

**THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE**  
**CONFIRMED MINUTES OF THE GOVERNING BODY MEETING OF 18 OCTOBER 2021**

**PRESENT:** H Ashton (CG), A Coleman-Cooke (CG/Chairing the meeting), R Davies (CG and Chair), M Ellis (Staff Governor), M Gaze (CG), M Laidler (CG), P Lenihan (Student Governor), Z Lewis (Principal/Chief Executive), P Lynn (CG), M McClintock (CG), S Mirsalehi (CG), S Mudd (Student Governor), D Still (Staff Governor), P Sharp (CG), P Studd (CG), I Wright (CG).

**OFFICERS:** J Chance (VP), G Cumiskey (DP), Z Foster (Clerk), K Parkinson (ED), S Marshall (ED), M Russell (VP), R Shuttleworth (Dir.), J Steel (VP), P Stone (Dir.), 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**

R Anderson (CG), S Lane (CG).

A Coleman-Cooke informed the Governing Body of the recent resignation of C Cooney.

**2. Declarations of Interest – no declarations of interest.**

**3. Appointment of Student Governor – A Coleman-Cooke**

The Governing Body **approved** the appointment of P Lenihan as the second student governor with a term from 18 October 2021 until 31 July 2023 inclusive.

P Lenihan was welcomed to the meeting.

**4. Confirmation of Written Resolution - A Coleman-Cooke**

- The TTE Bid Approval Resolution of 7 October 2021 was confirmed.

**5. Unconfirmed Minutes– A Coleman-Cooke**

**5.1 Unconfirmed Minutes of Meeting of 15.07.2021** – were **approved** as a correct record

**5.2 Unconfirmed Minutes of the Strategic Planning Day 14.09.2021** – were **approved** as a correct record subject to some minor additions under Item 6.

**6. Matters Arising – were confirmed.**

**7. Strategic Overview**

**7.1 Principal/Chief Executive's Report** - Z Lewis gave an update to her report including:

- The positive staff feedback with regards TTE and wider feedback received
- That the Chamber of Commerce led LSIP pilot had been confirmed by DfE
- SDF – Teesworks had been successful in its bid which included an award to the Colleges involved (part revenue and part capital)
- Skills for adults – some positive news in relation to adult needs though the single skills measure was still of concern
- detail of a Senior Civil Servants campus visit and positive meeting today

Governor questions and discussion included: the effect of a single skills measure; AoC regional events; equality in relation to digital devices used in the classroom and resulting security measures with students bringing their own devices into College; potential curriculum review in local area and a College review of its Curriculum Intent document this time next year.

## **7.2 Strategic Plan including KPI Update**

J Chance gave a brief update on all KPIs and of the proposal to add to One Ambition 'at least GOOD external validation of all provision types' for 2021/22.

Governors discussed: the HE national student survey and requested a review by P Stone; 2021-22 Maths and English and of broader strategy to assist students; English and Maths grades for T Level entry; predication for 2023 and complexities of target setting; clarification re staff sickness numbers; and staff turnover figures.

The Governing Body **approved** the College Corporate KPI targets and the recommendation to include external validation judgements.

## **7.3 Improvement and Development Plan Update**

J Chance went through the key aspects of the 2020-21 QuiP and then detailed the 2021-22 QuiP and developments including the audit plans associated with each via the relevant Committees.

Governing Body questions and discussion included: retention issues in some areas; apprenticeships and the need to prove how this is developing for Ofsted; update on Access; DfE spending review and possibilities for Access funding/adult retraining.

The Governing Body **approved** the key areas of focus as outlined for the 2021/22 improvement and development plans

## **7.4 Enrolment Update**

J Chance gave an update on enrolment figures.

Governors asked about attendance and it was confirmed this was similar to previous years.

# **8. Student Experience**

**8.1 Curriculum Update** – G Cumiskey gave a brief overview of his report, focusing on the roll out of the teaching and learning strategies which was coming out through lessons and of additional mentors supporting teaching. He updated on ITE and the revised curriculum, scheme of work and revalidation from the Open University on the course taking place; and discussed T Levels on the current year and planning for 2022. He also gave some detail on the slow down by the DfE on the removal of BTEC qualifications with no removal of courses for at least four years. Finally, he highlighted the new HGV qualifications with a local company which was due to be expanded over the next year.

Governors' discussion and questions included: considering the impact of the new teaching and learning strategies on learning and asked for the student governors to feedback at the next meeting; the positive effect of the mentors; observations particularly regarding students; mental health; and more detail on the HGV qualifications and how that was working and possible future plans.

## **8.2 Safeguarding Annual Report 2020-2021**

J Steel gave an overview of the report highlighting that there had been an increase in interventions and the areas where this was more prevalent. She also drew attention to the updated Prevent Duty for FE and governors and learners' responsibilities within. She detailed two areas for improvement within the report i) Personal Development/employment programme beyond tutorials and ii) specific training on sexual abuse for both staff and students.

Governors' questions and discussion included: the need to know more about 'peer to peer' incidents though current mechanisms and additional means possibly including: single sex focus groups; surveys; and increased involvement of new Heads of Teaching and Learning; domestic abuse through lockdown and ongoing issues for students; recruitment of men to safeguarding roles and increased training for all managers including supervision for those in the front line of safeguarding work; access to counselling both within and outwith College; and the triage system which was working well in College.

### **8.3 Written Update from Student Governor**

Governors received this full report and asked further questions on Freshers Week; societies and groups for students with student governors highlighting current areas of strength and development; the wider processes student reps; events, student councils and cross college work and also a recent campaign on gender neutral toilets.

## **9. Corporate Updates**

### **9.1 Subsidiary Name Change Approval** – M Russell reminded Governors of the background of the proposed name change which had been approved in March 2021 and of the proposed route to achieve this status legally.

The Governing Body **approved:**

- the renaming of Mizaru Media Limited to University Centre Middlesbrough Limited, and
- Delegation of authority to Zoe Lewis to sign the enclosed Special Resolution of Mizaru Media Limited on behalf of Middlesbrough College as the Sole Shareholder

### **9.2 Audit and Risk Recommendations**

I Wright detailed the recommendations and the background work completed by the Committee to ensure that all KPIs had been met by both sets of auditors.

The Governing Body **approved:**

- the 2020-21 Regulatory Audit Questionnaire
- The outcome of the 2020/ 2021 Performance Indicators for the Internal Auditor (*RSM*) which were received for information, and approved for their accuracy.
- Confirmation of the re-appointment of the Internal Auditor (*RSM*) for a period of one year commencing 1 August 2021.
- The outcome of the 2020/ 2021 Performance Indicators for the Financial Statements / Regularity Auditor (*Mazars*) which were received for information, and approved for their accuracy.
- Confirmation of the re-appointment of the Financial Statements / Regularity Auditor (*Mazars*) for a period of one year commencing 1 August 2021
- The 2021 / 2022 Performance Indicators for the Internal Auditor (*RSM*)
- The 2021 / 2022 Performance Indicators for the Financial Statements / Regularity Auditor (*Mazars*)

### **9.3 Marketing and Communications Update**

J Steel gave a brief overview of the report highlighting the welcome return to the Schools Teams being back into schools.

Governors' questions and discussion included: how TTE International was marketed and how well the Year 11 event last year had been received.

### **9.4 Management Accounts (July 2021)**

M Russell drew attention to the operational surplus; the outstanding Financial Health status and a brief update on the capital projects.

Governors' questions included: pension adjustment and related TP pension fund; the effects of the increase in NI contributions and potentially significant energy costs on future planning.

M Russell then talked to an additional presentation (which would be added to the papers) highlighting:

- an update to the income trends since the last meeting
- bids analysis
- external cost pressures
- resulting overall budget impact, projected financial outturn figures and next steps.

Governors queried possibilities for in-year additional funding and potential effects on increases in food prices.

### 9.5 Health and Safety Annual Report 2020-2021

S Marshall gave a synopsis of the report highlighting: minor changes to the Health and Safety Policy; proactive approach of departments energy consumption with an upgraded system; and the net zero carbon initiative.

Governors' questions and discussion included: whether student surveys could be usefully referenced within the report and reported accidents and 'near misses' reporting.

### 9.6 Subcontractors Update

J Chance reminded governors of the change of rules regarding subcontractors next year. He also detailed the request for two additional subcontractors.

Governors **approved**, subject to due diligence, New College Durham and EYC Global as subcontractors for apprentices (6 learners in total).

## 10. Governance

### 10.1 Search and Governance Recommendations

A Coleman-Cooke gave a brief update on progress for succession planning for Chair and Vice Chair and the need to update link governors with recent resignations and governor movement.

The Governing Body **approved**:

- Lee Holdsworth move from College Governor at the end of his term of office on 14 October 2021 to External Member (on a four year term) for Health and Safety and to remain on the Audit and Risk Committee
- Jean Golightly end her current term as College Governor on 15 October 2021 and potentially remain attached informally to the College Safeguarding Committee
- Iain Wright at the end of his current term of office in December 2021 to take a further and final four year term of office until 13 December 2025
- Morgan McClintock's first term of office (initially 2 years) be extended for a further two years to 18 October 2024 (with a further 4 year term being an option)
- Stuart Green at the end of his current term of office as External Member, take a further and final four year term of office until 15 October 2025
- Morgan McClintock join the Search and Governance Committee as of 18 October 2021
- Petrina Lynn become Chair of Curriculum and Standards Committee, as of 1st March 2022, with Ashley Coleman-Cooke relinquishing the position at that time
- The Governance Self-Assessment Areas for Improvement 2020-2021, subject to final approval at the Governing Body meeting of 16 December 2021, within the College's Self-Assessment Report.
- The draft Governance Self Assessment Areas for Improvement 2021-2022
- The new Conflicts of Interest Policy
- The Updated Terms of Reference for all Committees for immediate use post approval
- Confirmation of adherence to the Code of Governance (as per the detailed mapping exercise approved by the Committee)

**10.2 Governance Update** – Z Foster gave a brief overview of her report drawing attention to membership updates; the public interest disclosure notice 2020-21; College Seal usage and the brief report on the Code of Practice on Freedom of Speech.

The Governing Body **approved**:

- the retrospective use of the College Seal
- confirmed acknowledgement of the Public Interest Disclosure Notice for 2020-21
- confirmed acknowledgement of the update on any incidents relating to the Code of Practice on Freedom of Speech.

### **10.3 Complaints Summary 2020-2021**

P Stone confirmed that there had been no instances where the College had acted incorrectly and detailed that two complaints had moved on to the appeal stage.

Governors asked questions on the process of a rejected complaint and the resulting checking process both internal and external through such avenues as the DfE; OfS and ESFA.

The Governing Body noted the range of complaints and appropriate outcomes of actions taken.

### **10.4 Freedom of Information Summary 2020-2021**

M Russell detailed briefly the requests throughout the year which was duly noted.

## **11. College Policies and Procedures**

The following policies and procedures were presented, considered and **approved** by the Governing Body:

**11.1 Slavery and Human Trafficking Statement**

**11.2 Safeguarding Students Policy and Procedures**

It was also noted that the Executive Director of HR would be reviewing the Code of Conduct for Staff in light of changes to Safer Recruitment.

## **12. Date and Time of Meetings 2021-2022**

The meetings for the academic year were noted with particular attention drawn to the upcoming SARs on 5th and 8th November and the Governors' Social Evening on 11th November 2021.

## **13. Matters for Publication - No restricted matters were identified**

## **14. Any other Urgent Business**

None taken

## **15. Reserved Matters**

Only College governors remained for this item

- **Termination Payments 2020-21** – K Parkinson detailed the payments which were fewer than in previous years with none having gone beyond the contractual terms and all having been resolved positively.

Governors received and formally **approved** the termination payments for 2020-21.

*The meeting ended at 7.25pm*