

## Meeting of the Board

**Venue:** Conference Room 3, South Tyneside College

**Date:** Wednesday 29 March 2017

**Time:** 4.00pm – 6.10pm

**Present:** Andrew Watts (Chair)  
George Clark  
Terry Cornick  
Peter Davidson  
Malcolm Grady  
Mark Overton  
Alain Reynier  
Susan Wear  
Nick Whalen-Griffiths  
Lindsey Whiterod

**Apologies:** David Byrne  
Andy Walton  
Des Young

**In Attendance:** Neil Longstaff (Clerk)  
Helen Beaton

ITEM NO.	ISSUES	ACTION
1.	<p><b>Apologies for absence</b></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><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 governors:</p> <p>L Whiterod (LW) - Director, Member and Chief Executive A Watts – Director and Member M Grady - Member</p>	
3.	<p><b>Minutes and Matters Arising</b></p> <p>The minutes and confidential minutes of the meetings held on 14 December 2016 and 1 February 2017 were approved and signed by the Chair.</p> <p><b>Matters arising not covered on agenda</b></p>	

	<p><u>UKVI</u></p> <p>Governors were made aware that new guidance was expected in early April regarding mergers and changes to maritime course eligibility.</p> <p><u>Pension (Local Government Pension Scheme)</u></p> <p>HB highlighted the changes made to the LGPS deficit repayment for South Tyneside College to ease the merger process with TyneMet College.</p> <p>The Chair's effective contribution to discussions was acknowledged.</p> <p><u>Annual Report and Financial Statements for the Year Ended 31 July 2016</u></p> <p>It was noted that all matters relating to the above had been addressed.</p> <p>HB confirmed that she had received a letter from the SFA (Skills Funding Agency) confirming the College's financial health rating as good.</p>	
4.	<p><b>Succession Planning - Governor Vacancies / Governors Skills Analysis</b></p> <p>This report aimed to highlight current and future skills/knowledge gaps on the Board and to plan for appointments in a timely manner.</p> <p>It was reported that:</p> <ul style="list-style-type: none"> <li>• There was one current vacancy, however, the Board had agreed to suspend any further new appointments until governance matters concerning the merger with TyneMet College had been addressed.</li> <li>• There was one governor re-appointment to consider. Audit, Governance and Search Committee recommended the re-appointment of Mr Andrew Walton whose current term of office ended in March 2017. All relevant factors had been considered in making this recommendation to the Board.</li> </ul> <p>With regard to the re-appointment of Mr Walton, the Chair outlined the options open to the Board making specific reference to the number of governors needed to form the 'new' Board from 1 August 2017.</p> <p><b>Resolved: That the Board agree the re-appointment of Mr Andrew Walton as a College Governor with effect from 24 March 2017 for a 3 year term.</b></p>	
5.	<p><b>Merger with TyneMet College Update</b></p> <p>Confidential item</p> <p><i>AR left the meeting.</i></p>	
6.	<p><b>Counter Terrorism Plan</b></p> <p>The purpose of this report was to provide the Board with the College's Counter Terrorism Plan 2017/2018.</p>	

	<p>LW highlighting the updated areas.</p> <p><b>Resolved: That the Board agree the Plan and priorities for 2017-18.</b></p>	
7.	<p><b>Prevent Plan</b></p> <p>LW presented the Prevent Plan 2017-18.</p> <p>A strategic update was provided on the following issues:</p> <ul style="list-style-type: none"> <li>• Managing the Risks</li> <li>• Next Steps</li> </ul> <p>Governors asked that a log of actions/incidents be recorded and included as part of the Annual Safeguarding report to governors to enable trends to be identified.</p> <p><b>Resolved: That the Board agree the Plan and the priorities for 2017-18.</b></p>	LW/CD
8.	<p><b>Chief Executive's Report</b></p> <p>The paper provided the Board with an update on the following issues:</p> <ul style="list-style-type: none"> <li>• Post 16 Accountability and Inspection</li> <li>• Institutes of Technology (IoTs) Funding</li> <li>• Industrial Strategy Green Paper</li> <li>• Careers Education Information Advice and Guidance</li> <li>• Area Based Reviews</li> <li>• Sainsbury Review</li> <li>• Apprenticeships</li> <li>• The North East Strategic Economic Plan Update</li> </ul> <p><u>Institutes of Technology (IoTs) Funding</u></p> <p>Confidential item.</p> <p><b>Resolved: That the Board accept the report acknowledging the potential implications for the College.</b></p>	
9.	<p><b>Academy Trust Update</b></p> <p>Confidential item</p>	
10.	<p><b>Staff Disciplinary Policy and Procedure</b></p> <p>A draft revised Staff Disciplinary Policy and Procedure was presented to the Board for approval. Changes were highlighted. It was noted that this paper had been scrutinised by the Finance and Resources Committee.</p> <p><b>Resolved: That the Staff Disciplinary Policy and Procedure is approved.</b></p>	

<p><b>11.</b></p>	<p><b>Student Union Report</b></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"> <li>• Executive Committee (resignation of President)</li> <li>• Events</li> <li>• NUS Card sales</li> <li>• Budget</li> </ul> <p>Governors expressed concern over the lack of attendance by the Student Governors.</p> <p><b>Resolved: That the report is accepted.</b></p>	
<p><b>12.</b></p>	<p><b>Quality reports:</b></p> <ul style="list-style-type: none"> <li>• South Shields Marine School (SSMS)</li> <li>• Professional and Vocational College (PVC)</li> </ul> <p>The Chair explained that these documents had been subject to a considerable amount of scrutiny at the relevant committees and were now presented for information.</p> <p>The reports gave governors an oversight of the measures used to assess the quality of provision provided by the PVC and Marine School.</p> <p>Governors were reminded that the full reports were available through Boardpacks (Knowledge area).</p> <p><b>Resolved: That the reports are received and accepted.</b></p>	
<p><b>13.</b></p>	<p><b>FE College Quality Improvement Plan</b></p> <p>This report provided the Board with an update on areas for improvement identified through the College Self-Assessment Report (SAR).</p> <p>It was acknowledged that this was a working document updated regularly by the Principal (PVC) with contributions from appropriate managers and course teams.</p> <p>Areas for improvement included the following areas:</p> <ul style="list-style-type: none"> <li>• Improve Achievement rates (previously success rates)</li> <li>• Value Added</li> <li>• Increase high grades for GCSE English and maths</li> <li>• Improve timely achievements for Apprenticeships</li> <li>• Increase market share for 16-18 learners and apprenticeships</li> </ul> <p>It was noted that this report had been discussed and accepted by the Quality, Curriculum and Community Committee at its recent meeting. The Chair of the Committee was pleased to report that the amendments to the report as recommended by the Committee had been addressed e.g. the monitoring scale used with the RAG rating as there needed to be some standardisation based on the significance of the risk.</p> <p>A governor highlighted ways in which the presentation of the reports could be improved.</p>	

	<b>Resolved: That the Quality Improvement Plan is approved.</b>	
<b>14.</b>	<p><b>Governor Attendance update</b></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>The attendance rates at full Board and its committees were 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.</p> <p>However, governors' attention was drawn to those attendances falling below the target levels.</p> <p><b>Resolved:</b></p> <p><b>i. That the report is received and agreed.</b></p> <p><b>ii. That the next report is to separate the student governors attendances to assess the impact on overall governor attendance rates.</b></p>	<b>NL</b>
<b>15.</b>	<p><b>Management accounts and commentary</b></p> <p>HB introduced this report advising that as at the end of February 2017, the College had made a £73k deficit, which was £42k below target and £374k above the 2015-16 position.</p> <p>Total income was £1,554k below budget due to low Adult Classroom, 16-18 Apprentices, Adult Apprentices and other tuition income.</p> <p>Payroll costs were £633k below target and £320k below 2015-16 costs. This was primarily due to low lecturer and classroom support costs resulting from the lower than anticipated enrolments.</p> <p>Non-pay expenditure was £880k below target and £1,021k below 2015-16 costs. This was largely timing differences due to low partnership delivery and schools expenditure being funded from bursaries.</p> <p>The College's financial health was classified as "Good" and was also anticipated to be "Good" at the end of the academic year.</p> <p>Q. Nimasa payments? HB reported that Nimasa had promised to pay £1.2m of the monies owed immediately and if received, the College was to release some of the visa requests.</p> <p>Q. Serious risk of non-payment? HB explained that there had been a change of government in Nigeria and their internal procedures had changed but she was confident that there was now a greater chance of payment being received.</p> <p>Q. 2017/18 budget projections? These were to be presented in June.</p> <p><b>Resolved: That the report is approved.</b></p>	

16.	<p><b>Appointment or dismissal of Financial Statement Auditors and Remuneration 2016-17</b></p> <p>HB reported that she had been pleased with the performance of KPMG and that Audit, Governance and Search Committee had recommended them for reappointment for the third year of a three year contract.</p> <p>Responding to a question HB clarified how the auditors' services between the two Colleges would be brought together.</p> <p><b>Resolved: That the Board agree to re-appoint KPMG as the Financial Statement Auditors for the College.</b></p>	
17.	<p><b>Dr Winterbottom Fellowships - Nominations</b></p> <p>Confidential item</p>	
18.	<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) PVC (Quality, Curriculum and Community) – 15 February 2017</li> <li>(ii) Audit, Governance and Search – 1 March 2017</li> <li>(iii) SSMS (Quality Committee) – 8 March 2017</li> <li>(iv) Finance &amp; Resources – 15 March 2017</li> <li>(v) Dr Winterbottom Charitable Fund – 8 December 2016, 26 January and 2 March 2017</li> <li>(vi) Career College North East - 16 February 2017</li> </ul> <p><b>Resolved: That the minutes, as mentioned above, are received.</b></p>	
19.	<p><b>Any other business</b></p> <p>None.</p>	
20.	<p><b>Date and time of future meetings:</b></p> <ul style="list-style-type: none"> <li>• Wednesday 10 May 2017 (time to be confirmed)</li> <li>• Wednesday 12 July 2017 at 4.00pm</li> </ul>	
21.	<p><b>Staff Pay Award 2016/17</b></p> <p>Confidential item</p>	
22.	<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>Item 5 - Merger with TyneMet College Update</b></li> <li>• <b>Item 8 – Chief Executive’s Report (Institutes of Technology Funding)</b></li> <li>• <b>Item 9 - Academy Trust Update</b></li> <li>• <b>Item 17 - Dr Winterbottom Fellowships - Nominations</b></li> <li>• <b>Item 21 - Staff Pay Award 2016/17</b></li> </ul>	

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