

Minutes of the Meeting of the Corporation of Tyne Metropolitan College held at 5.00 pm on Wednesday, 12 October 2016 in the Conference Room, Coast Road Campus

Present: Mr Bill Midgley (Chair)
Mrs Sheila Alexander (*until 7.10 pm*)
Mrs Sarah Bartlett (*until 7.50 pm*)
Mr Mick Burton (*until 7.50 pm*)
Dr Graeme Cruickshank
Prof Mary Dunning (*from 6.30 pm*)
Mr Bernard Garner
Prof Gary Holmes
Cllr Janet Hunter
Dr Adam Langman (*from 6.15 pm*)
Mr Colin Seccombe
Ms Vivien Shipley
Mr Jon Vincent (Principal) (*until 8.00 pm*)

In attendance: Mrs Rosamund Moore, Company Secretary
Mrs Ann-Marie Crozier, Deputy Principal: Finance & Corp. Development (*until 8.00 pm*)
Mrs Audrey Kingham, Deputy Principal: Curriculum & Bus. Development (*until 8.00 pm*)
Mrs Pam Robertson, Director of Learning Development (*until 6.15 pm*)
Mr Derrick Jones, KPMG (*until 7.50 pm*)
Mr John Tomlinson, KPMG (*until 7.50 pm*)

[The meeting commenced at 6.00 pm.]

ACTION

The Chair of Governors welcomed Mr Derrick Jones and Mr John Tomlinson from KPMG to the meeting.

Item taken out of order:

4. Annual Safeguarding and Health & Safety Report 2015/16

The Director of Learning Development presented the Annual Safeguarding and Health & Safety Report 2015/16. For 2015/16 the number of Safeguarding referrals was comparable with the previous year. The report also included statistics about accidents by department and broken down between staff, learners and visitors. Incidents by department and type were also included.

Safeguarding policies had been reviewed in light of statutory changes to Safeguarding which came into effect on 5 September (Keeping Children Safe in Education). Current policies continued to ensure full legislative compliance and the new guidance had been integrated into induction training for new staff and the tutorial programme for students. Departmental Safeguarding briefings would also be provided for all current staff.

Safeguarding and promoting the welfare of students was a key focus in order to identify concerns at an early stage so that students could be supported appropriately. Most of the concerns were dealt with internally, but the College had good links to outside agencies and was represented on the Local Safeguarding Children Board and a number of its committees.

Prevent and British Values had been a key focus of the June Ofsted inspection. Governors were reminded that Ofsted had judged Safeguarding to be effective and that there was good evidence of British Values being embedded in curriculum delivery. The College had taken on board Ofsted's feedback about students not always being able to sufficiently articulate the risks of radicalisation or extremism. This was now a focus for Pastoral, Performance and Progression tutors. The Chair of Governors asked for updates through the Executive Team Report on Safeguarding to ensure the Board was fully informed about progress. The Deputy Principal: Finance & Corporate Development indicated that this would be tracked through the College Quality Improvement Plan and fully reported to the Board.

Regarding the management of challenging behaviour, staff training had taken place in March and July 2016.

The Director of Learning Development provided statistics on accidents, dangerous occurrences and HSE reportable accidents for 2015/16. The number of accident reports had risen in the summer term, reflecting the increase in sports activities and outdoor trips in unfamiliar surroundings. Further analysis of incidents in Engineering was taking place and would be presented to the next cross-college Safeguarding Committee meeting. In response to Governors' questions, the Director of Learning Development confirmed that the increase in accidents in the summer term was largely due to Foundation students' activities in the sports hall. It was suggested that the designated Safeguarding Governor, Cllr Hunter, attend the next Safeguarding Committee meeting. The Director of Learning Development also highlighted a webinar on Safeguarding which it might be useful for Cllr Hunter to participate in. The Company Secretary would provide Cllr Hunter with the date.

RMM

In response to one Governor's question, the Director confirmed that she was not concerned about the accident statistics although she recognised that there was work to be done in this regard.

Dr Langman arrived at 6.15 pm and the Director of Learning left at the same time.

1. Apologies for Absence

None.

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 for item 3.e, the Principal, Deputy Principals, Staff Governors and KPMG representatives would withdraw from the meeting. It was agreed that the Company Secretary would not be required to withdraw for this item.

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

3. Chair of Governance, Performance & Search Committee's Report and Recommendations: Verbal Report of the of Meeting of 11 October 2016

a. Governor Vacancies and Board Composition:

The Chair of Governors reported that the Committee had considered the best approach regarding the Independent Governor vacancy. Over the past few years, this position had been set aside for a head teacher from one of the QASFC partner schools on a rotating basis. However, due to interim arrangements at two of the three schools, the Board had decided not to fill the position last year. In the current context of developing a merger proposal with South Tyneside College, the Committee felt it was best not to fill this vacancy and therefore the Committee was recommending a reduction in the size of the Corporation Board. Once the governance structure for the merged college had been fully developed, further consideration could be given to appointments to the main Board and its Committees/local Boards. In due course, a review of the QASFC collaborative statement and QASFC Committee terms of reference could also be undertaken.

Governors approved the recommendation of the Governance, Performance & Search Committee not to fill the Independent Governor vacancy and therefore to reduce the size of the Corporation Board by one to 16 Members.

The Company Secretary reported that nominations from the two branches of the Student Council would be available shortly and the Student Governors would be able to join the Board in December.

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- b. **Honorary Associate Scheme Nomination:**
The Principal reported that the Committee had considered his recommendation to confer an Honorary Associate award on Professor Paul Croney, former student of the College from the 1980s and now Vice Chancellor of Teesside University.

Governors agreed to confer an Honorary Associate award on Professor Paul Croney.

The Principal indicated that he would contact Prof Croney following the meeting to identify a date when the College could make the award.

JV

- c. **Governance Self-Assessment Report 2015/16, Quality Improvement Plan 2016/17 (incl. Self-Assessment Questionnaire):**

The Chair of Governors reported that the Committee had deliberated long and hard on the self-assessment of governance and was recommending a grade 2 (good) for governance in 2015/16. Despite governance being very strong, it could not be regarded as 'outstanding' as the College itself was not Ofsted 'outstanding' nor was its financial health score 'outstanding'.

Governors approved the Governance Self-Assessment Report 2015/16 which was graded 2 and the Quality Improvement Plan 2016/17.

The Quality Improvement Plan would be monitored throughout the year in the usual manner.

- d. **Governor Development Plan 2016/17:**
The Chair of Governors sought Governors' approval of the Governor Development Plan for the current academic year.

Governors approved the Governor Development Plan for 2016/17.

- e. **Item taken at end of meeting:**
Matters related to Senior Post Holders, incl. 2016/17 Board Objectives and any Follow-up from Special Corporation Board Meeting of 5 October 2016:

A separate, confidential/restricted minute was taken of this item.

Governors received for information only:

- f. **Governor Attendance Summer Term and Overall 2015/16**

5. Corporation Board Minutes and Matters Arising of the Meeting of 7 September 2016 including confidential Minutes

The minutes of the meeting of 7 September 2016 were approved as a true record and duly signed by the Chair of Governors.

Under *Matters Arising, item 3*, the Principal indicated that a visit to Active Northumberland had been arranged for Wednesday, 2 November.

Under *Matters Arising, item 3*, the Principal reported that he was discussing the merits of reinstating the QASFC Executive meetings with the head teachers and that Marden High School's new head teacher was very positive about the QASFC partnership.

Under *Matters Arising, item 8, Executive Team Report, Key Strategic Developments*, the Principal responded to a question regarding Engineering Training Centre North East (ETC) and TDR and discussions with EEF.

Under *Matters Arising, item 11*, the Chair of Governors explained that, following discussion, the Committee had agreed it was best not to change the RAG-rating system used in the Quality Improvement Plan in order for it to remain consistent with other RAG-rated reports.

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

Prof Dunning joined the meeting at 6.30 pm.

6. Executive Team Report

4. Political Environment:

4.1 Area Based Reviews: The Principal provided information about FE Commissioner/Deputy Commissioner appointments which had yet to be announced officially.

With regard to the Area-based Review (ABR) for the North East sub-region, the Principal outlined the various meetings that had taken place or were planned over the next couple of weeks. The College had received a site visit on 5 October. As well as meeting a group of Governors, the ABR team had met with the Senior Leadership Team and a group of staff. As a consequence of the merger announcement, the ABR team had considered the post-merger curriculum plans with representatives from both TyneMet and South Tyneside College.

On 6 October, the Principal and Deputy Principal: Curriculum & Business Development had attended an ABR College Curriculum Workshop and this afternoon the Chair of Governors and he had participated in the second ABR Steering Group meeting. In addition, the ABR team had organised separate roundtable meetings with students from the sub-region and also with Trade Union representatives. The Chair of Governors and he also planned to meet the Deputy FE Commissioner, Cindy Rampersaud, on 25 October to discuss the College's position and options.

4.4 Devolution: The Principal provided an update on devolution in the North East. The North East Leadership Board had decided in September not to proceed with the statutory consultation on governance which was required to cement the North East Devolution Deal. This had led to the Communities Secretary, Sajid Javid, withdrawing the opportunity for devolution in the region. Nevertheless, the government had made it clear that there would be an opportunity for devolution for local authorities in the sub-region who wished to proceed, albeit on a different timescale. Media coverage suggested that Newcastle City Council, North Tyneside Council and Northumberland County Council were considering this option.

Notwithstanding the collapse of devolution, the North East Combined Authority continued to exist as a legal entity with statutory duties for strategic transport, regeneration/economic development, and employment and skills. The North East Local Enterprise Partnership also continued to have legal responsibilities for the implementation of key aspects of government policy within the sub-region.

5. Key Strategic Developments:

5.1 Annual Renewal of Home Office International Student Licence: The Principal reported that it was time to renew the College's Tier 4 international student licence which was in place for the purposes of recruiting students from abroad. The College no longer had plans to recruit international students and therefore did not wish to maintain the licence. This was particularly due to the fact that under the conditions of the licence the College was required to sustain systems which might be subject to external inspection by the Home Office despite not having any international students. It was noted that South Tyneside College had a Tier 4 licence which could be used across all campuses upon merger.

Governors agreed not to renew TyneMet's Tier 4 international student licence.

6. Balanced Scorecard – Targets

The Principal presented the Balanced Scorecard targets for 2016/17.

Governors approved the targets for 2016/17 as set out in the Balanced Scorecard.

7. Health & Safety Executive Reportable Incidents & Accidents: The Principal reported that there had been no HSE reportable incidents since the incident in March 2016 which had been reported to the Corporation Board on 23 March 2016.

8. Prevent: The Principal reported that there had been no Prevent incidents requiring a multi-agency strategy meeting to be convened since that reported to the Board in October 2015.

9. Key Curriculum & Business Developments:

9.1 Danish Student Exchange Programme: The Deputy Principal: Curriculum & Business Development highlighted the recent visit by Danish students and teachers to the QA Sixth Form. The Chair of Governors asked for details of such visits to be circulated to the Board in future so that Governors could have some involvement.

9.5 ShowBIZ Event: TyneMet had hosted the North Tyneside Business Forum's autumn ShowBiz event held at the Coast Road campus, with 123 local businesses participating. The Chair of Governors had welcomed the business representatives to the event which had been important in raising the College's profile. TyneMet would host a second event in March 2017.

9.7 Extending the Science Expressway Model and broadening our STEM Capacity: The Deputy Principal: Curriculum & Business Development reported on the Science Expressways project which was in the last year of operation. The project had had a positive impact on Key Stage 4 pupils who had been encouraged to consider a career in Science and who were not expected to achieve top grades in GCSEs. The project had been extended to include Science of Art in the Creative Studios, with workshops on digital creative media being offered in February 2017

10. Learning Walk Programme for Governors 2016/17: The Deputy Principal: Curriculum & Business Development drew attention to the Learning Walks which were planned for each term in 2016/17, as well as Work Scrutiny meetings to which Governors were invited. Autumn term dates were as follows: the Learning Walk 24 November, 10-11.30am at the Coast Road campus, and the Work Scrutiny day: 9 December. Work Scrutiny days, which the College had learned about from the schools, would focus on developmental feedback to students. Invitations would be issued to Governors by email very shortly.

AK /
RMM

The Chair of Governors encouraged Board Members to attend the Learning Walks and Work Scrutiny days as these were important opportunities for Governors to gain a better understanding of the learning experience at TyneMet.

Governors noted the Learning Walk Programme for Governors and also the Work Scrutiny days planned for 2016/17.

11. Quality Monitoring Report:

11.1 Lesson Observations: The Deputy Principal: Finance & Corporate Development highlighted the final Teaching & Learning & Assessment observation profile for 2015/16. All grades were within the report, including those which were followed by an improved grade for a particular member of staff.

For 2016/17, the arrangements for observation had been refined further and were now referred to as *Observation for Learner Progress* in order to reinforce the fact that the focus of the judgement was on the learning taking place in the session rather than the performance of the member of staff. The process was now managed by the Head of Learning Innovation with support from the Staff Development Officer, thereby embedding links with the Innovation and improvement Practitioner (IIP) team and cross-college CPD training.

Governors noted the overall improvement in the lesson observation profile for 'good or better' judgements (79%), but queried the reduction in lessons judged to be 'outstanding'. The Deputy Principal: Finance & Corporate Development responded that in 2014/15 observations had been carried out on a smaller cohort of staff in an attempt to increase the 'outstanding' profile. It had been shown that, with additional support, a greater proportion of staff could achieve an 'outstanding' grade, however without this support the profile for 2015/16 had reverted to the 2013/14 level.

Confidential items within the Executive Team Report:

12. Curriculum & Business Development Report – Quality and Curriculum

A separate, confidential minute was taken of this item.

Governors noted the report on quality and curriculum provided by the Deputy Principal: Curriculum & Business Development.

13. Learner Enrolment 2016/17

A separate, confidential minute was taken of this item.

Governors noted the report on Learner Enrolment 2016/17.

14. Financial Reporting – Management Accounts to 31 July 2016 (Appendix 2)

A separate, confidential minute was taken of this item.

Mrs Alexander left the meeting during the course of this item at 7.10 pm.

Governors approved the Management Accounts to 31 July 2016.

Governors considered and noted the non-confidential and confidential sections of the Executive Team Report.

7. Developments with South Tyneside College

A separate, confidential minute was taken of this item.

KPMG representatives provided an update regarding the development of a merger proposal with South Tyneside College.

8. Chair's Verbal Report including Correspondence (if any)

The Chair of Governors provided an update on the Area-based Review, indicating that the meeting of the Finance Directors had been brought forward to November and that there would be robust scrutiny of financial forecasts and growth projections at that time. A meeting had been arranged so that the College could present information about the merger proposal to North Tyneside Council's Cabinet and also to the Children, Education & Skills Committee regarding merger proposal on 17 October.

There was no correspondence to report on this occasion.

9. Chair's Action (if any)

None.

10. Chair of Audit Committee's Report and Recommendations: Minutes of meeting of 15 September 2016 and Committee Chair's Summary

Governors noted the minutes of the Audit Committee meeting of the 15 September 2016 and the Committee Chair's summary.

The Chair of the Audit Committee highlighted the following:

- a. **Annual Internal Audit Report 2015/16:** The Committee Chair reported that the Annual Internal Audit Report was unqualified and the Board could take considerable comfort from this outcome. The Chair of Governors asked the Deputy Principal: Finance & Corporate Development to thank all the staff who had helped the College to achieve an unqualified report.

AMC

Governors approved the Annual Internal Audit Report 2015/16.

- b. **2016/17 Risk Management Plan, incl. Corporation Board Assurance Map:** The Committee Chair sought the Board's approval of the Risk Management Plan for 2016/17. The Committee had asked for the Merger Risk Register to be appended to the College's Risk Management Plan in order to ensure that the Audit Committee had a complete picture of risk.

Governors approved the 2016/17 Risk Management Plan, incl. Corporation Board Assurance Map.

11. Consent Agenda

Under the Consent Agenda Governors approved the following corporate document updates:

- a. **Prevent Policy, issue 2**
- b. **Safeguarding Policy, issue 7**
- c. **Safeguarding Children Policy, issue 13**
- d. **Safeguarding Vulnerable Adults Policy, issue 10**
- e. **Financial Regulations, October 2016 Update**

12. Any Other Business

None.

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 3.e, Restricted item related to Senior Post Holders: Performance Reviews and 2016/17 Board Objectives
- Item 6, Executive Teams Report – confidential sections
- Item 7, Developments with South Tyneside College
- Item 8, Chair's Report (verbal) ???
- Item 10.b, Risk Management Plan 2016/17, incl. Corporation Board Assurance Map

To be made non-confidential:

- No items

Future Corporation Board meetings:

Corporation Board Meetings:

- **Wednesday, 14 December 2016, at 5.00 pm, Conference Room, Coast Road Campus (preceded by presentation by Skills Funding Agency?)**

At 7.50 pm the Staff Governors and KPMG representatives left the meeting.

3. e. Matters related to Senior Post Holders, incl. 2016/17 Board Objectives and any Follow-up from Special Corporation Board Meeting of 5 October 2016:

A separate, confidential/restricted minute was taken of this item.

At 8.00 pm the Principal, Deputy Principal: Finance & Corporate Development, and Deputy Principal: Curriculum & Business Development left the meeting.

The Board continued discussion of this item, recorded in a confidential/restricted minute.

The meeting closed at 8.20 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