

**Minutes of the Meeting of the Corporation of Tyne Metropolitan College held at 5.00 pm on Wednesday, 23 March 2016 in the Conference Room, Coast Road Campus**

Present: Mr Bill Midgley (Chair)  
Mrs Sheila Alexander (*until 7.10 pm*)  
Mrs Sarah Bartlett (*until 6.50 pm*)  
Mr Mick Burton (*until 6.50 pm*)  
Dr Graeme Cruickshank (*from 5.50 pm*)  
Prof Mary Dunning  
Mr Bernard Garner  
Prof Gary Holmes  
Mrs Jacqueline Lackenby (*until 6.50 pm*)  
Dr Adam Langman  
Mr Colin Seccombe  
Mrs Vivien Shipley  
Mrs Veena Soni (*from 5.10 pm*)  
Mr Jon Vincent (Principal) (*until 7.15 pm*)

In attendance: Mrs Rosamund Moore, Company Secretary (*until 7.17 pm*)  
Mrs Ann-Marie Crozier, Deputy Principal: Finance & Corp. Development (*until 7.15 pm*)  
Mrs Audrey Kingham, Deputy Principal: Curriculum & Business Development (*until 7.15 pm*)

*[The meeting commenced at 5.00 pm.]*

**ACTION**

**1. Apologies for Absence**

Cllr Hunter and Ms Jamieson had given their apologies.

**2. Declaration of Interest and Withdrawals**

Governors and staff were asked to make any declarations of interest under this item or at any point during the meeting if they considered that there was an interest to declare.

It was agreed that the Staff and Student Governors would withdraw for the restricted items of business.

The Chair of Governors declared an interest in item 8.3.6 related to Thunder Rugby Ltd.

The Staff Governors had an interest in item 8, para 12, Executive Team Report in relation to consideration of the staff pay award for 2015/16, but they were not required to leave the meeting for this item.

The Principal, Deputy Principals declared an interest in the whole of item 14 and the Company Secretary declared an interest in item 14.a. It was agreed that the Principal and Deputy Principals would withdraw for the whole of the item and that the Company Secretary would withdraw in respect of consideration of her remuneration. It was agreed that the Staff and Student Governors would withdraw at this point.

For automatic declarations of interest of all Governors and staff at each meeting **see addendum.**

**3. Minutes of Governance, Performance & Search Committee Meeting of 15 December 2015 (incl. restricted minutes) and Verbal Report of Meeting of 23 March 2016**

*3.a Board Composition and Reappointments for period 1/8/2016 – 31/7/2019:*

The Chair of Governors reported that yesterday Mr Karl Ward had resigned from the Board with immediate effect. This was due to the constraints of work which were not allowing him to dedicate the time needed to meet the role and the needs of the College. He had offered to remain a Governor until such time as the vacancy was filled, however it was felt that this would create an ongoing difficulty for him. As Mr Ward's resignation created a vacancy on the QA Sixth Form College Committee, it was proposed that Mrs Shipley join the Committee for the final meeting of the year. The usual review of committee membership for 2016/17 would take place in June/July.

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Further, the Chair of Governors reported that the Committee would need to undertake a thorough skills analysis related to Board composition and reappointments and had agreed to reconvene and defer making recommendations to the Board until 11 May.

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**Governors noted that the Governance, Performance & Search Committee would undertake a thorough skills analysis related to Board membership before making any recommendations and, noting Mr Ward's resignation, agreed to Mrs Shipley joining the QA Sixth Form College Committee for the final meeting of the current academic year.**

The Chair of Governors indicated that he would write to Mr Ward to thank him for his service to the Corporation Board.

**BM**

*3.b Honorary Associate Awards Update; and Nomination (tbc):* It was reported that Prof Chris Day, Pro-Vice-Chancellor for the Faculty of Medical Sciences at Newcastle University, who had previously been nominated for the College's Honorary Associate Award, had accepted an invitation to the HE celebration on 30 June to formally receive his award.

The Principal reported that the Committee was proposing Mr Lee Hall, a well-known playwright and alumnus of former Tynemouth College, for an Honorary Associate Award in 2016/17. The Principal explained that he had approached him last year, but he had only wished to accept the award when work commitments were not so demanding so that he could devote time to the College. The Principal was awaiting a response from the nominee, but hoped that he would be able to accept the award on this occasion and would be free to attend the FE Student Awards event on 30 June.

**Governors noted the position regarding Prof Chris Day and approved the nomination of the alumnus of former Tynemouth College as an Honorary Associate.**

Governors received the following items for information only:

*3.c Governance Quality Improvement Plan March Update 2015/16 (amended page 2 tabled)*

*3.d Governor Development and Activity 2015/16 Spring Term*

*3.e Governor Attendance Autumn Term 2015/16*

**4. Corporation Board Minutes and Matters Arising of 10 February 2016, including confidential and restricted minutes**

**The minutes of the meeting of 10 February 2016 were approved as a true record and duly signed by the Chair of Governors.**

Under *Matters Arising, item 3*, it was hoped that the Student Governors would be in a position to provide a verbal report at the next meeting in May.

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*Under item 8, Executive Team Report, confidential section, paragraph 16, Financial Reporting, the Deputy Principal: Finance & Corporate Development reported that she had clarified the question regarding HE Student Loan applications. Following a focus group meeting, some procedures were being changed by the Student Loan Company and the College was changing some of its guidance to students on the timing for completion of the paperwork.*

All other actions were being, or had been, taken forward as agreed or were reported under other items on the agenda.

**5. Correspondence**

A letter from the FE Commissioner dated 18 March 2016 on the subject of Area Reviews which had been issued following distribution of the papers was tabled for information.

**6. Chair's Action (if any) and Verbal Report**

The Chair of Governors reported that Mr Dean Richards, former England & British & Irish Lions rugby union player, had accepted an invitation to speak at the FE Student Awards ceremony on the afternoon of 30 June. He had also invited Lord Lennie of Longsands, former Regional Director of the Labour Party in the North of England who became Deputy Secretary of the Labour Party, to speak at the HE celebration, also on 30 June.

**7. Development of Collaboration with South Tyneside College (Terms of Reference, minutes of 9 February, 29 February and Verbal Report of Meeting of 21 March 2016)**

A separate, confidential minute and a restricted minute were taken of this item.

*Mrs Soni joined the meeting at 5.10 pm.*

**Governors approved the revised terms of reference for the Partnership Working Party as tabled.**

**Governors considered and noted the update on the development of the collaboration with South Tyneside College.**

**8. Executive Team Report**

***Para 4, Political Environment:***

***4.1 Area Reviews Update:*** The Principal reported that the seven Chief Executives of the Local Authorities in the North East sub-region had made a formal request to Government for the North East Area Review to be postponed. The rationale for a postponement was that this would allow a review of other provision and enable the design a holistic system of post-16 education and training.

In the meantime, the College was gathering a vast array of information and data for submission by the end of the month on the basis that the Area Review would commence on 15 April as scheduled. This information would be used during a one-day site visit which was due to take place prior to 22 April and would include discussions with Governors, the Senior Leadership Team and other key members of staff.

***4.2 North East Combined Authority (NECA) Devolution Update:*** Governors were reminded that on 23 October 2015 all members of the North East Combined Authority Leadership Board had signed the North East Devolution Agreement which set out the proposed agreement with Government to move forward with the devolution of funding, powers and responsibilities. The Agreement included a commitment to 'facilitate the full devolution to the Combined Authority of the 19+ adult skills budget, at the latest by 2018, subject to agreement on the readiness to take on these responsibilities'.

A final agreement was conditional on a number of factors which included agreement by local councils to accept the Agreement and therein the appointment of an overarching Mayor for the North East. Over recent months local councils had been consulting with their residents and stakeholders and so far only Newcastle City Council had formally approved the Agreement. The current expectation was that each local council would decide on its position with regard to devolution by the end of March 2016 and, if agreement between the councils was reached, then elections for the NECA Mayor would take place in 2017 and thereafter the commitments detailed within the Agreement would follow. Agreement needed to be reached by tomorrow.

**Para 5, Key Strategic Developments:**

*5.2 North Tyneside Review of Adult Learning:* The Principal reported that North Tyneside Council had postponed its review of Adult Learning and Employment and Skills Services. Discussions had taken place with the Council's Chief Executive and the Cabinet Member with responsibility for Learning and Skills who had confirmed that the review would recommence in the near future and the College would be a key partner in any future developments.

*5.3 Owen Pugh Holdings Ltd:* The Principal reported that North Tyneside Council had delayed the decision to confirm the preferred developer of its Killingworth site in order to accommodate a wider strategic property review. Owen Pugh Holdings Ltd was now looking for another site and consequently the College's plan to co-locate TMC at the company's new headquarters was in doubt. He and the Chair of Governors had a meeting planned with the Chairman of Owen Pugh Holdings Ltd in April to discuss the position and agree a way forward. As an alternative, the College was considering consolidating the TMC campus onto the Coast Road campus.

*5.7 Amec Foster Wheeler Fund Bursary:* The Principal reported that the Amec Foster Wheeler Fund had, through the Community Foundation Tyne & Wear and Northumberland, selected TyneMet Engineering students to be the recipients of three annual bursaries. The bursaries were each to the value of £1,000 targeted to support full-time Engineering students under the age of 21 years who were in need of financial support. TyneMet was the only FE College to be selected for these bursaries, alongside Newcastle University.

*5.8 One Awards Student & Provider Awards Ceremony:* Governors' attention was drawn to the One Awards event held on 11 March when TyneMet had received three awards. (One Awards is the validating agency for the College's Access courses). Ian Carr had received the Outstanding Academic Achievement award, Gemma Cullen the Student Award for Peer Support, and TyneMet had been the recipient of the Outstanding Commitment to the Student Experience Award. Ian Carr had collected his award at the Houses of Parliament yesterday.

**Para 6, Health & Safety Executive Reportable Incidents and Accidents:** The Principal drew attention to a reportable accident which had occurred since the last Board meeting. He explained that the College was reviewing its standard operating procedures to reduce the likelihood of such an accident recurring. He reported that the student's employer was satisfied with the College's handling of the accident and subsequent response.

**Para 8, Key Curriculum Developments:**

*8.1 Feedback on Term 2 Learning Walks:* The Deputy Principal: Curriculum & Business Development drew attention to feedback related to the Governor learning walks that had taken place at the Coast Road Campus and TMC at the end of February. Governors who had participated in the learning walks commented on the challenges that learners specifically undertaking Functional Skills Maths faced and their lack of confidence in the subject. Governors requested more detail about how the College was supporting these specific learners. The Principal reminded Governors that this was a key focus of the Strategic Plan and the Quality Improvement Plan.

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**8.2 Curriculum Model 2016/17:** The Director of Learning Development was well underway with the annual review of the curriculum model, with consideration being given to further digital developments, innovation labs for teaching and learning and implementing a single approach to marking schemes, spelling and grammar codes and developmental feedback through the implementation of a *Dedicated Improvement and Reflection Time* (DIRT) model to achieve greater impact regarding English and maths.

**8.3 Curriculum Developments:**

The Deputy Principal highlighted the following curriculum developments:

**8.3.1 National Apprenticeship Week** had taken place during the week commencing 14 March when the Apprenticeships team had hosted a series of events to showcase the College's work with apprentices.

**8.3.2 Virtual Library Project at TMC:** the virtual library at TMC was almost complete and would be fully activated over the Easter holidays.

**8.3.4 Overseas visit to Denmark:** Queen Alexandra Sixth Form students had visited a college in Denmark as part of an exchange programme established in 2013. The aim of the project was for the students to explore sociological themes and contrasting aspects of British and Danish society.

**8.3.6 Thunder Rugby Partnership:** The College had recently agreed a three year partnership with Thunder Rugby Ltd and would be its exclusive education provider. This partnership would also include delivering the academic programme to the Tier 2 Rugby Football League elite academy based at Kingston Park from September 2016. This development expanded the department's recruitment opportunities and could lead to an expansion into rugby union in the future. It was noted that the Governor visit to the site had been rearranged to 5 May.

**8.3.9 British Science Week** was being celebrated at the QA campus with a series of events and visits linked to the curriculum and career opportunities.

**8.4 STEM Assured Reaccreditation:** Governors noted that the STEM Assured reaccreditation visit was due to take place on 18 April. In response to one Governor's question, the Deputy Principal: Curriculum & Business Development commented that she was confident that the process would go well.

**Para 11, Quality Improvement Plan 2015/16 and Summary Update (Appendix 2 and 2.a)**

The Deputy Principal: Finance & Corporate Development reported she and the Deputy Principal: Curriculum & Business Development had met Mrs Shipley, Lead Governor for Quality, last week to discuss progress in implementing the Quality Improvement Plan. The meeting had been very helpful and a similar meeting would be arranged in the summer term. The following points were highlighted:

- Retention was holding well, with some exceptions – this was the main performance indicator at this point in the year.
- English & Maths were the subject of focussed development and progress was being made although there were still some challenges – this point had been covered in the above discussions around Governor learning walks.

*Dr Cruickshank joined the meeting at 5.50 pm.*

- Best practice was being shared in Teaching, Learning and Assessment
- The new ProMonitor progress tracker was working well – the software enabled progress to be visible centrally and this had been a response to a recommendation made by Ofsted at the last inspection.
- Apprenticeship completions were becoming evident – there would be marginal progress at the year end and the College was compiling a detailed analysis of withdrawals in order to understand the extent to which the reasons for withdrawal were beyond the College's control (e.g. because companies had made their Apprentices redundant).

Mrs Shipley reported that in her meeting with the Deputy Principals the focus had been on areas with recurring issues. She expressed confidence that the Deputy Principals were working to address the issues and that there should be improvements. ProMonitor was a useful tool in monitoring learners' progress and whether they were below, on, or above target. It was noted that there would be a demonstration of ProMonitor as part of the Board's development. Mrs Shipley observed that it would be helpful for the Board to receive further information on progress in learning and action taken in relation to students who had dropped out, along with their destination. This would help the Board understand what impact the College's intervention strategies and policies were having and how the College compared with other providers.

AMC / AK

A query was raised about whether some amber-rated QIP actions shown in the 'Impact' column should in fact be rated 'red' where there was underperformance against anticipated progress, especially given that only four months of the academic year remained. The Deputy Principal: Finance & Corporate Development reminded Governors that the actions had been amber-rated in the last report to the Board and that the arrows showed whether further progress had been made or not.

Governors expressed a wish to have a better understanding of the amount of management time being spent on areas of underperformance in the curriculum and felt that it would be very helpful to have a specific paper with an in-depth analysis of the issues in the curriculum and how they were being tackled. This information could then also allow a debate about efficiency and effectiveness.

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**Governors considered and approved the 2015/16 Quality Improvement Plan Update and requested a report on areas of underperformance for the June Corporation Board meeting.**

*Separate minutes were taken of the following confidential sections of the Executive Team Report.*

***Para 12, Position regarding Staff Pay Award 2015/16:***

**Governors considered the position regarding the staff pay award for 2015/16 and approved the Principal's recommendation.**

***Para 13, Curriculum & Business Development Report:***

*13.4 Approach to Commercial Business Development (Appendix 3)*

**Governors endorsed the proposal presented to the Corporation Board.**

***Para 14, Financial Reporting: Management Accounts to 29 February 2016 (Appendix 4):***

***Governors approved the Management Accounts to 29 February 2016.***

***Para 15, KPI Balanced Scorecard (Appendix 5):***

***Governors approved the KPI Balanced Scorecard to 29 February 2016.***

**9. Consent Agenda**

**Governors approved the following items under the Consent Agenda:**

*9.a Fees Policy 2016/17*

*9.b Meeting Schedule 2016/17*

*9.c Refreshed Corporation Board Standing Orders*

**10. Chair of Audit Committee's Report and Recommendations: Minutes of Meeting of 1 March 2016, incl. confidential Minutes and Committee Chair's Summary**

Governors received the minutes of the Audit Committee meeting of 1 March as well as Committee Chair Mr Seccombe's summary of the meeting. There were no items for approval.

**Governors considered and noted the Chair of the Audit Committee's report from the meeting of 1 March 2016.**

**11. Chair of Queen Alexandra Sixth Form College Committee's report: Verbal report of Meeting of 15 March 2016**

Prof Dunning gave an overview of the QASFC Committee meeting of 15 March. There had been a student presentation of the QA Sixth Form newspaper, *Purple Milk*, as well as the activities of the Student Council. It had been a pleasure to see how articulate and confident the students were.

The Executive Team had been asked to consider how reporting to the Committee could usefully be amended to take on board requests for data related to quality. This was linked to a review of the terms of reference of the Committee and consideration of the reinstatement of the QA Executive Management Committee at the end of the year.

Following a request by one Committee member, the Principal had provided an update on the strategic partnership with South Tyneside College and the forthcoming Area Review. The Committee would welcome an update from the Chair of Governors as and when appropriate.

**Governors noted the verbal report of the QASFC Committee meeting of 15 March 2016.**

**12. Any Other Business**

The Principal reported that Ofsted had announced that it was de-supporting the Data Dashboard. An alternative mechanism was being considered.

**13. Any items to be designated as non-confidential or no longer restricted following this meeting and conversely any items to be designated as restricted/confidential**

To remain confidential:

- All confidential/restricted minutes of meetings
- Item 7, Development of Collaboration with South Tyneside College
- Item 8, Executive Team Report – confidential sections
- Item 10.a, Risk Management Plan Report and February 2015/16 Updates
- Item 14.a, Board Objectives 2014/15 Final Position and Recommendation regarding Senior Post Holder Remuneration for 2015/16
- Item 14.b, Board Objectives 2015/16

To be non-confidential:

- Outcome related to Recommendation regarding Pay Award 2015/16 for Staff

*The Staff Governors and Student Governor left the meeting at 6.50 pm.*

*There followed discussion of a restricted item of business related to item 7.*

*The Principal and Deputy Principals left the meeting at 7.15 pm.*

**14. Vice Chair of Governance, Performance & Search Committee's Report and Recommendations: Confidential / Restricted Minutes of Meeting of 7 March 2016**

14.a Recommendations regarding 2015/16 Pay Award for Senior Post Holders and Company Secretary / Executive Officer (incl. final Update on Board Objectives 2014/15)

*The Company Secretary left the meeting at 7.17 pm.*

14.b Recommendation for Board Objectives 2015/16 to remain unchanged

*A separate, confidential/restricted minute was taken of items 14.a and 14.b.*

**Future meetings and events:**

- **Corporation Board meetings:**
  - **Wednesday, 11 May 2016 at 5.00 pm, Conference Room, Coast Road Campus (4.30 pm Ofsted development session)**
  - **Wednesday, 8 June 2016 at 5.00 pm, Conference Room, Coast Road Campus (additional meeting!)**
- **FE Awards and HE Celebration, afternoon/early evening, Thursday, 30 June 2016, Whitley Bay Playhouse**

The meeting closed at 7.18 pm.

**Automatic Declarations of Interest by Governors and Staff**

Mr Bill Midgley	Thunder Rugby Ltd.
Prof Gary Holmes	University of Sunderland
Cllr Janet Hunter	North Tyneside Council
Dr Adam Langman	John Spence Community High School
Mrs Veena Soni	Gateshead Council
Mr Jon Vincent	John Spence Community High School
Mr Karl Ward	University of York
Mrs Audrey Kingham	Norham High School
Mr Mick Burton	Norham High School