

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE
CONFIRMED MINUTES OF THE GOVERNING BODY MEETING OF 16 DECEMBER 2021

PRESENT: R Anderson (CG), A Coleman-Cooke (CG), R Davies (CG and Chair), M Ellis (Staff Governor), M Gaze (CG), P Lenihan (Student Governor), Z Lewis (Principal/Chief Executive), D Lusardi (CG), P Lynn (CG), S Mudd (Student Governor), D Still (Staff Governor), P Sharp (CG), P Studd (CG), I Wright (CG).

OFFICERS: A Adamson (VP), J Chance (VP), G Cumiskey (DP), Z Foster (Clerk), K Parkinson (ED), S Marshall (ED), M Russell (VP), J Steel (VP), M Telling (Dir.).

KEY: CG College Governor EM External Member DP Deputy Principal
VP Vice Principal Clerk to the Corporation ED Executive Director
Dir. Director

1. Apologies for Absence – A Coleman-Cooke

H Ashton (CG), M Laidler (CG), S Lane (CG), M McClintock (CG), S Mirsalehi (CG).

2. Declarations of Interest – R Anderson declared an interest in relation to LSIPs discussion (part of Item 5.1)

3. Minutes and Appointments

3.1 Appointment of College Governors and External Members

The Governing Body **approved** the appointments of the following as outlined below:

Three College Governors:

- The appointment of Edward Kunonga as Governor on a four year fixed term. Edward to also be on the Safeguarding and Welfare Committee and become the link governor for Safeguarding
- The appointment of Dominic Lusardi as Governor on a four year fixed term. Dominic to join the Corporate Services Committee, the College's Digital Transformation Group and become the link governor for Digital.
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- The appointment of Emma Rennison as Governor on a four year fixed term. Emma to join the Curriculum and Standards Committee and become link governor for ITE/Teaching and Learning

Two External Members:

- The appointment of Stephen Brown as External Member on a four year fixed term and that Stephen join the Corporate Services Committee
- The appointment of James Robson as External member on a four year fixed term and that James join the Corporate Services Committee

D Lusardi was welcomed to the meeting.

3.2 Confirmation of Written Resolution – R Davies

- The TTE Technical Guarantee – December 2021 was confirmed.

3.3 Unconfirmed Minutes of 18.10.2021 were **approved as a correct record.**

4. Matters Arising – one matter arising to carry over to 21 March 2022 meeting.

5. Strategic Overview

5.1 Principal/Chief Executive's Report - Z Lewis gave an update to her report including: Teeswork Skills Academy; movement of the ESFA Strategic Conversation to 7 February 2022; impact of Covid within the first term of College; areas of focus this year including Personal Development, Careers, Destinations, new Employer Engagement Strategy and the Digital Strategy. She outlined the current good position of the College.

R Anderson gave an update in relation to the LSIP including: the tight deadline of 31 March 2022 for the proof of concept (green energy and generation and net zero); engagement with employers and providers, positive feedback and further PR awareness work.

Governor questions and discussion included: FE Sub Group plans; the need for joined up thinking (Ofsted, local providers, skills need, LEP) and related communication and work with TVCA; the varied white paper initiatives; and the declining jobs market in Tees Valley.

5.2 Strategic Plan including Corporate KPI Update

J Chance gave an update referring to: attendance, retention, student satisfaction, staff isolation difficulties and of the main weaknesses and developments within the plan.

Some clarification was given to the value added score.

5.2.1 Draft Annual Report 2020-21 – this was a new document which was a summary of the year to be used for a variety of promotional purposes going forward.

Governors suggested more on teaching and learning but were overall very positive about the new report and **approved** the draft.

6. Strategic Finance

6.1 Corporate Services Recommendations

This item was taken after 6.2 (2020/2021 Financial Statements)

P Studd gave a brief overview of the Corporate Services Committee's discussion on Strategic Capital Projects and of the improvements in relation to IT and HR.

After due consideration, the following were **approved** by the Governing Body:

- The 2020/2021 Financial Statements (Middlesbrough College, Northern Skills Group Limited, Northern Apprenticeship Group Limited, TTE Technical (UK) Ltd, TTE International Ltd and TTE Apprenticeships Ltd) prior to them being signed and returned to the Education and Skills Funding Agency before the 31 December 2021 deadline.
- The following Pay Award for all staff:
 - 3% consolidated pay increase from 1st January 2022 for all staff (including hourly contract 1 rates) subject to meeting the relevant performance criteria
 - that the Living Wage increase be honoured from April 2022
- That the bad debt of £3,384 for 2020/2021 be written off.
- The 2020 / 2021 Student Union Activity
- The Draft Employer Engagement Strategy (*Item 8.5*)

6.2 Financial Statements 2020-2021

6.2.1 Middlesbrough College

6.2.2 Northern Skills Group Business Services Ltd

6.2.3 Northern Apprenticeship Company Limited

6.2.4 TTE Technical (UK) Ltd

6.2.5 TTE International Ltd

6.2.6 TTE Apprenticeships Ltd

M Russell reminded the Governing Body that the Financial Statements had gone through both Audit and Risk (to which all Governors had been invited) and Corporate Services sub committees

ahead of this meeting. He gave an update in relation to tax computations and final audit work. Mazars final report was included in the Audit and Risk Annual Report 2020-2021 (*Item 8.2*).

7. Student Experience

7.1 Curriculum and Standards Recommendations

*After consideration of Item 7.2 below, the Governing Body **approved**:*

- The 2021 / 2022 Quality Improvement Plan and targets
- The 2020 / 2021 College Self-Assessment Report with a Grade 2 (Good)

7.2 SAR 2020-2021 and QUIP 2021-2022

J Chance outlined the three areas of improvement within the full SAR document – ITE Reinspection; Apprenticeships and improvement of quality of access provision in some areas.

He also highlighted the many strengths and the inclusion of the grades for each area.

7.3 Curriculum Update

G Cumiskey gave a brief overview of his report including: the pausing of some apprenticeship areas and ongoing communication with employers re alternatives; good progress in relation against the ITE action plan and external validation of the area; future Ofsted thematic survey on T Level provision; CPD plans for January including a focus on behaviour management, digital upskilling and CPD related to the teaching and learning strategy.

Governors' questions focused around progress in relation to the areas for improvement and G Cumiskey provided an update on ITE and Access including a recent review of the provision.

Governors asked that progress to date in relation to the weaknesses and areas for improvement was included within the next report

7.4 Safeguarding Update

J Steel detailed an ongoing increase of interventions and the key themes (mental health, domestic abuse and sexual abuse/harassment). She also drew attention to the focused PDEP and gave assurances re staffing levels with two new members of the safeguarding team.

Governors' questions and discussion included: staffing and whether professionals were also required; clarification re Appendix 1 figures; specialisms of the safeguarding team and of ongoing training of the team; and new issues such as Airdrops and related awareness raising.

The student governors gave the student perspective including: recent student union surveys and promotion of the help on offer; Mental Health Ambassadors and their work with new students; an increase in transgender awareness and an update on the gender neutral toilets; Student Voice run weekly by the two student governors and feedback into Cross College meetings; issue in relation to rude remarks around College (and low level behaviour issues during the first half term) and possible ways to deal with this including a focus on reporting and preventative measures.

Governors asked for some future analysis into complaints received and how many were in relation to sexual harassment.

7.5 Written Update from Student Governors

P Lenihan updated Governors with the Children in Need events and Christmas Markets both of which had been well attended.

8. Corporate Updates

8.1 Audit and Risk Recommendations

A Coleman Cooke detailed the recommendations for approval.

The Governing Body **approved**:

- The 2020/21 Audit Findings Management Letter

- The 2020/2021 Financial Statements (Middlesbrough College, Northern Skills Group Limited, Northern Apprenticeship Group Limited, TTE Technical (UK) Ltd, TTE International Ltd and TTE Apprenticeships Ltd) prior to them being signed and returned to the Education and Skills Funding Agency before the 31 December 2021 deadline.
- The Risk Management Annual Report 2020-2021
- The 2020/2021 Annual Report of the Audit and Risk Committee which included:
 - the 2021-22 Internal Annual Audit Plan
 - terms of reference
 - the 2020/2021 Internal Audit Annual Report
 - the 2020-2021 Audit Findings Management Letter
 - the Risk Management Annual Report

After approval the report would go to the Education and Skills Funding Agency (ESFA) alongside the financial statements.

8.2 Audit and Risk Annual Report 2020-2021

I Wright reminded the Governing Body of the significance of the report in assuring the Governing Body of the adequacy of controls and risk management and drew attention to the key ways in which these assurances were confirmed.

I Wright confirmed (as per his statement within the report) that the College did have an adequate system in place.

8.3 Management Accounts (October 2021)

M Russell gave an overview of the October 2021 accounts including: budget level; recruitment; drop out rate; reflected impact of NI and Living Wage increases; 16-18 funding changes; and Adult funding.

Z Lewis gave some further detail in relation to 16-18 recruitment including the vector analysis which considered enrolment at all Colleges and related market share presented to the Corporate Services Committee in December. She outlined concern about job losses, NEETs and low paid employment locally.

Governors discussed the reduction in progression.

Clarification was given in relation to the Financial Plan summary.

8.4 Marketing and Communications Update

J Steel presented the summary document and drew attention to admissions across the faculties and of positive attendance at recent open events.

8.5 Employer Engagement Strategy

M Telling presented the overarching 'live' cross college strategy which would come annually to the Board for review.

Governors' discussion and questions included: the Cross College Advisory Board review of the strategy; PR and Marketing; Social Media Strategy/plans and changes to the teams.

Governors' asked for more on the 'how' and 'impact' of the intent and objectives which then could be monitored.

8.6 Subcontractors Update

J Chance gave an update on progress. He outlined that there were now fewer subcontractors and no new subcontractors would be appointed ahead of changes for 2022-2023.

8.7 Equality, Diversity and Inclusion Annual Report 2020-2021

K Parkinson presented the annual report drawing attention to the work done within the year (Appendix 1) and the action plan for 2021-2022.

Clarification was given in relation to student data (detail within the SAR document) with no significant achievement gaps identified.

Governors asked for reference to student achievement gaps to go into the report (and to be in the report thereafter). Subject to that addition, the Governing Body **approved** the Equality, Diversity and Inclusion Annual report 2020-2021

9. Governance

Z Foster gave a brief account of key elements of the report.

After consideration, Governors **approved**:

- the 2020-2021 Governance SAR (including the 2021-2022 Areas for Improvement)
- the updated Link Governor positions

10. Date and Time of next Meetings

10.17 February 2022 at 5pm (Development) – face to face government restrictions permitting.

10.221 March 2022 at 5pm (Ordinary).

11. Matters for Publication - No restricted matters were identified.

12. Any other Urgent Business

12.1 Jane Steel – R Davies, on behalf of the Governing Body, thanked J Steel for her VP role and in particular her role in relation to Safeguarding. He wished her well in her new challenge ahead.

12.2 Post Meeting Item

Post December meeting approval by Chairs – Principals Reference Group application

The four Chairs of the Sub Committees (H Ashton, A Coleman-Cooke, P Studd and I Wright) and the Chair of the Governing Body (R Davies) **approved by written resolution** Z Lewis's application to the above group as was required as part of the application.

This was reported to all Governors direct on 10 January 2022.

13. Reserved Matters

Only College governors remained for this item

13.1 Remuneration Recommendations – R Davies/A Coleman Cooke

R Davies and A Coleman-Cooke, in the absence of H Ashton, Chair of the Remuneration Committee, presented the recommendations from the 13 December 2021 meeting.

Governors had a full discussion on the process and detail of decision making in relation to pay awards for the Principal/Chief Executive.

The Governing Body (College Governors only) then **approved** recommendations in relation to:

- appropriate application of the Remuneration Code by the Committee during 2020-2021
- the Principal/Chief Executive's 2020-2021 Staff Appraisal and Pay Award
- the Principal/Chief Executive's 2021-2022 Objectives
- the Clerk to the Corporation's 2020-2021 Staff Appraisal and Pay Award
- the Clerk to the Corporation's 2021-2022 Objectives

Post Meeting Note – the unconfirmed Remuneration minutes were circulated to College Governors for information.

The meeting ended at 6.50pm