and Prospects Appraisal bid</u></p> <p>Confidential item</p>	
<p><b>5.</b></p>	<p><b>Strategic Priorities/Discussion</b></p> <p>Confidential item</p>	
<p><b>6.</b></p>	<p><b>Chief Executive’s Report</b></p> <p>The purpose of this report was to provide the Board with a regular report on key activities and issues from the Chief Executive.</p> <p>The CEO drew the attention of governors to the following:</p> <ul style="list-style-type: none"> <li>• College Results 2019-20</li> <li>• Enrolment Numbers 2020-21</li> <li>• NLFE Update</li> <li>• Update on COVID</li> <li>• Update on New Adult Courses from Government</li> <li>• AoC North East Principal’s and Chairs Meeting 22 September 2020</li> <li>• Marketing Update</li> </ul> <p><i>MG joined the meeting</i></p> <p><u>Enrolment Numbers 2020-21</u> Numbers were increasing and the College was above the ESFA allocations with additional numbers coming in. The targets for the College were outlined in the report and it was stressed that a key challenge was to retain students and ensure that they achieved. A concern would be if a more aggressive lockdown was introduced by the government. It was noted that the CEO was hoping to minimise sub-contracting as much as possible.</p>	

	<p>HE had been affected particularly marine as overseas students were unable to gain entry into the country.</p> <p>The recent advice night had been very positive and it was likely that it would result in an increase in enrolments for the current year, which had not been seen in previous years.</p> <p><u>Update on Covid</u> There appeared to be a rolling number of absences, as one returned, another left. However, numbers to date were not increasing. The Halls was being closely monitored as this could have a big impact if there was an outbreak.</p> <p>Delivery of education was very good.</p> <p>A governor referred to a presentation released by government on new initiatives and funding to be distributed, which he could share with the CEO. It was commented that Kick-Start might not be an option for the College but traineeships could be explored.</p> <p>The Chair asked the CEO to consider how to work with LAs and the combined authority around Kick-start and training for young people. Governors were made aware that a significant number of emergency job centres were being created across the country to cope with an anticipated increase in unemployment at the end of the furlough scheme. It was noted that the College was already part of the Kick-Start with the LA.</p> <p><b>Resolved: That the Board agree to receive the report and acknowledge the information provided.</b></p>	
7.	<p><b>Tyne Coast Academy Trust Update</b></p> <p>The purpose of this report was to provide the Board with a regular report on key activities and issues from the Tyne Coast Academy Trust.</p> <p>Key areas covered included:</p> <ul style="list-style-type: none"> <li>i. TCAT COVID Update</li> <li>ii. TCAT General Updates</li> </ul> <p>Q. When will work start on Monkwearmouth re. refurbishment? The Trust had been successful in bid for windows and work was being planned now that a contractor had been approved.</p> <p>It was noted that the long serving Chair of the Trust, Christine Smith, was not standing for re-election owing to a change in personal circumstances.</p> <p>A governor highlighted the fact that although it was reported that staff were coping and making tremendous efforts, staff numbers were reduced and work was being picked up by others having to work twice as hard and a large amount of time had been spent on a project that was unsuccessful, although it was acknowledged that it might place the College in a good position at a later date. In light of this, it was asked if the decision to delay the appointment of a Deputy Chief Executive should be revisited. The CEO explained that a thorough review of the finances was to take place shortly and would be taking this information into account as it was recognised that the College was very lean in senior leaders. A governor felt that a decision to fill should not necessarily be based solely on available finances.</p> <p>A governor stressed the need to have resilience built into the structure, which included appropriate succession planning. The Chair stated that this would be reviewed on a monthly</p>	

	<p>basis. A governor asked that this should be a scheduled task i.e. to review succession planning from SEG members to Heads of School as it was a significant issue.</p> <p>A governor stated that now was the time to define who the College needed to acquire for the long term stability of the College. Alternative appointments to that of a Deputy CEO to address challenges facing the College were suggested and noted.</p> <p><b>Resolved:</b></p> <p><b>i. That the Board agree to receive the report and acknowledge the information provided.</b></p> <p><b>ii. That the CEO is asked to convey the Board's thanks to the staff within the Trust for their work during the pandemic.</b></p>	CEO
8.	<p><b>Management Accounts and Commentary</b></p> <p>Confidential item.</p>	
9.	<p><b>Financial Regulations</b></p> <p>The Board was asked to review and agree the updated Financial Regulations as recommended by the Finance and Resources Committee.</p> <p><b>Resolved: That the Board agree to adopt the Financial Regulations, as presented.</b></p>	
10.	<p><b>Internal Audit Strategy 2020/2023 (including the 2020/2021 Internal Audit Plan)</b></p> <p>This strategic plan and annual internal audit plan, which was being recommended by Audit Committee, set out the scope of the planned work to be undertaken by internal audit for 2020-21 within a wider 3 year strategy.</p> <p>This plan was developed based on consideration of the College's strategic priorities, risk profile and assurance framework as well as other factors affecting the College in the year ahead including changes within the sector.</p> <p>Through these activities, potential internal audits were identified and prioritised for 2020-21 based on those areas viewed as of greatest benefit. The reviews planned for 2020-21 were detailed in the report.</p> <p>It was noted that should the risk profile change and different tasks emerge that could benefit from internal audit input, the plan could be updated subject to the approval of the Audit Committee.</p> <p><b>Resolved: That the Internal Audit Strategy 2020/2023 (including the 2020/2021 Internal Audit Plan) is approved.</b></p>	
11.	<p><b>Governance update</b></p> <p>The purpose of this report was to provide an update on governance arrangements for the College.</p> <p>This paper covered the following areas:</p> <ul style="list-style-type: none"> <li>• Composition and membership of the College Board and its committees – an update on existing and forthcoming vacancies.</li> <li>• Appointment arrangements for the Chair and Vice-Chairs of the Board / Chairs of the Business, Community and Stakeholder Groups (BCSG).</li> <li>• An updated Succession Plan for approval on the recommendation of the Governance and Search Committee</li> </ul>	

<p>It was reported that the Governance and Search Committee had commenced recruitment procedures to identify potential governors to fill current and forthcoming vacancies on the main Board. Nominations had been sought from current governors and SEG members. Potential names were shared with the members of the Board. The Chair indicated that a strategic link with Siemens was an important one to continue to have. The importance of succession planning was stressed particularly given the number of governors who would be leaving the Board over the next few years.</p>	
<p>It was noted that one nomination had been received for Staff Governor. Governors were asked to endorse this appointment.</p>	
<p>It was being proposed by the Chair that in light of the continuing impact of Covid-19 the meetings of the BCSGs be suspended until Spring 2021. However, it was recognised that they needed to be up and running as soon as possible to engage with businesses and other stakeholders. It was argued that people were looking to a different approach and wanting to engage now. It was also stressed that the College needed to identify who the key stakeholders were and communicate with them in the best possible way. The Chair expected that TEAMS meetings were likely to continue until March 2021.</p>	
<p>Link Governors were sought for HE and Outcomes for Learning.</p>	
<p>Governors needed to consider the steps to be taken to recruit to the senior roles on the Board i.e. Chair of the Board and Vice-Chairs (Chairs of the Business, Community and Stakeholder Groups). It was felt that roles on the Stakeholder Groups needed to be reviewed and should focus on connections with each College rather than historically.</p>	
<p>NL explained that in seeking to appoint a Chair, the first approach should be to the current members of the Board, as per the succession plan, with expressions of interest being sought with a supporting statement to explain why they wished to become Chair. In the event of no-one standing, the position of Chair would then need to be advertised, perhaps being linked to a current or forthcoming vacancy.</p>	
<p>The Chair felt that the Board needed someone who had a good understanding of FE and the politics around this role and therefore seeking internally first with the right skills and experience would be preferred. Views of governors were sought and noted.</p>	
<p><b>Resolved:</b></p>	
<p><b>i. That the Board receives the report acknowledging the information presented.</b>  <b>ii. That expressions of interest in the position of Chair of the College Board from existing governors be forwarded to the Chair of Governance Committee and Director of Governance.</b></p>	Govs
<p><b>iii. That the Governance and Search Committee is asked to prioritise the nominations to fill current and forthcoming vacancies on the Board and to progress the recruitment process.</b></p>	NL
<p><b>iv. That any governor willing to serve on the Board’s committees, including BCSGs, where a vacancy exists is to contact the Director of Governance.</b></p>	Govs
<p><b>v. That Mr Ian Pippin is endorsed as the Staff Governor following his formal nomination.</b></p>	NL
<p><b>vi. That a letter of thanks is sent to Mr A Reynier on behalf of governors to thank him for his services to the Board as Staff Governor.</b></p>	NL
<p><b>vii. That Gary Holmes is appointed as Link Governor for HE and any governor willing to serve as Link Governor for Outcomes for Learning is to contact the Director of Governance.</b></p>	Govs
<p><b>viii. That the Chairs (or Vice-Chairs) of the Stakeholder Groups, where appointed, are asked to meet with their respective Principal to review membership and</b></p>	Chairs of BCSGs

	<p><b>plan for meetings of the group as soon as practicably possible. Proposed membership is to be forwarded to the Director of Governance for consideration at the December Board meeting.</b></p> <p><b>ix. That the Succession Plan is approved, as presented.</b></p>	
<b>12.</b>	<p><b>Student Governor</b></p> <p>NL reported that he had been notified by the Head of SEND and Student Services that the election process for the Student Governor and Student Executive team was still ongoing.</p>	
<b>13.</b>	<p><b>Annual Report on Estates</b></p> <p>This report updated the College Board on major estates projects and developments.</p> <p>The CEO highlighted the following:</p> <ul style="list-style-type: none"> <li>• Overview of works relating to the relocation of Queen Alexandra 6<sup>th</sup> Form to the Coast Road Campus and further works that were required.</li> <li>• Summary of planned maintenance works completed over the summer period.</li> <li>• COVID secure measures had been implemented across all campuses and appropriate PPE made available.</li> <li>• In August 2020 the College was awarded a capital grant of £833,974.11 from the DfE, spend must be completed by 31st March 2021 and £220k of the grant was required to be match funded, which could be reconciled against existing projects. It was disappointing to learn that this grant had been allocated based on student numbers and not on condition. A priority area was refurbishment of toilets.</li> </ul> <p>It was noted that this report had been presented to and considered by the Finance and Resources Committee.</p> <p>Q. Use of land in North Tyneside? Yes, conversations were taking place with North Tyneside Council.</p> <p><b>Resolved: That governors are requested to receive and acknowledge the content of the report.</b></p>	
<b>14.</b>	<p><b>Minutes of Committee/Working Groups of the Board</b></p> <p>The minutes of the meetings of the following committees were received by the Board:</p> <ul style="list-style-type: none"> <li>• Emergency Planning Committee - 29 July and 20 August 2020</li> <li>• Governance and Search - 23 September 2020</li> <li>• Finance and Resources Committee - 30 September 2020</li> </ul>	
<b>15.</b>	<p><b>Application of the Seal</b></p> <p>NL reported that the College Seal had been used on one occasion for a contract with Sodexo and South Tyneside Council.</p> <p><b>Resolved: That the information is noted.</b></p>	
<b>16.</b>	<p><b>Any other business</b></p> <p><u>Branding/Marketing</u></p> <p>Q. Update requested? The Head of Marketing was undertaking a rebrand and refresh, which was due to be considered by SEG. Marine was at developmental stage and would be</p>	

	shared with governors in due course.	
<b>17.</b>	<b>Identification of confidential items</b>  <b>Resolved: That the following matters are to remain confidential:</b> <ul style="list-style-type: none"> <li>• <b>Item 4 – Structure and Prospects Appraisal bid</b></li> <li>• <b>Item 5 – Strategic Priorities/Discussion</b></li> <li>• <b>Item 8 – Management Accounts</b></li> <li>• <b>Item11 – Governance update (names of potential governors)</b></li> </ul>	
<b>18.</b>	<b>Date and time of future meetings</b>  <b>Resolved: That the next meeting of the Board is to take place on Wednesday 16 December 2020 at 4.00pm via TEAMS</b>  The Chair took an opportunity to thank governors for their support during challenging circumstances.	

Chair: ..... Date: .....