

Present: Mr Bill Midgley (Chair)  
Mrs Sheila Alexander (*from 5.27 pm*)  
Mrs Sarah Bartlett  
Mr Mick Burton  
Dr Graeme Cruickshank  
Mr Bernard Garner  
Ms Charlotte Hamilton  
Ms Beverly Held  
Prof Gary Holmes  
Cllr Janet Hunter  
Dr Adam Langman  
Mr Colin Seccombe  
Mrs Veena Soni

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 5.00 pm.]*

## **ACTION**

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

Apologies had been received from Mrs Shipley and Prof Dunning.

### **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.

Cllr Hunter, Dr Langman and Mr Seccombe declared an interest in item 3.b and would each abstain from the decision-making in respect of their own appointment.

The Staff Governors declared an interest in item 7.d but would not need to withdraw as these were matters affecting staff in general and not them specifically.

The Deputy Principals and Company Secretary declared an interest in item 12.a but no withdrawals would be required on this occasion.

There were no other declarations of interest made at the meeting.

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

### **3. Minutes of Governance, Performance & Search Committee Meeting of 14 December 2016 and Verbal Report of Meeting of 22 March 2017**

Governors noted the Committee minutes of 14 December and the Chair of Governors asked Governors to approve the following items which had been discussed at today's Committee meeting.

- a. **QASFC Committee Associate Member:** Northumbria University had nominated Gilly Gosling-Bell, Undergraduate Marketing Manager, to join the Queen Alexandra Sixth Form College Committee as an Associate Member.

**Governors endorsed the nomination of Ms Gilly Gosling-Bell as an Associate Member of the Queen Alexandra Sixth Form College Committee from 22 March 2017 until 31 July 2019.**

- b. Honorary Fellow Nominations:** The Chair of Governors reported that the Committee had agreed the nomination of four longstanding Governors for an Honorary Fellow award. Given the impending dissolution of Tyne Metropolitan College Corporation at the end of July, the Chair of Governors had wanted to consider this matter now.

**With individual Governors abstaining as appropriate, the Board approved the nomination of Prof Dunning, Councillor Hunter, Dr Langman and Mr Seccombe as Honorary Fellows of Tyne Metropolitan College in recognition of their longstanding service and contribution to the work of the Corporation.**

The intention was to present these awards formally on 12 July at a farewell celebration for Board members following the final Board meeting. Governors were asked to note the details of this event.

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- c. Board Appointment:** The Chair of Governors raised an additional item of business related to TyneMet Board's composition and consequently to the proposed membership of the Shadow Board for the merged College. The Merger Committee's recommendation was to create a Shadow Board comprising eight Governors from South Tyneside College's current Board and six Governors from TyneMet's Board. These Governors would then form the membership of the merged College Board from 1 August 2017.

Only five TyneMet Governors had expressed an interest joining the merged College Board and the Chair of Governors had discussed the appointment of a new Governor to TyneMet's Board with the Chair of South Tyneside College as a solution. On Monday, a meeting had taken place between the Chair of Governors, the Deputy Principal: Curriculum & Business Development and Mr Martin Hottass, General Manager, Siemens Professional Education, with whom the College had had longstanding business relationship. Today, the Governance, Performance & Search Committee had considered Mr Hottass' keen interest in becoming a TyneMet Governor with a view to him joining the Shadow Board and then the merged College Board. The Chair of Governors read extracts from Mr Hottass' CV and asked the Board to approve his appointment.

**Governors fully supported the Committee's recommendation and approved the appointment of Mr Martin Hottass as an Independent Governor of Tyne Metropolitan College Corporation, with his first term of office from 22 March 2017 to 31 July 2020 transferred to the merged College.**

The Company Secretary would arrange an induction meeting with Mr Hottass once the Chair of Governors had informed him of the Board's decision. This would take TyneMet Board's membership to 16, with a quorum of seven.

**RMM /  
BM**

**Information only items:**

**Governors received for information the following:**

- d. Governance Quality Improvement Plan 2016/17 Update**
  - e. Governor Development and Activity 2016/17 Spring Term**
  - f. Governor Attendance Autumn Term 2016/17**
- 4. Corporation Board Minutes and Matters Arising of 8 February 2017, including confidential and restricted minutes**

**The minutes of the meeting of 8 February 2017 were approved as a true record and duly signed by the Chair of Governors.**

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

**5. Correspondence**

Governors noted the item of correspondence from the Chair of Governors to North Tyneside Council dated 2 March 2017.

**6. Chair's Action and Chair's Report**

No Chair's Action had been taken since the last meeting and there were no specific items under *Chair's Report* at this meeting, all matters being covered in other items on the agenda.

**7. Merger Developments with South Tyneside College Update (Draft Minutes of Merger Committee Meeting of 30 January 2017 and Verbal Report of Meeting of 20 March 2017 (confidential))**

Separate, confidential minutes were taken of this item.

**8. Executive Team Report**

The Executive Team Report to the Corporation Board included the following items.

***Item 4, Political Environment:***

*4.1 Spring Budget:* The Deputy Principal: Finance & Corporate Development reported that the Budget included a new funding package for the proposed technical education pathways, now described as *T Levels*. The Chancellor had reinforced that *T Levels* were a key priority of the government's Industrial Strategy and confirmed funding of £500 million a year when they became fully operational in 2022. This would hopefully mean more funding for colleges, although the detail was still to be confirmed.

The Department for Education intended inviting expressions of interest to set up Institutes of Technology (IoT) in May 2017. It had been confirmed that there would be £170 million in capital funding over three years for IoTs, but it was still unclear what part Further Education would play and IoTs might be geared more to the HE sector. Nevertheless, FE colleges were being encouraged to bid for funding. Disappointingly, maintenance loans for Level 4 and 5 courses, which would be available for students in IoTs, would not be extended to students on similar courses in FE colleges.

The government was still looking for substantial savings to meet efficiency targets and this might present an opportunity to initiate a review of school sixth forms.

***Item 6, Health & Safety Executive Reportable Incidents and Accidents:*** The report confirmed that there had been no reportable health and safety incidents or accidents since the incident of 7 March 2016 which had been reported to the Board on 23 March 2016.

***Item 7, Prevent:*** The report confirmed that there had been no incidents requiring the convening of a multi-agency meeting in accordance with the College's statutory responsibilities since that which had been reported to the Board in October 2015.

***Item 7, Key Curriculum Developments:***

*7.1 Get up and Go Apprenticeship Week:* The Deputy Principal: Curriculum & Business Development commented that Apprenticeship Week had given the College a great opportunity to promote the offer. The team had worked really hard and had handled many enquiries and applications.

*7.3 Newcastle Falcons Rugby Academy:* The Deputy Principal: Curriculum & Business Development reported that the College was aiming for between 16 and 18 enrolments for the first cohort of Rugby Academy students.

**: C Item 8, Quality Monitoring:**

*8.1 Attendance (Appendix 1):* The Deputy Principal: Curriculum & Business Development provided an update on attendance which was a key focus for managers and their teams. Overall, improvements were evident in February 2017, although 16-18 learners' attendance for GCSE maths was lower than for their main programme. At risk learners were monitored very closely and appropriate action taken where necessary.

*8.2 Retention (Appendix 2):* The Deputy Principal: Curriculum & Business Development referred to Appendix 2 which showed retention rates across all programmes. The retention rate remained ahead of the same point in the previous academic year. Fortnightly monitoring with Heads of Department and Course Leaders was continuing. The Deputy Principal drew particular attention to retention in respect of Access to HE, Certificate provision, other non-regulated provision, and Apprenticeships. Changes to the curriculum model for ESOL showed signs of having a positive impact. In response to one Governor's question, it was confirmed that TyneMet and South Tyneside College had similar pastoral support teams and that there were no proposals to reduce support for learners in the 2017/18 curriculum plan.

*8.3 Updates on National Qualification Achievement Rates:* The Deputy Principal: Curriculum & Business Development reported that the College had been asked to check data pertaining to TyneMet's own achievement rates, but that the national rates for 2015/16 were not yet available. As soon as they were published, the College would use the 2015/16 rates in management and Board reports to benchmark TyneMet's current performance.

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A discussion followed regarding students receiving unconditional offers from certain universities and the Deputy Principal: Curriculum & Business Development acknowledged that this posed a risk to the College's high grades at A level and that such offers could lead to some students coasting and then failing their exams. It was noted that the University of Sunderland was not one of the universities making unconditional offers. The Deputy Principal observed that the College engaged with parents to try to counter such practices.

*12.5 Financial Regulations – Update:* The Deputy Principal: Finance & Corporate Development proposed changes to paragraph 20.5 of the Financial Regulations which set out the responsibilities of budget holders in respect of the College's tendering procedures.

**Governors approved the changes to the Financial Regulations as set out in section 12.5 of the Executive Team report.**

***Separate, confidential minutes were taken of the confidential sections of the Executive Team Report, with approvals given where required.***

***Item 11, Subcontracting Arrangements: (Appendix 3)***

A separate, confidential minute was taken of this item.

**Governors considered subcontract performance for 2016/17 to date and approved the subcontract extension as set out in the Executive Team Report.**

***12.4 Management Accounts (Appendix 5)***

*A separate, confidential minute was taken of this item.*

**Governors approved the February 2017 management accounts.**

***13, KPI Balanced Scorecard (Appendix 6):***

A separate, confidential minute was taken of this item.

**Governors approved the KPI Balanced Scorecard as at 31 January 2017.**

**9. Chair of Audit Committee's Report and Recommendations: Minutes of Meeting of 7 March 2017, incl. confidential/restricted Minutes and Committee Chair's Summary**

The Committee Chair highlighted the main points from the Audit Committee meeting of 7 March 2017. The Committee had considered one internal audit report on Health & Safety which had received a 'satisfactory' rating. There were ongoing discussions with KPMG as to which reviews would be appropriate for the remainder of the year in recognition of the impending merger. KPMG was unlikely to utilise the full 35 days within the budget for this year's internal audit programme and there would be a commensurate cost saving. Nevertheless, KPMG would complete sufficient work to be able to issue an annual report.

With respect to the external audit, the Teachers' Pension Report had now been completed and submitted. The Committee had stressed to PwC the importance of undertaking as much of the 2016/17 external audit as practicable prior to the departure of the Deputy Principal: Finance & Corporate Development.

**Governors considered and noted the report provided by the Chair of the Audit Committee.**

- a. **Information Item:** February Updates to Risk Management Plan 2016/17 Report and Extract: Governors received the updates and report.

**10. Any Other Business:**

*Honorary Fellow Awards:* In response to a query raised by one Governor with regard to recognising the contribution and service of Governors in accordance with the Honorary Fellow Scheme, the Chair of Governors stated that he did feel it would be appropriate for him to be nominated for an Honorary Fellow award.

*Bank Mandate:* The Deputy Principal: Finance & Corporate Development reported that the College's bank, Barclays Bank, required the Board to authorise the removal of the former Principal and Director of Resources from the list of authorised College bank signatories.

**Governors resolved that the Chair of Governors, Mr D.W. Midgley, and the Company Secretary, Mrs Rosamund Moore, were authorised to sign the bank mandate to remove the former Principal, Mr Jon Vincent, and the former Director of Resources, Mr Andrew Carr, from the list of authorised College bank signatories in respect of Barclays Bank.**

The Deputy Principal would inform the bank accordingly.

**AMC**

*FE Awards and HE Celebration:* The Chair of Governors asked the members of the Board to note that these annual events would take place on the afternoon and early evening of Thursday, 29 June at the Whitley Bay Playhouse. The Elected Mayor of North Tyneside, Normal Redfearn, had accepted the invitation to present the FE awards and Andrew Hodgson, Chair of the NELEP, would be the guest speaker at the HE celebration.

**Govs.**

**11. 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, until such time as related statements are issued and documentation is published
- Item 8, Executive Team Report – confidential sections
- Item 12.a regarding Senior Post Holders

**Future meetings and events:**

- **Corporation Board meeting:**
  - **Wednesday, 10 May 2017 at 5.00 pm, Conference Room, Coast Road Campus**

The meeting closed at 6.50 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
Mrs Audrey Kingham	Norham High School
Mr Mick Burton	Norham High School