

Meeting of the Board

Venue: Conference Room 3, South Tyneside College

Date: Wednesday 23 March 2016

Time: 4.00pm – 6.35pm

Present: Andrew Watts (in the Chair)
David Byrne
George Clark
Terry Cornick
Peter Davidson
Malcolm Grady
Mark Overton
Les Watson
Lindsey Whiterod
Des Young

Apologies for absence: Jed Calcutt
Thivvyaanandan Sermugam
Susan Wear
Nick Whalen-Griffiths

In Attendance: Neil Longstaff (Clerk)
Helen Beaton

ITEM NO.	ISSUES	ACTION
1.	<p>Apologies for absence</p> <p>The Board received and approved apologies for absence from those identified above after having first considered the reasons for their absence.</p>	
2.	<p>Declarations of interests</p> <p>The Chair reminded members to declare any conflicts of interest as they arose on the agenda.</p> <p>The members of the Board were reminded of the standing declarations in respect of roles held in the Academy Trust for the following Members:</p> <p>L Watson - Director and Member L Whiterod - Director, Member and Chief Executive A Watts – Director and Member</p> <p>With the agreement of the Board, The Chair changed the order of business as follows:</p>	
3.	<p>Area Review</p> <p>Confidential item</p>	

<p>4.</p>	<p>Minutes and Matters Arising</p> <p>The minutes and confidential minutes of the meeting held on 16 December 2015 were approved and signed by the Chair.</p> <p>Matters arising</p> <p><u>Student Union</u></p> <p>PD reported that he had secured a student representative place on the NHS Trust.</p> <p><u>Dr Winterbottom Charity</u></p> <p>LWa updated governors on a successful launch of the Dr Winterbottom Charitable Trust and was delighted to report that a £1k donation from Sir Nigel Sherlock had been received.</p>	
<p>5.</p>	<p>Development Plan 2020</p> <p>This report provided governors with the College’s Development Plan (2020) for approval.</p> <p>The paper outlined the following:</p> <ul style="list-style-type: none"> • The three business priority areas: Internal, Growth and Collaboration • The college vision, mission, values • The strategic aims and objectives <p>Discussion on paper - confidential item.</p>	
<p>6.</p>	<p>Counter Terrorism Plan</p> <p>LW presented this report highlighting the following areas:</p> <ul style="list-style-type: none"> • The current college position • Key risks to be managed • Proposed next steps • A draft Emergency Response Card - Major Terrorist Incident Procedure • A draft Emergency Response Card - Taking Cover Advice <p>It was noted that Ofsted inspectors had described the document as the best they had seen.</p> <p>Q Searching? It was described as a general plan, as the College was not yet at the stage of adopting a search policy.</p> <p>Resolved: That the Board agree the Plan and priorities for 2016-17.</p>	
<p>7.</p>	<p>Prevent Plan</p> <p>LW presented the Prevent Plan 2016-17. It was explained that Prevent was 1 of the 4 elements of CONTEST, the Government Counter Terrorism Strategy. In essence, Prevent aimed to stop people becoming terrorists or supporting terrorism. The Counter-</p>	

	<p>Terrorism and Security Act 2015, seeks to place a duty on specified authorities, including schools and colleges, to ‘have due regard, in the exercise of its functions, to the need to prevent people from being drawn into terrorism’.</p> <p>The strategy covered all forms of terrorism, including far right extremism and some aspects of non-violent extremism.</p> <p>The report indicated that:</p> <ul style="list-style-type: none"> • The College Prevent Policy was being developed • The Prevent Risk Assessment was being developed • A Prevent Self-Assessment had been carried out <p>Governors were reminded that Ofsted was very pleased with the Plan.</p> <p>It was commented that the level of risk could be identified within the Plan i.e. High, medium or low.</p> <p>Resolved: That the Board agree the Plan and the priorities for 2016-17.</p>	
<p>8.</p>	<p>Chief Executive’s Report</p> <p>The paper provided the Board with a strategic update on the following issues:</p> <ul style="list-style-type: none"> • Request for 2 days non-consolidated leave • Strategic issues • Barclays Loan • International Advanced Manufacturing Park • Whitburn Academy for Rugby • Monkwearmouth School Post 16 provision <p><u>Request for non-consolidated leave</u></p> <p>Following the Ofsted Inspections in November and December 2015 (Halls and Full College) it was requested that all substantive permanent staff be given two days non-consolidated annual leave in the current academic year as a thank you for their hard work and commitment in preparation for and during the December Ofsted Inspection and the November Halls Inspection.</p> <p>It was also reported that staff had remained positive and committed to students despite recent financial challenges, in particular the introduction of significantly different new contracts and pay freezes over the last year.</p> <p>The cost of two days leave would be neutral and students would not be disadvantaged as managers would be asked to agree to times that suit the business and no cover costs would be incurred. LW outlined the benefits to the organisation.</p> <p>Q. Substantive permanent staff? This would not include casual or agency staff.</p> <p>Resolved:</p> <p>i. That the Chief Executive is asked to convey the Board’s thanks to all staff for their hard work during the recent Ofsted inspections.</p>	

10.	<p>Security Policy</p> <p>A draft revised security policy was presented to the Board for approval. Changes were highlighted.</p> <p>Resolved: That the Security Policy is approved subject to names being replaced with job titles.</p>	HB
11.	<p>Annual Safeguarding Report</p> <p>LW introduced this report and advised that the Finance and Resources Committee had asked for this to be presented to the Board for information.</p> <p>It was noted that the Learner Safeguarding Group had met regularly and copies of minutes were available on request.</p> <p>LW reminded governors that Ofsted inspectors had rated the safeguarding within the Halls as ‘Outstanding’.</p> <p>Q. Main inspection outcome? Grades were not awarded for a main inspection only a statement as to whether safeguarding was satisfactory or unsatisfactory. The College received a satisfactory grade.</p> <p>During consideration of the figures provided it was commented that an increase in incidents/cases was likely to be owing to improved systems for reporting and staff were now more aware and able to identify risk.</p> <p>Resolved: That the report is accepted.</p>	
12.	<p>Student Union Report</p> <p>In the absence of Student Governors, LW introduced the report from the Student Union (SU) which covered the following matters:</p> <ul style="list-style-type: none"> • Events • Funding requests • NUS Card sales • Budget/spend <p>Resolved: That the report is accepted.</p>	
13.	<p>Quality reports:</p> <ul style="list-style-type: none"> • South Shields Marine School (SSMS) • Professional and Vocational College (PVC) <p>The Chair explained that these documents had been subject to a considerable amount of scrutiny at the relevant committee and were now presented for information.</p> <p>Governors were made aware of concerns raised at the PVC Quality Committee over Value Added.</p> <p>Resolved: That the reports are received and accepted.</p>	

<p>14.</p>	<p>Quality Improvement Plan 2015-16</p> <p>This report provided the Board with an update on areas for improvement identified through the College Self-Assessment Report (SAR) and from the recent OFSTED Inspection (December 2015).</p> <p>It was acknowledged that this was a working document updated monthly by the Principal (PVC) with feed in by appropriate managers and course teams.</p> <p>Areas for improvement included the following areas:</p> <ul style="list-style-type: none"> • Success rates • Value Added • Self-Assessment report and Action Plans • College Curriculum Portfolio • Improved monitoring of external partnerships <p>Resolved: That the report on the Quality Improvement Plan is approved.</p>	
<p>15.</p>	<p>Succession Planning – appointments and re-appointments</p> <p>This report aimed to highlight current and future vacancies, and sought the appointment/reappointment of governors on the recommendation of the Governance and Search Committee.</p> <p>It was reported that:</p> <ul style="list-style-type: none"> • Hilary Harrison had recently resigned from the Board – a letter of thanks had been sent to HH. • Alison Rowley was leaving the College and was therefore required to step down as Staff Governor (election to be held) - a letter of thanks was to be sent to AR. • Les Watson’s term of office as a governor ends on 19 October 2016 and he was not eligible for reappointment as he had served his maximum term. • Following an advert to fill Mr Watson’s forthcoming vacancy and the current vacancy there had been no applications received. Therefore, G&S considered nominations from governors and the Senior Executive Group (SEG). • Members of G&S Committee had recently met with a potential governor. Their recommendation was that Mr Andrew Walton be appointed as an External Member with effect from 24 March 2016. • G&S Committee recommended the reappointment of six governors whose current term of office ended in 2016. <p>Resolved: That the Board agree the following:</p> <ul style="list-style-type: none"> • The appointment of Mr Andrew Walton as an External Member with effect from 24 March 2016. • The re-appointment of the following governors: <ul style="list-style-type: none"> - David Byrne for a further term (3 years) - Andrew Watts for a further term (3 years) - Nick Whalen-Griffiths for a further term (4 years) - Terry Cornick for a further term (3 years) - Peter Davidson for a further term (3 years) - Malcolm Grady for a further term (3 years) 	

	<p>Each governor, present at the meeting, withdrew from the meeting during consideration of their own reappointment taking no part in discussion or voting.</p>	
<p>16.</p>	<p>Appointment of Chair and Vice-Chair</p> <p>At this stage in the proceedings AW and DB withdrew from the meeting.</p> <p>The Clerk reported that this meeting would, under normal circumstances, have considered nominations for Chair/Chair Designate and/or Vice-Chair/Vice-Chair Designate of the Board but in light of the forthcoming area reviews, the involvement and work undertaken to date and the need to have continuity during the process, it was proposed to reappoint AW as Chair and DB as Vice-Chair.</p> <p>It was suggested that AW and DB be given an extension of one year in their current roles.</p> <p>Governors acknowledged that this was a sensible approach and would not contravene any existing rules.</p> <p>It was noted that both AW and DB supported the proposal.</p> <p>Resolved:</p> <p>i. That in light of the exceptional circumstances facing the College, the Board agree to extend the term of office for AW as Chair and DB as Vice-Chair for one year (to be ratified at the meeting in July 2016).</p> <p>ii. That a further review be undertaken in March 2017 with the aim of offering DB a 2 year term as Chair.</p> <p>AW and DB returned to the meeting and were informed of the Board's decision.</p>	
<p>17.</p>	<p>Attendance 2015-16 (Autumn 2015)</p> <p>The report explained that it was essential to monitor group and individual attendance to ensure that targets were being met and, if not, to address any difficulties which individual Members might have and consider ways in which attendance, if necessary, might be improved.</p> <p>A schedule of attendance for 2015-16 was presented for the Board to consider. It was noted that it was still early in the calendar year and there had been a limited number of meetings for governors to attend. Attendance rates had improved for some over the current term.</p> <p>Members' attention was drawn to those attendances falling below the target levels. It was also noted that the Chair had discussed attendance with governors as part of their annual 1-1 meeting.</p> <p>College attendance against a national survey average and past performance was provided for information.</p> <p>Resolved: That the report is received and agreed.</p>	

<p>18. Governance Review</p>	<p>The aim of the report was to undertake a formal review of the governance structure and associated documentation with a view to creating a more streamlined and efficient system.</p> <p>Revised documentation, as detailed below, took into account views received through committees of the Board and feedback following the Chair's 1-1 with governors:</p> <ul style="list-style-type: none"> - New Governance Structure - Lead Officers and Lead Governors - Revised committee composition and membership - Draft 2016-17 meeting calendar and workplans - Re-establish Link Governors <p>Nominations were sought to sit on the various committees, working parties and to take on Link Governor roles.</p> <p>Resolved:</p> <p>i. That the Board approves the revised governance structure and associated documentation and this is to take immediate effect.</p> <p>ii. That the Clerk is asked to circulate a revised meeting calendar taking into account the Board's decision to combine certain committees.</p> <p>iii. That D Young, M Grady and G Clark be appointed to the new Performance, Appraisal and Review Committee.</p> <p>iv. That the Clerk is asked to circulate the new Committee structure and membership and ask for volunteers to sit on committees or working parties.</p> <p>v. That the Link Governor system is approved.</p> <p>vi. That the following are confirmed in the Link Governor position as shown:</p> <ul style="list-style-type: none"> • M Grady – Teaching, Learning and Assessment • D Young – Leadership and Management • David Byrne – SSMS <p>vii. That the remaining Link Governor positions be circulated to governors to seek volunteers to take up these positions.</p>	<p>NL</p> <p>NL</p> <p>NL</p> <p>NL</p> <p>NL</p>
<p>19. Management accounts and commentary</p>	<p>HB introduced this report which had been considered and reviewed by the Finance and Resources Committee.</p> <p>As at the end of February 2016, the College had made a £544k operating deficit, which was £244k below target and £899k below the 2014-15 position.</p> <p>Total income was £1,795k below budget due to low 16-18 Apprentices, Adult Apprentices and other tuition income.</p>	

	<p>Payroll costs were £630k below target and £244k below 2014-15 costs. This was primarily due to low lecturer and classroom support costs.</p> <p>Non-pay expenditure was £921k below target and £616k below 2014-15. This was largely timing differences due to low partnership costs.</p> <p>It was reported that the College's financial health had improved to "Good" and was expected to remain at this level at the end of the academic year.</p> <p>The Chair of the F&R Committee reminded governors that a more detailed report, which was considered by the Committee, was available should they require a copy.</p> <p>Resolved: That the report is approved.</p>	
20.	<p>Estates Report</p> <p>This paper was intended to give the Board a detailed update on strategic estates matters, works progress, ongoing maintenance, property issues and progress against the premises strategy. This report covered the following:</p> <ul style="list-style-type: none"> • Continuing renewal programmes, including updates of progress, an outline of progress on Phase 5 project and other grant funded works and bids. • Possible sale of part of the Westoe site (confidential). <p>Resolved: That the report is received and accepted.</p>	
21.	<p>Minutes of Committees since the last Board meeting</p> <p>The minutes of the meetings of the following committees/Task Groups were received by the Board:</p> <ul style="list-style-type: none"> • G&S – 27 January and 23 February 2016 • P&V (QCC) – 10 February 2016 • STC/TyneMet Partnership Working Party – 29 February 2016 • Career College North East – 3 February 2016 • Dr Winterbottom Charitable Trust – 10 February 2016 • Audit – 2 March 2016 • F&R – 9 March 2016 • SSMS (QC) – 15 March 2016 <p>Resolved: That the minutes, as mentioned above, are received.</p>	
22.	<p>Nominations for Fellowships</p> <p>Confidential item</p>	
23.	<p>Any Other Business</p> <p><u>Boardpacks</u></p> <p>The Clerk circulated information on how to access Boardpacks, the new meetings software package that was to be used for governor meetings.</p> <p>Governors were advised to contact the Clerk if they experienced any difficulty accessing</p>	

	papers or downloading the Boardpacks 'App'.	
24.	Identification of Confidential Items Resolved: That the following matters are to remain confidential: <ul style="list-style-type: none"> • Item 3 – Area Reviews • Item 5 – Development Plan 2020 • Item 20 - Estates (Potential Land Sale) • Item 22 – Nominations for Fellowships 	
25.	Date and Time of Next Meeting Members were reminded that the next meeting of the Board was scheduled for Wednesday 6 July 2016 at 4.00pm.	

Note
G&S – Governance and Search
F&R – Finance and Resources
P&V (QCC) - Professional and Vocational (Quality, Curriculum and Community) Committee
SSMS (QC) – South Shields Marine School (Quality and Curriculum) Committee
CCNE – Career College North East

Chair:

Date: