

Present: Mr Bill Midgley (Chair)
Mrs Sheila Alexander (*from 5.16 pm*)
Mrs Sarah Bartlett
Mr Mick Burton
Dr Graeme Cruickshank
Prof Mary Dunning
Mr Bernard Garner
Prof Gary Holmes
Cllr Janet Hunter
Mr Colin Seccombe
Mrs Vivien Shipley
Mr Jon Vincent (Principal)

In attendance: Mrs Rosamund Moore, Company Secretary
Mrs Ann-Marie Crozier, Deputy Principal: Finance & Corp. Development
Mrs Audrey Kingham, Deputy Principal: Curriculum & Business Development

[The meeting commenced at 5.05 pm.]

ACTION

1. Apologies for Absence

Mrs Soni and Dr Langman 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.

There were no declarations of interest made at the meeting.

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

3. Corporation Board Minutes and Matters Arising of 6 July 2016, including confidential and restricted minutes

The minutes of the meeting of 6 July 2016 were approved as a true record and duly signed by the Chair of Governors.

Under Matters Arising, item 6, Corporation Board Minutes, the Principal indicated that a visit to Active Northumberland would be arranged this term. **JV**

Under item 10, Executive Team Report, para 4.1 Area Review Update, the Company Secretary reported that six Governors had confirmed attendance at the 2pm briefing on 14 September.

Under item 13, Chair of QASFC Committee's Report, the Principal indicated that he would be discussing whether the QA Executive felt that the management meeting should be reinstated now that the new academic year had started the new head teacher of Marden High School had commenced his employment. **JV**

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

4. Proposed Changes to Audit Committee Membership 2016/17

The Chair of Governors reported that Mrs Alexander had decided to step down as a member of the Audit Committee due to increased work commitments. This gave rise to a vacancy on the Audit Committee and a new Vice Chair would be needed for 2016/17. As the Audit Committee was scheduled to meet on 15 September, the Chair of Governors proposed that there should be no delay finding a replacement for Mrs Alexander. He proposed that Mrs Bartlett become a member of the Committee and that Dr Langman take on the role of Vice Chair. He confirmed that he had discussed this matter with the Committee Chair and the individual Governors concerned, all of whom supported the proposal.

Governors agreed to Dr Adam Langman's appointment as Vice Chair of the Audit Committee and to Mrs Sarah Bartlett's appointment as a member of the Committee, both for 2016/17.

5. Application of the Seal

The Company Secretary drew Governors' attention to the fact that the Corporation seal had been applied to a ten-year lease between Tyne Metropolitan College as the landlord and North Tyneside Voluntary Organisations Development Agency as the tenant for space at the Queen Alexandra campus from 1 August 2016.

Governors endorsed the application of the seal as outlined.

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

Chair's Action was reported under confidential item 7.

7. Developments with South Tyneside College Update (Approved Minutes of JSG Meeting of 4 July 2016 and draft Minutes of Meeting of 26 July 2016 (confidential))

Separate, confidential minutes were taken of this item.

Mrs Alexander joined the meeting at 5.16 pm.

8. Executive Team Report

The following items were highlighted in the Executive Team Report to the Corporation Board.

Item 4, Political Environment

Item 4.1 Area-based Review Update: The Principal provided an update on Area Reviews, stating that it was anticipated that Martin Swales would chair the first Steering Group meeting on 14 September. A provisional date of 5 October had been set for the site visit to TyneMet and it was expected that meetings would take place with the Chair of Governors and Committee Chairs / Lead Governors for audit, finance and quality.

Item 4.3 Government Consultation on Insolvency Regime for Colleges: Governors' attention was drawn to the government's consultation on proposals to introduce procedures for FE and sixth form colleges in England that become insolvent. Although most colleges had at least 'satisfactory' financial health, a significant minority were rated 'inadequate' on that score. At present, the Further & Higher Education Act 1992 made no provision for the treatment of insolvent colleges and so the proposed insolvency regime was designed to:

- Protect learners from disruption to their courses;
- Help the rehabilitation of the college, where possible;
- Provide an orderly winding up procedure if a college became insolvent.

The proposed procedures were in line with those for companies under the Insolvency Act 1986.

Item 5, Key Strategic Developments

Item 5.1 Relocation of TMC: As previously reported to the July meeting of the Corporation Board, the College had submitted an outline application to the North East Local Enterprise Partnership for Round 3 Local Growth Fund (LGF) capital monies to support the wish to relocate TMC. The application had been very positively received by NELEP and was one of only two college capital projects to be highlighted by NELEP as key illustrative projects in their submission to the government for LGF monies.

Item 5.2 Appointment of new Vice Chancellor at Newcastle University: The Principal reported that Prof Chris Day (an Honorary Associate of TyneMet) had been appointed as the new Vice Chancellor of Newcastle University.

Item 5.4 Acquisition of Engineering Training Centre North East by TDR Training: The Principal highlighted the fact that TDR Training and British Engines had formally announced that they had entered into an agreement with the aim of TDR Training acquiring the Engineering Training Centre North East (ETC), subject to due diligence, regulatory clearances and consultation. It was the intention of British Engines to transfer the assets of ETC to TDR for a nominal sum in order to secure continuity of delivery by the end of summer 2016. Both ETC and TDR Training were longstanding partners of the College. A service level agreement was in place with ETC for 2016/17 and, having received reassurances, the College did not foresee any significant changes to this provision in 2016/17. The College did not currently envisage being a sub-contractor of TDR Training in 2016/17 and had plans in place with another local training provider to attempt to mitigate the impact of this situation.

Item 6, Proposed Balanced Scorecard Format (Annex 2)

The Principal presented the proposed new format for the Balanced Scorecard as had been requested by the Corporation Board in July 2016. The proposed format was intended to provide the Board with greater clarity on the College's performance at a headline level in comparison to prior performance, College targets and, where available, external benchmarks.

Governors approved the new format of the Balanced Scorecard.

Item 7 Health & Safety Executive Reportable Incidents and Accidents: The Principal reported that there had been no further reportable health and safety incidents or accidents since the last incident reported to the Board in March 2016.

Item 8, Prevent: The Principal reported that there had been no Prevent incidents since that reported to the Board in October 2015.

Item 9, Key Curriculum & Business Developments:

9.1 Newcastle Falcons Sports Coaching Partnership: The Deputy Principal: Curriculum & Business Development reported that following a very successful start to the Newcastle Thunder (Rugby League) partnership, work was well underway to extend the links and work with Newcastle Falcons (Rugby Union). In the first instance this work had led to a coaching partnership with the College's North East Sports Academy whereby the coaches at Falcons would undertake coaching for the Rugby Academy from September 2016. Further opportunities were being explored to mirror the Thunder Academy from September 2017, based at Kingston Park.

9.2 North Tyneside Business Networking at TyneMet: It was reported that the Head of Business and Commercial Development had established a fortnightly networking base at the College for North Tyneside Business Forum. It was anticipated that a minimum of 12 local businesses would attend the regular event. The College would use these meetings as a way of identifying opportunities to support businesses with funded and full-cost training as well as an avenue for signing up new Business Ambassadors.

9.3 Apprenticeship Level Events: The Deputy Principal: Curriculum & Business Development reported that the Head of Apprenticeships would be hosting two events, one based at TyneMet for north of the Tyne employers and one based at South Tyneside College for south of the Tyne employers. These events would provide information and guidance to employers regarding the Apprenticeship levy changes and to offer a service to manage the Apprenticeship levy process on behalf of employers by the College's team. The Head of Apprenticeships was sharing best practice with South Tyneside College where an in-house Apprenticeship team was being established.

9.4 A Level Results Headlines: Governors received headline results for this year's A levels and AS levels. Queen Alexandra Sixth Form had maintained the predicted headline pass rate for A levels. Of the 24 subjects, 19 had achieved 100% pass rate. Regarding the A2 students 94% were progressing to university and 100% of the A2 students had positive destinations which included employment and Apprenticeships. The Creative Studios (Art and Design) A levels achieved 100% pass rate in all subjects. Within A2 subjects there was some variation to the predicted grades and this would form a key line of improvement for 2016/17. Both of the two Oxbridge candidates had achieved 3 A* grades and consequently had secured their place at Jesus College, Cambridge.

AS levels in 2015/16 had been a combination of the existing modular programmes and the new linear programmes. The performance at AS level was broadly in line with the previous year's performance however there was still too much inconsistency. Subjects which underperformed last year had improved and previously better performing subjects had declined in some cases despite focused attention. The new 3 A level model in place for 2016/17 and the introduction of fortnightly subject reviews where performance was not to the required standard were expected to impact positively upon performance. The Chair of Governors reported that he had written to the Head of Sixth Form to congratulate him and the team on the results.

Item 10, Student Disciplinary Procedure, issue 6 (Annex 3)

Governors' attention was drawn to the revised Student Disciplinary Procedure, issue 6 which had been updated to clarify that informal at-risk monitoring meetings with students with poor attendance or minor behaviour infringements could lead to formal disciplinary proceedings being instigated.

Governors approved the revised Student Disciplinary Procedure, issue 6.

Item 11, Quality Improvement Plan 2016/17 (Annex 4)

The Deputy Principal: Finance & Corporate Development presented the Quality Improvement Plan (QIP) for 2016/17 and commented that this was the first time that Governors had received the QIP this early in the academic year. The QIP included an early August update where action had already been taken. Other actions had later deadlines and so the column was still blank at this point. The Board would receive regular updates. All issues were cross-referenced to the Ofsted inspection report. The Deputy Principal clarified that none of the Corporate QIPs had highlighted any issues that needed including in the College QIP.

**Agenda
12 Oct.**

One Governor asked for consideration to be given to making the RAG column 'red' if no action had been taken, moving to amber and green as the action was implemented. The Deputy Principal: Finance & Corporate Development was asked to consider this point.

AMC

Governors approved the Quality Improvement Plan 2016/17.

Item 12, Learner Recruitment 2016/17

A separate, confidential minute was taken of this item.

Governors considered and noted the report on Learner Recruitment 2016/17.

Item 13, Financial Reporting: Management Accounts to 30 June 2016

A separate, confidential minute was taken of this item.

Governors approved the Management Accounts to 30 June 2016.

9. Consent Agenda

Governors approved the Freedom of Information Policy, issue 4 under the Consent Agenda.

10. Any Other Business:

None.

11. Appeals Committee

The Chair of Governors reported that an Appeals Committee of Governors had met yesterday and would confirm its decision on the matter with the individual concerned within the next five days in accordance with the Procedures on Redeployment, Retraining and Redundancy.

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 7, Developments with South Tyneside College
- Item 8, Executive Team Report – confidential sections

Future meetings and events:

- **Corporation Board meeting:**
 - **Wednesday, 12 October 2016 at 6.00 pm, Conference Room, Coast Road Campus (5.30 pm potential development session)**
- **Strategic Planning & Development Event, Wednesday, 5 October 2016, at 4.00 pm, Conference Room, Coast Road Campus (tbc due to Area Review site visit)**

The meeting closed at 6.45 pm.

Automatic Declarations of Interest by Governors and Staff

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