

## Meeting of the Board

<b><u>Venue:</u></b>	Conference Room 4, South Tyneside College
<b><u>Date:</u></b>	Wednesday 8 July 2015
<b><u>Time:</u></b>	4.00pm – 6.35pm
<b><u>Present:</u></b>	Andrew Watts (in the Chair) Hilary Harrison Mark Overton Masuda Rahman Alison Rowley Christine Smith Ray Staward Drue Walsh Les Watson Susan Wear Lindsey Whiterod Des Young
<b><u>In Attendance:</u></b>	Neil Longstaff (Clerk) Helen Beaton (Deputy Chief Executive) Malcolm Grady (Governor designate) Alison Maynard (Principal – Prof & Voc College)

ITEM NO.	ISSUES	ACTION
<b>1.</b>	<p><b>Apologies for absence</b></p> <p>The Board received and approved apologies for absence from Nick Whalen-Griffiths, Robert Whitelaw, David Byrne and George Clark after having first considered the reasons for their absence.</p> <p>Governors also noted apologies received from Terry Cornick and Peter Davidson.</p>	
<b>2.</b>	<p><b>Declarations of interests</b></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>C Smith - Chair of Board, Director and Member R Staward - Director L Watson (LWa) - Director and Member L Whiterod (LW) - Director, Member and Chief Executive A Watts – Director and Member</p>	
<b>3.</b>	<p><b>Minutes and Matters Arising</b></p> <p>The minutes and confidential minutes of the meetings held on 25 March and 13 May</p>	

	<p>2015 were approved and signed by the Chair.</p> <p><b>Matters arising</b></p> <p><u>Potential Acquisition Opportunity</u></p> <p>Confidential item</p> <p><u>Nominations for Fellowships</u></p> <p>Confidential item</p> <p><u>Budget Proposals</u></p> <p>Helen Beaton (HB) reported that the overtime costs were £148k as at the end of June 2015.</p>	
<p><b>4.</b></p>	<p><b>Presentations:</b></p> <p>Alison Maynard (AM) gave a presentation on the new Common Inspection Framework (CIF) 2015.</p> <p>It was reported that the CIF, for use from September 2015, covered all the education services that Ofsted inspected, including:</p> <ul style="list-style-type: none"> <li>• Maintained schools and academies</li> <li>• Early years settings</li> <li>• Non-association independent schools</li> <li>• Further education (FE) and skills providers</li> </ul> <p>A separate inspection handbook had been produced for each type of provision covered by the CIF (AM was to email this to all governors).</p> <p>The DfE was of the view that the CIF ensured more comparability through inspection when children and learners moved from one setting to another and it supported greater consistency across the inspection of different remits.</p> <p>Ofsted would make judgements in the following areas:</p> <ul style="list-style-type: none"> <li>• Effectiveness of leadership and management</li> <li>• Quality of teaching, learning and assessment</li> <li>• Personal development, behaviour and welfare</li> <li>• Outcomes for children and learners</li> <li>• Safeguarding</li> </ul> <p>From September 2015, further education and skills providers that were judged good at their most recent inspection would receive a short inspection approximately every three years. Short inspections would start from the assumption that the school or provider remained good and would be 1 to 2 days duration.</p> <p>If HMI were unable to gather sufficient evidence to show that the College remained good, or they had concerns, they would quickly convert the inspection into a full inspection that would make the full range of judgements. If they found evidence of rapid improvement and considered that the College might already be outstanding, they would also quickly trigger a full inspection.</p>	<p><b>AM</b></p>

	<p>Sector subject areas would no longer be graded. Instead, inspections would typically result in a grade and summary for each of the main types of provision offered:</p> <ul style="list-style-type: none"> <li>• 16 to 19 study programmes</li> <li>• adult learning programmes</li> <li>• apprenticeships</li> <li>• traineeships</li> <li>• provision for learners with high needs</li> <li>• provision for full-time 14–16-year olds.</li> </ul> <p>Q. Weighted areas? No. Lot of emphasis on data but areas would be of equal value.</p> <p>Q. Reason for short inspection? Funding. The number of inspectors had been cut considerably and were contracted directly by Ofsted. The vast majority of Inspectors were serving practitioners and if a College received a grade 3, any inspectors who worked for the college concerned would not be allowed to continue to inspect other colleges.</p> <p>Q. Key questions? Was the College still ‘Good’ and was safeguarding effective.</p> <p>Q. Briefing paper for governors about the College? Yes. LW would be presenting such a paper identifying key points.</p> <p>HB reminded governors that if a College was in poor financial health it would limit the grade.</p> <p>Q. Previous Ofsted reports helpful? These were being reviewed to highlight the types of judgements made and common areas for improvement. It was felt essential to identify the right areas and have the right actions in place.</p> <p>It was also noted that colleges must hold ‘Good’ or higher grades from Ofsted otherwise they would lose the highly trusted status, which would mean a loss of HE learners. Gary Hindmarch was assessing the risks.</p> <p><b>Resolved:</b></p> <p><b>i. That AM is thanked for a comprehensive overview of the CIF.</b></p> <p><b>ii. That the Chief Executive is to present a position paper to the next meeting of the Board (October 2015).</b></p>	<b>LW</b>
5.	<p><b>Approvals</b></p> <p>5.1 <u>Policies</u></p> <p>The following policies were presented for approval:</p> <ul style="list-style-type: none"> <li>(i) Review of Senior postholders Disciplinary Procedures</li> <li>(ii) Treasury Management Policy</li> <li>(iii) Staff Travel and Expenses Policy</li> <li>(iv) Foreign Travel Policy</li> <li>(v) Fee and Fee Remission Policy 2015-16</li> <li>(vi) Bursary Policy 2015-16</li> <li>(vii) Access to Governors’ Meetings and Publication of Minutes and Papers of the Board</li> </ul>	

and Committees Policy

The Chair informed the Board that each draft policy had already been considered by the appropriate committee and came with a recommendation for approval.

**Resolved: That the above-mentioned policies, having received robust scrutiny at an appropriate committee, are approved.**

5.2 Succession Planning - consideration of re-appointments

The Board was asked to approve the recommendations of the Governance and Search Committee regarding the reappointments of the following governors for a further 3 years with effect from the date of expiry of their current term of office.

- George Clark - term ends 8.7.15
- Hilary Harrison - term ends 8.7.15
- Mark Overton - term ends 31.10.15
- Des Young - term ends 18.7.15

Des Young and Mark Overton withdrew from the meeting at the appropriate time taking no part in any discussion or voting on their own re-appointment.

**Resolved: That the Board agrees to the recommendation of the G&S Committee and thereby reappoints the above-mentioned governors for a further three year term.**

NL

5.3 New Code of Good Governance for English Colleges

The Board was asked to adopt the New Code of Good Governance for English Colleges on the recommendation of the G&S Committee.

Members were informed that where a Board had adopted the Code, but for good reason did not comply with particular provisions within it, the Board needed to explain its rationale and how its approach met the spirit of the Code. LW and the Clerk had been tasked to produce a draft Action Plan to address the areas of non-compliance.

**Resolved: That the Board agree to adopt the New Code of Good Governance for English Colleges with the aim of strengthening its governance arrangements.**

5.4 Annual review of the Public Benefit Statement

The Public Benefit Statement, previously known as the Public Value Statement, was recommended by the F&R Committee for approval. It was noted that the new Code of Good Governance for English Colleges also recommended the adoption of such a statement and in doing so the College would be complying with the new Code.

There were no major changes to the previous document.

**Resolved: That the Public Benefit Statement, as presented, is approved.**

#### 5.5 Selection of Internal and External Auditors (Chair's approval)

The Board was informed that, after consideration of the scores and feedback following an extensive tendering exercise, the Audit Committee recommended the following for approval:

- Internal Auditors - Baker Tilly (wef 1/8/15 - official start)
- External Auditors – KPMG (immediate start)

As an immediate decision was required to progress work with the successful auditors the Chair had been asked and agreed to exercise his authority to confirm the above-mentioned arrangements.

The Board was asked to endorse the Chair's actions.

**Resolved:**

**i. That the Board endorses the Chair's actions in approving the auditors for the college as follows:**

- **Internal Auditors - Baker Tilly (wef 1/8/15 - official start)**
- **External Auditors – KPMG (immediate start)**

**ii. That the above contracts are to be for a 3 year period subject to an annual review.**

#### 5.6 Annual Review of Code of Conduct & Standing Orders

The Board undertook the annual review of the Standing Orders and Code of Conduct, taking into consideration the recommendations from the Clerk and the G&S Committee.

It was reported that there had been few changes made.

**Resolved: That the Standing Orders and Code of Conduct for 2015-16 are approved, as presented.**

#### 5.7 Quality Reports

- (i) PVC
- (ii) SSMS

The Quality Reports for PVC and SSMS were presented to the Board. Governors were informed that these two documents had received considerable scrutiny at the appropriate Quality Committees and were being presented for Board consideration and approval.

The quality of marine teaching and learning had been an issue raised at the PVC Committee and further information was sought. LW responded indicating that GH and AM were focussing on teaching and learning to ensure all necessary work was being covered. Governors were reassured that the systems within PVC were also being embraced within the Marine school.

It was commented that bearing mind the new Ofsted framework, it was important for the Board to understand the quality issues to ensure everything was being covered. Governors confirmed that they had read the documents and were content

	<p>with the information provided and action being taken.</p> <p>Q. Slipped 2 places in league table? A governor commented that from discussions during the meeting and reading of the minutes, he had now understood the reasons for the change in position and was confident that appropriate action was being taken.</p> <p><b>Resolved: That the Quality Reports are approved.</b></p> <p>The Chair sought governors' views over the new format for the agenda.</p> <p><b>Resolved: That for future meetings an Executive Summary of the actions being sought is to be produced and that the Chair of each Committee is to present the relevant item where appropriate.</b></p>	
<p><b>6.</b></p>	<p><b>Curriculum Plan 2015-16:</b>  <b>(i) PVC</b>  <b>(ii) SSMS</b></p> <p>The Curriculum plans for SSMS and PVC were presented for approval. Both documents had been to the relevant Quality Committee and discussed at length.</p> <p>It was generally felt that the PVC plan provided a very good summary, however, the SSMS did not capture what needed to be done as well as the PVC document. This was to be addressed for future reports.</p> <p><b>Resolved: That the Curriculum Plans 2015-16 are approved.</b></p>	<p><b>LW</b></p>
<p><b>7.</b></p>	<p><b>5 Year Development Plan</b></p> <p>The members of the Board were provided with an update on the College's 2020 Plan from the Chief Executive.</p> <p>Governors were reminded that at the recent development event the draft 2020 plan was discussed and amendments suggested. The amended plan was now provided for discussion and approval.</p> <p>It was noted that this was still a working document.</p> <p>A governor felt that the timescales within the document needed more focus.</p> <p><b>Resolved:</b>  <b>i. That Members agree to receive the report and approve the amended plan subject to tighter timescales.</b></p> <p><b>ii. That the Board are to receive regular update on the Plan at future meetings and that this is to be incorporated into the Board's workplan.</b></p>	<p><b>LW/NL</b></p>
<p><b>8.</b></p>	<p><b>Chief Executive's Report (including update on the Prevent plan)</b></p> <p>The paper provided the Board with a strategic update on the following issues:</p> <ul style="list-style-type: none"> <li>• College structures</li> </ul>	

	<ul style="list-style-type: none"> <li>• Skills Minister’s Speech Nick Boles article TES 22nd June 2015</li> <li>• The Queen's Speech</li> <li>• Public spending</li> <li>• Higher education</li> <li>• Questions for the Sector</li> <li>• College Funding</li> <li>• Ofsted</li> <li>• GCSE implementation</li> <li>• Prevent Plan 2015-16 update</li> </ul> <p><u>College structures</u></p> <p>Confidential item</p> <p><u>College Funding</u></p> <ul style="list-style-type: none"> <li>• Confidential item</li> </ul> <p><b>Resolved: That members receive and accept the report.</b></p>	
<p><b>9.</b></p>	<p><b>Academy Trust Update</b></p> <p>LW provided a brief update on matters concerning the Academy.</p> <p><u>Results</u></p> <p>LW announced that the Academy had achieved a pleasing set of SAT results for 2015 with one student obtaining a Level 6 in Maths.</p> <p>It was generally felt that there had been a positive culture change at the Academy.</p> <p><u>Nominations for Chair and Vice-Chair of the Academy Board</u></p> <p>The Board were made aware of the nominations for the positions of Chair and Vice-Chair of the Academy Board. It was explained that the Trust’s Articles required the nominated person(s) to have the prior approval of the Sponsor before they could be considered by the Trust Board at their first meeting in the new academic year.</p> <p><b>Resolved:</b></p> <p><b>i. That the report is accepted.</b></p> <p><b>ii. That the congratulations of the College Board on the Academy’s achievement in the recent SATs results are to be conveyed to the Head Teacher.</b></p> <p><b>iii. That the Board approve the following nominations:</b></p> <ul style="list-style-type: none"> <li>• Mrs Christine Smith as Chair of the Academy Board</li> <li>• Mr Robert Whitelaw as Vice-Chair of the Academy Board</li> </ul>	<p><b>LW</b></p> <p><b>NL</b></p>
<p><b>10.</b></p>	<p><b>Student Union Report</b></p> <p>MR and DW introduced the report from the Student Union (SU) and gave further details regarding the following matters:</p>	

	<ul style="list-style-type: none"> <li>• <u>Executive Committee members</u> The new President and Vice President were to commence their posts July 2015. Weekly meetings were being held with the Student Union committee in the Students' Union office.</li> <li>• <u>Events</u> The Students Union part in Equality and Diversity day alongside the Cultures Uncovered Group was highlighted.</li> <li>• <u>Training and Development</u> Three members of the Union had attended the NUS national conference in Liverpool over three days, taking part in a variety of different training and development programmes.</li> <li>• <u>NUS Card Sales</u> NUS card sales had increased from last academic year (94 sold compared to previous year of 74).</li> <li>• <u>Budget/Spend</u> Of the £20,000 annual budget approximately £6500 was left to spend. This was to be allocated for the purchase of new furniture for the Student Union space.</li> <li>• <u>Fund Raising</u> The Students' Union had dedicated fundraising efforts to the Classroom in a Container project. Through a series of activities and events the Students' Union had raised over £1000. The container was almost packed and ready to be shipped. Members commended the students on their efforts with the Container Project.</li> </ul> <p>Q. Evidence for funding requests and use of funds? Any event was usually attended by the student union. However, it would be good practice for those in receipt of funds to demonstrate they had been utilised correctly.</p> <p>As this was the two student governors' final meeting, the Chair took an opportunity to thank them for their huge contribution over the past year and wished them well for the future.</p> <p><b>Resolved:</b></p> <p><b>i. That the report is accepted.</b></p> <p><b>ii. That a letter of thanks be sent to the student union for their fundraising efforts for the classroom in a container project and individual letters are also to be sent to those students who had made a significant contribution.</b></p>	<b>LWa</b>
<b>11.</b>	<p><b>Equality and Diversity Report</b></p> <p>This report was to provide the members of the Board with a report on the College's commitment to Equality and Diversity and provide an update of progress against actions identified in the previous report.</p> <p>It was commented that this was an excellent report and its content was commended.</p> <p><b>Resolved: That the report is received and accepted.</b></p>	

<p><b>12.</b></p>	<p><b>Competition and Market Authority guidance</b></p> <p>At the SSMS Quality Committee meeting on 20th May it had been reported that the College processes were being reviewed in-light of recent changes to consumer law and subsequent legal judgements.</p> <p>The Mixed Economy Group (MEG), of which South Tyneside College was a member, had advised that College Boards be informed of any risk to College operations and processes to claims from students.</p> <p>It was confirmed that:</p> <ul style="list-style-type: none"> <li>• The College's Policies had been checked to ensure they complied with this recent guidance of the rights of students who paid fees for educational services</li> <li>• The guidance had been circulated to the Head of MIS and the Head of Student Services to ensure College staff adhered to College policies and processes and hence the College's operations would be compliant with this new guidance.</li> <li>• Sunderland University had announced they were reviewing their enrolment processes, and this review would further guide any changes that the College would need to undertake to protect students and the College.</li> </ul> <p>It was noted that should changes to current processes be introduced then a subsequent report would be provided to both the SSMS (QC) and the Main Board.</p> <p><b>Resolved: That the report is received and accepted.</b></p>	
<p><b>13.</b></p>	<p><b>Chair of the Board – performance review and recommendation from G&amp;S Committee</b></p> <p>Mr Watts withdrew from the meeting.</p> <p>A survey on the performance of the Chair during 2014-15 had been undertaken. A summary of the outcome of the review was provided for information.</p> <p>The Clerk confirmed that the feedback had been shared with the members of the G&amp;S Committee. In light of this review, the G&amp;S Committee recommended that Mr Watts be confirmed in post as Chair of the Board for the second year of his 2 year office.</p> <p><b>Resolved: That Mr Andrew Watts is to continue as Chair of the Board for a second year.</b></p> <p>Mr Watts returned to the meeting and was informed of the decision.</p>	
<p><b>14.</b></p>	<p><b>Review of Governance Structure</b></p> <p>The Clerk presented the report seeking members approval on the following:</p> <ul style="list-style-type: none"> <li>• <u>Governance structure:</u> The Career College Board had been added</li> <li>• <u>Committee Composition and Membership:</u> Membership had been updated to take account of new members and those leaving the Board. Recommendations from G&amp;S Committee were considered. It was</li> </ul>	

confirmed that George Clark was happy to move from Audit to F&R Committee indicating that he would sit wherever the Board thought his skills could best serve the College. It was noted that Peter Davidson would sit on the Audit Committee having a background in risk assessment.

- Terms of Reference:  
Minor changes identified.
- Schedule of Meetings 2015-16:  
Key change was around Performance Review dates.
- Business Planner 2015-16:  
The Clerk and Chair had undertaken a comprehensive review of the governance arrangements and a lengthy discussion had taken place at the G&S Committee. All committees had also been asked for their views on the proposed work plans for the year ahead.
- Career College North East Draft Terms of Reference:  
The Clerk introduced a draft terms of reference for the Career College Board which was to commence from September 2015. Minor changes to the names of the employers, membership arrangements, term of office and quorum were highlighted for consideration. The appointment of Chair, Vice-Chair and Clerk were discussed. It was noted that the Clerk to the College Board was to be proposed as the Clerk for the CCNE Board.

Proposals direct from the G&S Committee were also presented for consideration.

**Resolved:**

- i. That the Governance Structure is agreed, as presented.**
- ii. That the Board approves the following recommendations from the G&S Committee:**
  - **It will be for the Chair of the Board, the Clerk and Chief Executive to determine the most appropriate method of communicating a paper to Members which is for information purposes only.**
  - **That where a paper is being presented and the matter under consideration is within the scope of Ofsted, the paper should give an estimated grade (where appropriate) in line with the Ofsted framework e.g. Outstanding, Good, Requires Improvement or inadequate, to show the college's position.**
- iii. That the Career College Terms of Reference is approved subject to the changes identified (see attached) and that any contract or expenditure for any single matter above £1500 will require the written consent of the College Board.**
- iv. That Mr A Watts, Mr G O'Neil and Mrs A Maynard shall be the College representatives on the CCNE Board.**
- v. That the Board approve the following nominations:**
  - **Mr A Watts as Chair of the CCNE Board**
  - **Mr P Melia as Vice-Chair of the CCNE Board**

<p>15.</p>	<p><b>Members Attendance - autumn 2014/spring 2015 including an Attendance Policy</b></p> <p>The Clerk presented a report updating Members on the attendance of governors at meetings of the Board and its Committees and sought their views on a draft Attendance Policy which had been recommended by the G&amp;S Committee for approval.</p> <p>It was noted that the Chair of G&amp;S was to continue to monitor Members attendance particularly those under their attendance target.</p> <p>The G&amp;S Committee also recommended a change to the Code of Conduct with regard to the acceptance of an apology. It was proposed that an apology should only be accepted if a governor provided a valid explanation for their absence together with a contribution towards the meeting by providing comments about the papers via the Chair or Clerk.</p> <p>Consideration was given to the draft Attendance Policy which incorporated a procedure for the removal of a governor.</p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li><b>i. That the report is agreed.</b></li> <li><b>ii. That the Code of Conduct is to be amended to show that in order for the Board or Committee to accept an apology a governor must also make a contribution towards the meeting.</b></li> <li><b>iii. That the Attendance Policy is approved subject to the proposed change in (ii) above.</b></li> </ul>	
<p>16.</p>	<p><b>Management accounts and commentary</b></p> <p>HB introduced this report and advised that as at the end of May 2015, the College had made a £4,372k surplus (including a £3,363k profit on sale of fixed assets), which was £3,613k above target and £2,235k above the 2013-14 position.</p> <p>Total income was £927k above budget due to increased Adult Apprentices delivery, improved catering and residences and other sundry income (predominantly Marine accommodation income for Nimasa Learners which was offset by equivalent non-pay costs). 16-18 apprentice and other tuition income were £521k and £411k below budget respectively.</p> <p>Payroll costs were £902K below target but £416k above 2013-14 costs. This was primarily due to low casual lecturer and classroom support costs, which were partly offset by higher than budgeted Permanent Lecturers, Admin Management and Business Support costs.</p> <p>Non-pay expenditure was £1,579k above target and £2,283k above 2013-14. This was due to high marine accommodation and employer incentive costs (which were offset by equivalent income), partnership costs within the School of External Funding and marketing expenditure.</p> <p>The College's financial health was currently graded as "Outstanding", although it was forecasted that by the end of the year it would be rated as "good".</p> <p><b>Resolved: That the report is approved.</b></p>	

<p><b>17.</b></p>	<p><b>Budget 2015-16</b></p> <p>The paper, which was introduced by HB, informed members of the College’s proposed financial budget for 2015/16 as recommended by the F&amp;R Committee.</p> <p>It was reported that the College achieved a financial health rating of ‘outstanding’ in 2009/10 and had maintained this until 2014/15 when it was forecast to be good, the budget as presented would see the good rating remain in 2015/16. The forecast for 2014/15 included an early estimate for the current severance programme. This combined with the capital programme the College had undertaken during 2014/15 meant the College was pleased that its forecast was good for the current year.</p> <p>It was reported that the SFA and EFA allocations had still not yet been released.</p> <p>Q. Includes British gas figures? Yes.</p> <p>The Board was reminded that it was required to set a budget before 31 July.</p> <p>Progress made towards the financial objectives set for 2014/15 was agreed.</p> <p>A summary of the capital expenditure requested for 2015/16 was provided in the report.</p> <p>The key risks and sensitivities to achieving the financial budget 2015/16 were also listed in the report.</p> <p><b>Resolved: That the Board approves the 2015/16 budget, as presented.</b></p>	
<p><b>18.</b></p>	<p><b>Two year financial forecast</b></p> <p>The purpose of the report was to show a financial forecast using the forecast outturn for 2014/15, the detailed budget for 2015/16 and projecting for the following year. This was a reduced requirement from the SFA who used to require projections for a further 2 years but given the current uncertainty over future funding had dropped the requirement for the final year forecast.</p> <p>The College’s objectives therefore continued to be to maintain the strength of the balance sheet and to operate in the difficult environment the College currently operated in and expected to operate in the coming years. The College also aimed to keep a financial health rating of at least ‘good’ during the life of the forecast.</p> <p>The financial plan had been prepared on a conservative basis with regard to income growth and did not assume any significant capital projects that were not already approved.</p> <p>It was felt that this report gave a realistic picture of the College’s financial position. Members were informed that the F&amp;R Committee had recommended this forecast for approval at its last meeting.</p> <p><b>Resolved: That the Board approves the forecast and that it be submitted to the SFA by 31 July 2015.</b></p>	

19.	<p><b>Approval of Student Union Budget 2015-16</b></p> <p>The Board was asked to approve the Students' Union budget for 2015/16 as recommended by the F&amp;R Committee.</p> <p><b>Resolved: That the Board agree a budget of £20,000 for the 2015/16 academic year.</b></p>	
20.	<p><b>Estates report including annual Health and Safety update</b></p> <p>This paper was intended to give the Board an update on strategic estates matters and works progress. This report covered the following:</p> <ul style="list-style-type: none"> <li>• Continuing renewal programmes, including updates of progress on the current Phase 4 project, an outline of progress on Phase 5 project and other grant funded works and bids.</li> <li>• Energy Efficiency Works for Approval</li> <li>• Health and Safety Update as submitted to F&amp;R Committee in April 2015</li> <li>• Business Continuity Update</li> </ul> <p><u>LEP Phase 5</u></p> <p>The focus of this project was to develop and improve the larger Marine and offshore skills workshops, some classrooms in A block and expand the fire training centre facilities.</p> <p>The LEP had issued their contract for the funds and the College had signed and returned the contract.</p> <p>Two tenders had been issued, one for the Westoe Road site and one for the Fire Training Centre. Three tenders were returned for the Westoe site and five for the Fire Training Centre Project.</p> <p>Following evaluation of the tenders, a meeting with governors was held on 30 June 2015 to select contractors for both elements. A recommendation was made to the Chair to approve Brims for the Fire Training Centre contract and Surgo for the Westoe contract as they scored the highest for the relevant lots.</p> <p>Governors were asked to endorse the Chair's actions. HB indicated that it was proving difficult to find contractors as they all appeared to have a considerable amount of work ongoing.</p> <p><u>Energy Efficiency Capital Works</u></p> <p>Using the Warm Up North Framework, the College had an in depth survey undertaken by British Gas along with proposals on how to best improve energy efficiency in the College. A presentation of the recommendations was made by British Gas to the F&amp;R Committee at its recent meeting.</p> <p>The proposal involved spending £1.1m (inc VAT) to undertake a number of projects during the 2015/16 year including updating lighting, kitchen extraction, pool pump controls, voltage optimisation, optimisation of the building management system, solar PV. British Gas would provide interest free credit on 50% of the cost so part payment fell into the 2016/17 year to aid cash flow and would underwrite the savings estimated</p>	

	<p>as £104k pa pre VAT.</p> <p>The F&amp;R Committee asked the College to confirm with the auditors (KPMG) that using this framework was acceptable re tendering processes etc. and they had confirmed that it would be as it had been tendered by the North East local authorities and was available for use and OJEU compliant. The Board was given assurances that the F&amp;R Committee had considered this matter at length and recommended that the Board enters into an agreement with British Gas for these works.</p> <p>HB responded to questions from Members. It was felt that the British Gas project was a good initiative.</p> <p><b>Resolved:</b></p> <p><b>i. That the Board agrees the report.</b></p> <p><b>ii. That the Board endorses the Chair' action regarding the approval of the LEP project contractors.</b></p> <p><b>iii. That the Board agrees to the College entering into an agreement with British Gas to carry out energy efficiency works.</b></p>	<b>HB</b>
<b>21.</b>	<p><b>Minutes of Committees since the last Board meeting</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>(i) G&amp;S – 22 April 2015</li> <li>(ii) F&amp;R – 29 April and 24 June 2015</li> <li>(iii) Audit – 13 May 2015</li> <li>(iv) SSMS (QC) – 20 May 2015</li> <li>(v) P&amp;V (QCC) – 10 June 2015</li> <li>(vi) GSWG – 22 April and 14 May 2015</li> </ul> <p>A Member highlighted the auditors comments following a recent audit on Corporate Governance stating that they had been impressed with the work undertaken which they felt clearly demonstrated that governors took their role seriously. This external view was welcomed.</p> <p><b>Resolved:</b></p> <p><b>i. That the minutes, as mentioned above, are received.</b></p> <p><b>ii. That the Clerk is asked to send a reminder out to governors about completion of the online training courses.</b></p>	<b>NL</b>
<b>22.</b>	<p><b>Any Other Business</b></p> <p><u>Classroom in a container Project</u></p> <p>LWa reported that the container was almost full and would create 2 classrooms for the students in Bulawayo.</p> <p>The container was scheduled to leave the College on 17 July 2015, with specific details to be circulated shortly.</p> <p>Thank you letters were to be organised for those who made a contribution towards</p>	

	<p>making this a successful project.</p> <p>The Board recognised the significant efforts of Les and Jackie Watson who were described as the driving force behind the project.</p> <p><b>Resolved:</b></p> <p><b>i. That the report is received and LWa is to organise thank you letters to those concerned.</b></p> <p><b>ii. That contributors be invited to lunch/coffee at the Bistro in the new term (autumn) as a thank you for their efforts.</b></p>	<p><b>LWa</b></p> <p><b>LWa</b></p>
<b>23.</b>	<p><b>Identification of Confidential Items</b></p> <p><b>Resolved: That the following matters are to remain confidential:</b></p> <ul style="list-style-type: none"> <li>• <b>Matters arising re. Potential acquisition opportunity and nominations for Fellowships (Item 3)</b></li> <li>• <b>Chief Executive’s Report re college structures and funding (Item 8)</b></li> </ul>	
<b>24.</b>	<p><b>Date and Time of Next Meeting</b></p> <p>Members were reminded that the next meeting of the Board was scheduled for Wednesday 14 October 2015 at 4.00pm.</p>	

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

STC - South Tyneside College

GSWP – Growth Strategy Working Group

Chair: .....

Date: .....