

Present: Mr Bill Midgley (Chair)  
Mrs Sheila Alexander (*until 7.15 pm*)  
Mrs Sarah Bartlett (*until 6.46 pm*)  
Mr Mick Burton (*until 6.46 pm*)  
Dr Graeme Cruickshank (*until 7.29 pm*)  
Prof Mary Dunning  
Mr Bernard Garner  
Prof Gary Holmes  
Cllr Janet Hunter  
Ms Bethney Jamieson (*until 6.40 pm*)  
Mrs Jacqueline Lackenby (*until 6.46 pm*)  
Dr Adam Langman  
Mrs Vivien Shipley  
Mr Jon Vincent (Principal)

In attendance: Mrs Rosamund Moore, Company Secretary  
Mrs Audrey Kingham, Deputy Principal: Curriculum & Business Development

*[The meeting commenced at 5.00 pm.]*

## **ACTION**

### **1. Apologies for Absence**

Apologies for the meeting were recorded for Mr Seccombe and the Deputy Principal: Finance & Corporate Development, also for Mrs Soni.

The Chair of Governors explained the reason for Mr Seccombe's absence and indicated that he would be absent from meetings for a number of weeks.

### **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.

The following Governors declared an interest in item 3 regarding reappointments: Dr Graeme Cruickshank, Prof Mary Dunning, Cllr Janet Hunter, and Mr Bill Midgley.

It was agreed that the Staff and Student Governors would withdraw for a restricted item related to continued discussions from the previous meeting.

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

### **3. Report and Recommendations of Additional Meeting of Governance, Performance & Search Committee Meeting of 1 May 2016**

*Board Composition and Reappointments:* The Chair of Governors reported that the Governance, Performance & Search Committee had considered the vacancy resulting from Mr Ward's resignation and agreed to recommend reducing the size of the Corporation Board by one, to 17 members, rather than filling the vacancy. This was in keeping with a number of discussions that had taken place over the past few months about the size of the Board.

**Governors agreed to reduce the size of the Corporation Board to 17 members with immediate effect.**

It was noted that the Independent Governor vacancy related to the appointment of a head teacher from one of the schools in the QA Sixth Form collaboration was still on hold as previously reported. It was still anticipated that this matter would be taken forward in the autumn term.

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The Committee had considered the position of the Governors whose terms of office would end on 31 July 2016: Dr Cruickshank, Prof Dunning, Cllr Hunter, Mr Midgley, Mr Seccombe and Mrs Soni. All six Governors had expressed a wish to continue as members of TyneMet's Corporation Board for a further term. It was noted that Mr Midgley had abstained from discussion of his request to be reappointed, as had Councillor Hunter. The Committee was recommending the reappointment of all six Governors.

**With Governors abstaining in respect of their own membership, the Board approved the reappointment of the following Governors for a further three-year term of office from 1 August 2016 to 31 July 2019: Dr Cruickshank, Prof Dunning, Cllr Hunter, Mr Midgley, Mr Seccombe and Mrs Soni.**

Governors noted that the Company Secretary would shortly take forward the formal process to appoint a Chair and Vice Chair of Governors. It was anticipated that these appointments would be made at the July meeting for the new academic year.

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The Chair of Governors also highlighted the fact that nominations for the two Student Governor positions for 2016/17 would be sought in September and that over the summer the Principal would seek nominations from the universities for the three HE Associate Members of the QA Sixth Form College Committee.

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#### **4. Corporation Board Minutes and Matters Arising of 23 March 2016, including confidential and restricted minutes**

**The minutes of the meeting of 23 March 2016 were approved as a true record and duly signed by the Chair of Governors.**

*Under Matters Arising, item 8, Executive Team Report, 8.1 Feedback on Term 2 Learning Walks*, the Deputy Principal: Curriculum & Business Development provided information on how the College was supporting learners taking Functional Skills Maths and English or GCSE resits in those subjects. Learners were monitored on a fortnightly basis, staff had undergone a CPD programme and there had been a specific focus to support subject teachers delivering Maths and English. The biggest challenge was convincing some students of the value of continuing these subjects. This was particularly the case for Level 1 and 2 learners, whereas Level 3 learners were more focussed. The Deputy Principal was confident that the impact of the above intervention would bear fruit. Mr Burton confirmed that, from a curriculum perspective, there was more rigour and greater monitoring although he, too, acknowledged the difficulty of persuading some learners about the long-term benefit of improving their Maths and English. Governors who had participated in the Thunder Rugby visit observed that there had been a marked difference in the attitude of learners who were part of the Thunder Rugby partnership compared with some learners they had met on the last Learning Walk. The Deputy Principal observed that this could be attributed to these learners being very much focussed on academic excellence as well as sport. The Board agreed that the Principal should write a letter to Mr Rees and the students thanking them for making this visit such a success.

**JV**

The Chair of Governors commented that it would be beneficial if a further Governor visit could be arranged in the summer term which the Principal agreed to take forward.

**JV**

*Under item 8, Executive Team Report, para 11 Quality Improvement Plan*: Governors noted that the Deputy Principals were due to provide a report to the next Board meeting on quality and standards in the curriculum. There had already been an initial discussion with Mrs Shipley (Lead Governor for Quality) on this matter and a further meeting with her was planned. The report would include data on retention, attendance and predicted success rates for Functional Skills English and Maths. It was noted that the Director of Learning Development would give a presentation on ProMonitor at the next Board meeting also.

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**AMC / AK**

**PR**

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

## 5. Verbal Report by Student Governors

Ms Jamieson reported that the Student Council had decided to set up a LGBT group as a way of empowering students and demonstrating TyneMet's inclusive nature. This group would be mentioned in the next issue of Purple Milk which QA sixth form student Jean-Luke Minchella was currently compiling. The Principal indicated that the College had a link to a very prominent member of the LGBT community and he would be able to facilitate an opportunity for students to meet the individual should they wish to do so.

The Student Council had met the previous week and, pleasingly, there had been very few issues due to the fact that most had been resolved already. The Chair and Vice Chair of Governors had met with the Student Council and felt that it had been a very positive meeting. All concerned commented on how helpful it was to have the Head of Estates, Mrs Bartlett, present at such meetings.

**Governors noted the verbal report presented by the Student Governors.**

## 6. Correspondence

A letter from the Minister of State for Skills, Nick Boles MP, dealing with apprenticeships and Area Reviews had been issued to Chairs and Principals and was included in Governors' papers.

## 7. Chair's Action (if any) and Verbal Report as appropriate

There had been no *Chair's Action* taken since the last meeting.

The Chair of Governors reported that senior staff were undertaking a lot of work in respect of the developments with South Tyneside College and that, once there was something substantive to report, this would be presented to the Corporation Board.

## 8. Executive Team Report

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

*4.1 Department for Education White Paper 'Educational Excellence Everywhere':* The Principal reported that, having published its intention for every school to become an academy by 2020, the Government had announced that it was stepping back from compulsory academy conversion. Nevertheless, there was still a great deal of momentum behind schools becoming academies and they would be forced down this route in two specific cases: (1) where school performance in the area was below standard, and (2) where the number of maintained schools was so low that it was no longer viable for the local authority to provide a service.

*4.2 Department for Education Advice 'Making significant changes to an open academy':* The Principal reported that on 1 March the DfE had issued advice on new Academy sixth forms which set out a number of tests and procedural requirements. As a result, the Principal thought that it was very unlikely that any more sixth forms would be established in the borough.

*4.4 Area Review Update:* The Principal drew attention to the change to the start of the North East Area Review which would commence in September 2016. Notification of the postponement had come one working day after the North East colleges had submitted detailed background information about themselves. Pulling this information together to meet the deadline had necessitated a substantial amount of management time. The following reason had been given for postponing the review: "*Following discussions with the North East Combined Authority (NECA) and representations from local stakeholders the decision has been taken to reschedule the North East Review to Wave 4.*" The Principal highlighted correspondence on the subject between John Widdowson, Chair, Regional Committee of the Association of Colleges, North East, and the FE Commissioner, Sir David Collins. Dr Collins had given assurance that the data supplied by the ten colleges could still be used and would only need to undergo some updating for September.

**Para 5, Key Strategic Developments:**

*5.1 Owen Pugh Holdings Ltd:* Governors' attention was drawn to the Principal's letter of 25 April to Mr Dickson of Owen Pugh Holdings Ltd. which dealt with a potential opportunity to co-locate TMC with the Training Services division of Owen Pugh Holdings Ltd within the borough of North Tyneside, depending on the financial viability of such a move. The Principal indicated that the Chair of Governors and he had visited the site and that the company was happy with the level of commitment that the College could give at this point in time.

*5.3 Skills Funding Agency Analysis of Local Delivery:* The Skills Funding Agency had recently published statistics for the 2014/15 academic year showing the proportion of each provider's non-apprenticeship Adult Skills Budget provision which was delivered in its home local authority and home region. Governors noted that, of the colleges located in the North East sub-region, TyneMet had the highest proportion of its delivery in the region (98.8%) and was the second highest college in terms of delivery in its own local authority (63.0%). This performance exemplified the commitment that TyneMet had made in its Public Value Statement.

**Para 6, Health & Safety Executive Reportable Incidents and Accidents:** The Principal stated that there were no reportable health and safety incidents or accidents to report.

**Para 7, Prevent:** The Principal also informed Governors that there were no *Prevent* incidents to report.

**Para 8, Key Curriculum Developments:**

*8.3 STEM Assured Reaccreditation:* The Deputy Principal: Curriculum & Business Development drew attention to the successful reaccreditation of the College's STEM Assured status following a visit to the College by the New Engineering Foundation in April. The Chair of NEF had described TyneMet as an exemplary STEM college alongside South West College in Northern Ireland which was a fantastic accolade for the College. The College was awaiting the final report which would be circulated to Governors once published.

AK

*8.5 North East Sports Academy Awards 2016:* The 9<sup>th</sup> NESA awards, attended by a number of well-known local sports figures, had been held at the College on 20 April. For the first time, the event had included a NESA Hall of Fame comprising five NESA alumni. The Vice Chair of Governors commented on how well the event had been organised and that it had been a very positive experience for participants. It was noted that if a member of the Board was attending such an event, they should be invited to say a few words in future.

*8.6 Support for Refugees:* The Deputy Principal: Curriculum & Business Development drew attention to the work the College was undertaking with North Tyneside Council and a local charity, *Walking with*, to support refugees with basic English language skills. It was hoped that this would lead to individuals then enrolling on ESOL courses at the College. In response to Governors, the Principal indicated that he would speak with the local charity involved about the College possibly hosting an event to help these refugees settle into the borough.

JV

**Para 9, Equality & Diversity Monitoring Report:** The Deputy Principal: Curriculum & Business Development reported on behalf of the Deputy Principal: Finance & Corporate Development progress to meet equality and diversity objectives.

Specific issues were highlighted and points of clarification given. For example, the issue regarding retention of adult learners on classroom based Group A programmes (Objective 1) related to Access students on Health Care courses who had decided to drop out where they did not gain a university place rather than continuing to accrue further 24+ loan debt. The College target was 92%, with retention currently standing at 89% which was also the national rate.

Objective 2, retention of adult learners on classroom based Group B programmes was, at 91%, 1 percentage point below target and 2 percentage points about 2014/15. Governors noted that the national rate was 91%.

Objective 4 relating to the performance of adult ethnic minority learners, was, at 90%, 1.7 percentage points below target, although 6.9 percentage points above the previous year. It was noted that this group of learners totalled some 130 students and therefore a small drop out could have a significant negative impact on achievement of the target. Governors felt that it would be helpful for future reports to state the numbers involved and also the national average. The Deputy Principal indicated that improvements could be attributed to changes in the way the programme was delivered, i.e. the programme now comprised two qualifications rather than one long qualification.

AMC

Objective 5 related to the implementation of a central reporting system of individual learner progress against target grades in order to identify any differential cohort performance. The performance monitoring report was in use and current reporting would be enhanced in order to identify cohort performance, with all students being monitored fortnightly from September. It was noted that it should be possible to see which students were below, at or above target using this system. Ms Jamieson confirmed that the system was being used for her group and students were aware how they were performing.

Objective 6 related to the differential performance of 16-18 apprentices on intermediate frameworks. It was noted that there was still potential to narrow the gaps as most apprentices completed in June and July.

The Chair of Governors felt it would be helpful for the Board to have a session on equality and diversity in next year's Governor development plan. This would be delivered by the Director of Learning Development. The Company Secretary indicated she would make a note of this request.

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#### **Para 10, Inspections and External Reviews:**

*10.1 Matrix Reaccreditation:* The Principal was pleased to report that the College had successfully retained the Matrix Standard for Independent Advice and Guidance for a further three years. The assessment, which had taken place over two days in mid-April and involved interviews with managers, staff stakeholders and students, had covered the Gateway and School Liaison service. The assessor had commented very positively on the College's personal approach which was highly valued by partners and students alike.

**Para 11, Funding Allocations 2016/17:** The Principal reported that, as expected, the funding allocation from the Education Funding Agency had been reduced to reflect the reduction in student numbers in 2015/16. Despite early concerns, the CSR settlement had maintained a cash protection for Adult non-Apprenticeship funding for next year, halting the previous trend of substantial cuts. The figures in Appendix 4 showed the total allocations from principal funding bodies for 2016/17 resulting in a combined net reduction of circa £400k. In response to Governors' questions, the Principal observed that the College would produce a balanced budget and explained the steps needed to achieve this. Following further discussion and questions, the Deputy Principal confirmed that more than 75% of programmes were delivered via teachers. The Chair of Governors indicated that the Board would need to understand any impact on service delivery when the budget was presented.

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

**Para 15, Financial Reporting: Management Accounts to 31 March 2016 (Appendix 6):**

**Governors approved the Management Accounts to 31 March 2016.**

**Para 15, KPI Balanced Scorecard (Appendix 7):**

*Ms Jamieson left the meeting during this item at 6.40 pm.*

**Governors approved the KPI Balanced Scorecard to 31 March 2016.**

**Governors considered and noted the non-confidential and confidential elements of the Executive Team Report as presented.**

**9. Consent Agenda**

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

*9.a Data Protection Policy, issue 4*

**10. Any Other Business**

None.

**11. Development of Collaboration with South Tyneside College (Draft minutes of 27 April 2016 approved by Chairs of Governors with recommendations incl. revised Terms of Reference( confidential/restricted))**

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

*The two Staff Governors, Mrs Bartlett and Mr Burton, and the Student Governor, Mrs Lackenby, left the meeting at 6.46 pm due to continued discussion of a confidential/restricted item of business from the previous Corporation Board meeting.*

**12. 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 8, Executive Team Report – confidential sections
- Item 11, Development of Collaboration with South Tyneside College

**Future meetings and events:**

- **Corporation Board meetings:**
  - **Wednesday, 8 June 2016 at 5.00 pm, Conference Room, Coast Road Campus (4.30 pm ProMonitor and also Ofsted development sessions)**
  - **Wednesday, 6 July 2015 at 5.00 pm, Conference Room, Coast Road Campus**
- **FE Awards and HE Celebration, afternoon/early evening, Thursday, 30 June 2016, Whitley Bay Playhouse**

The meeting closed at 7.30 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
Mrs Audrey Kingham	Norham High School
Mr Mick Burton	Norham High School