



**Minutes of the 137 Meeting of the Board of Corporation of Sunderland College held on Tuesday 4 December 2018 at 6.00 pm in the Conference Room, City Campus**

**PRESENT:** Mr J Barnett, Mrs E Bass, Miss K Booth, Ms J Cramman, Mr T Crompton, Mrs A Hodgson, Mr R Lawson (Chair), Mr P McEldon, Ms C Magog, Mr S Marshall, Mr D Measor, Mr M Patton, Mr J Phillips, Mr R Saelzer, Ms E Thinnesen (Principal)

**IN ATTENDANCE:** Mr N Harrett, Deputy Principal  
Mr D Howells, Vice-Principal (Finance & Resources)  
Mr M Hughes, Head of Hartlepool Sixth Form College (HSFC)  
Ms V Morton, Assistant Principal (Student & Customer Experience)  
Ms J Quinn, Vice-Principal (Curriculum & Achievement)  
Ms E Moody Solicitors Womble Bond Dickinson

**ABSENT:** Mr K Ramanathas.

**MINUTE TAKER:** Julie Pace

**Bd/18/101 APOLOGIES, CONSENT FOR ABSENCE & DECLARATION OF INTERESTS**

Apologies were received and absence consented to from Mr G Blyth.

**Bd/18/102 MINUTES OF PREVIOUS MEETING HELD ON 16 October 2018:**

The minutes of the meeting held on 16 October 2018 were accepted as a true and accurate record and were signed by the Chair.

**Bd/18/103 MATTERS ARISING**

None

**Bd/18/104 EXECUTIVE REPORT - CONFIDENTIAL**

Redacted

Governors:

Received the Executive Report.

**Bd/18/105 STRATEGIC KPI's**

The Principal gave a presentation and updated all on progress with the development of the new Strategic Plan 2019-2023; the vision and strategic goals have previously been approved and now Governors are asked to finalise the strategic KPIs that will sit beneath

each strategic goal. Governors discussed each goal and associate strategic goal. JC will provide written feedback to the Principal. The Chair asked that Governors send comments/feedback to the Principal by Friday 7 December as the final plan is going to print in January.

Governors:

Received and noted the Draft Strategic KPIs

**Bd/18/106 COMPLAINTS POPLICY REVIEW AND ANNUAL REPORT (inc HE)**

The Assistant Principal Student and Customer Experience presented this report. Main points to note are the downward trend from 2015/16 to 2017/18, a total of 10 formal complaints received 2017/18 of this number only 4 were justified. 60% of complaints resolved within the 10 working days which is an improvement of 4% compared to last year. There is no evidence that any complaints relate to equality and diversity and there have been no complaints regarding bullying for the fourth year. The number of formal complaints has decreased by 37.5% for the previous year. Governors were asked to also note that whilst there was one complaint from an HE student, this did not relate to academic standards, and there were no complaints made to the OIA. The College continues to collect compliments and 48 were received during 2017/18.

It was noted the only change to the Procedure for 2018/19 relates to the recent restructure.

Governors:

Received the Report and agreed the Procedure.

(Staff and Student Governors left the meeting)

The following item was taken out of order:

(Redacted)

## **RESOLUTIONS**

(Redacted)

Governors:

1. Received the update on the merger;
2. Redacted
3. Redacted

The Principal informed Governors that the Chair of Northumberland College has regrettably had to stand down and we expect an interim chair to take position shortly.

(E Moody left the meeting)

(Staff and Student Governors returned to the meeting)

## **Bd/18/107 HEALTH, SAFETY AND WELFARE POLICY REVIEW**

The Vice Principal Resources presented the report and confirmed it had been discussed at Resources and Audit Committee with one slight change made (the addition of the Principal to the flowchart). It was noted the Policy will be reviewed annually. The Annual Health and Safety review shows lots of work has been done at City Campus and VPA 9Bede Campus) as these are high risk areas due to the nature of some of the curriculum. There is an increase from last year in accidents but this is due to Hartlepool being included in the figures.

John Barnett, Lead Governor for Safeguarding and Health and Safety, circulated his lead governor report following his engagement at City Campus and Bede Campus. He set out that he had undertaken a health and safety inspection utilising one of his health and safety leads from industry (Calsonic Kansei). This activity is about taking the College to excellence and he had met with the Principal who had encouraged a robust approach to move health and safety beyond good. The initial inspection had highlighted 52 areas for improvement at City Campus and 22 areas for improvement at Bede Campus. JB said he was not concerned about these figures as staff were really positive and when he went back, everything had been addressed, some of it utilising the views and input from students. It was noted the same strategy will be followed next year at Hartlepool Sixth Form.

The main points to note are: Health and Safety and safeguarding must continue to be a main priority; overall, the College is a safe environment; and staff awareness of health and safety has improved. JB thanked VM and the Team for their co-operation.

The Principal thanked JB and Calsonic Kansei for their input in this area as engagement by employers and Governors is critical to the College becoming excellent in all that it does.

A Governor asked how we check our sub contractors are Health and Safety compliant and the Deputy Principal confirmed we carry out contract reviews, and observations as we would within the College, with staff who are qualified in the area, and as part of due diligence, we ask sub-contractors for relevant Health and Safety and Safeguarding information.

Following comments from student governors it was explained that if students have any Health and Safety/Safeguarding concerns they can speak to any member of staff or, if they don't feel comfortable speaking to staff, report it to the Student Council Meeting. VM noted it is important to keep promoting the Student Council to ensure all students are aware of it.

Governors:

Approved the Policy and agreed it be communicated to all staff.

(E Thinnesen left the meeting)

### **Bd/18/108 EQUALITY AND DIVERSITY POLICY REVIEW**

The Assistant Principal Student and Customer Experience presented this report and explained the following sections of the policy have been updated:

1. Section 2: Statement of Principles : *inclusion of points 2.6, 2. 7 & 2.14*
2. Section 3: Strategic Goals and Values: *new section*
3. Section 4: Equality Objectives : *new section*
4. Section 5: Legislative Overview: *new section*
5. Section 6: Explanation of key terms: *revised based on inclusion of Section 5*
6. Section 7: Meeting our Equality Duty: *new section*
7. Section 8: Responsibilities and Duties: *updated*

It is proposed that the frequency by which the policy is reviewed is changed from annually to 3-yearly. Governors will continue to receive an annual report for Equality and Diversity in line with our public duties.

A Governor commented on the low number of ethnic minority/governors with disabilities on the Board but the Chair said Sunderland figures show 96.5% are white British so the number on the Board is representative of this. It was agreed for this to be considered at a future Governance Committee meeting.

Governors:

1. Approved the change in title to Equality, Diversity and Inclusion Policy
2. Approved the Equality and Diversity Inclusion Policy
3. Approved the recommended change in frequency of review

## **Bd/18/109 ANNUAL REPORT AND FINANCIAL STATEMENTS**

The Vice Principal Resources presented this report and explained it had been discussed at Resources Committee and Audit Committee in November. It was noted that the College were £30k down on Adult Education but this is within tolerance so there is no clawback. It was noted the underlying operating surplus is £469k, both bank covenants have been met and the College is in a satisfactory financial health position.

Governors:

1. Reviewed and approved the Sunderland College Report and Financial Statements for 2017/18;
2. Noted the financial position of Blue Square Trading Ltd, City of Sunderland College Supplies and Sunderland College Enterprises Limited;
3. Agreed to provide KMPG with a management representation letter confirming general and specific matters in line with International Standards on Auditing

## **Bd/18/110 BUDGETARY CONTROL STATEMENTS – 2017/18 YEAR TO DATE**

The Vice Principal Resources presented the budgetary control statements and noted an actual operating surplus to September 2018 of £201,000. EFA learners enrolled on the ILR at 7 November are approximately 3,760. It should be noted that any shortfall against funding targets in 2018/19 will not result in a clawback of funding in-year. However, it will result in a lower funded student number in 2019/20 and potentially thereafter under the lagged funding methodology. There is currently no information available for 2018-19 in terms of 19+.

Governors:

Received the report.

## **Bd/18/111 AUDIT COMMITTEE DRAFT ANNUAL REPORT**

The Vice Principal Resources presented the report which had been discussed and signed at Audit Committee in November 2018 and it was noted the College's audit arrangements, framework of governance, risk management and control, processes for the effective and efficient use of resources, the solvency of the institution and the safeguarding of its assets are adequate and effective and the Board may rely on them.

Governors:

Received the report.

## **Bd/18/112 AUDIT HIGHLIGHTS AND MANAGEMENT LETTER**

The Vice Principal presented the report from KPMG which had been discussed at Resources Committee and Audit Committee.

Governors:

Received the report.

(Student Governors left the meeting)

**Bd/18/113 STUDENT TRANSPORT TENDER**

The Assistant Principal presented the report and explained that a procurement process had been undertaken regarding student transport. Following the tender process, Go North East was found to be the most economically advantageous with the best strategic fit with College objectives. A governor asked why Sunderland College bus times were 8am to 11pm and the Assistant Principal said this was due to City Bistro and the Salon opening times.

Governors:

Agreed that Go North East be awarded the Student Transport contract for a period of 30 months + possible 12 + 12

(Student Governors returned to the meeting)

**Bd/18/114 SELF ASSESSMENT (WHOLE COLLEGE) ANNUAL REPORT AND QIP**

The Deputy Principal presented the report, which was the product of a detailed process. Most of the issues identified in the 2017/18 QIP had been dealt with and a few had been carried forward into 2018/19. The appendices had been considered and approved by the Validation Panel meeting on 15 November, and included comments from Governors where relevant. It was noted this is the last year of the current Ofsted Common Inspection Framework, so a new format will be developed for next year. The SAR was approved by governors and will be forwarded to Ofsted before Christmas. The Governor SAR is in the process of being finalised.

Governors:

Approved the Self Assessment (Whole College) Annual Report and QIP

**Bd/18/115 PROGRESS ON DRAFT INSTRUMENTS AND ARTICLES**

The Chair of Governors, on behalf of the Clerk, explained that the Instruments and Articles are being worked on at the moment and there should be an update and the next meeting.

## **Bd/18/116 BOARD REVIEW**

**Membership** - The Chair explained that Cllr Louise Farthing, who holds the Portfolio for Children's Services, had met with the Principal and Chair. The Chair asked that the Board approve her appointment to the Board and Audit Committee.

**New Appointment** – The Chair and Principal have met with Simon Patterson and the Board are asked to approve the appointment of him to the Board.

**Recruitment and Appointment Policy** – document attached for information – governors may wish to adopt this procedure. Governance Committee to look into this further.

**Governor 1:1** – Noted these are currently being diarised and the Chair asked that Governors complete the paperwork before they attend their meeting.

**Skills Audit** – Noted that all Governors had responded with the exception of K Ramanathas. The following changes to be made to the membership for 2017/18:

M Patton – member of Curriculum and Quality Committee

S Marshall – member of Resources Committee not Audit Committee

Additional changes are to be made but they will be reflected in 2018/19 submission.

Governors:

1. Noted the update provided in relation to membership, governor 1:1s and the skills audit being currently undertaken;
2. Approved the appointment of Cllr Louise Farthing as a Governor;
3. Approved the appointment of Simon Patterson as a Governor;
4. Gave delegated authority to Governance Committee to finalise a Recruitment

## **Bd/18/117 LEAD GOVERNOR REPORTS**

### **Careers and Employability**

Jonathan Phillips gave a verbal update, as Lead Governor for Careers and Employability, explaining that he has had experience working with Gatsby and that there is excellent work going on around Gatsby benchmarks. He said it is good to see that the Assistant Principal (VM) is taking a lead role nationally and that the College are 1 of only a few who have a careers hub. He explained that T Levels will be challenging as technical qualifications involve 45 days industrial placement but it was noted the College have structures in place to manage this. It was noted there has been excellent feedback from Framwellgate School students and congratulated the College on the Beacon Award nomination. The Vice Principal Curriculum and Achievement agreed to arrange a walk around for J Phillips in the near future.

### **Teaching and Learning**

June Cramman gave a verbal update, as Lead Governor for Teaching and Learning and said she had met with J Quinn, I Nixon and B Robson and looked at Value Added, Maths and English, City and Foundation Learning/High Needs Learners. She explained the Vice Principal C&A had given a tour of Bede and had found the facilities excellent. She asked if Foundation Learning students could be integrated more into other areas. There has been a meeting with I Nixon and noted lots of areas are developing well. The College could improve links with Nissan, Contact Centre and the Council and it was noted there

will be a visit to Northumberland College in the New Year. JC asked if there could be a marketing campaign for Apprenticeships specifically aimed at SMEs.

A Governor asked if Lead Governors could meet to discuss issues they find in their own areas which may help other areas and also look at resources.

The Deputy Principal confirmed that the College do pick up issues raised by Lead Governors and that there is a 'tracker' which prioritises work. It was also noted that Foundation Learning do access the Work Placement Team for their students. The Chair said he was pleased at how well Lead Governor roles were now working.

**Bd/18/118 APPROVED MINUTES FROM COMMITTEES**

Governors received the approved minutes.

**Bd/18/119 ANY OTHER BUSINESS**

There was no other business.

**Bd/18/120 DATES OF FUTURE MEETINGS**

Next meeting to be held on Tuesday 5 February 2019, 6pm, at City Campus.

(All Staff, Staff and Student Governors left the meeting)

**Bd/18/121 CONFIDENTIAL MINUTES OF PREVIOUS MEETING ON 16 OCTOBER 2018**

The Chair said there has been encouraging interest in the post of Head of Governance. The minutes were agreed as an accurate record.

**Bd/18/122 CONFIDENTIAL MINUTES OF SPECIAL BOARD MEETING ON 23 NOVEMBER 2018**

Agreed as an accurate record.

(Senior Staff returned to the meeting)

**Bd/18/124 NEW DEGREE AWARDING POWERS – STRICTLY CONFIDENTIAL**

(Redacted)

Governors:

1. Noted the paper on the DAP process and option;
2. Approved, in principle, the New DAPS application;
3. Approved the planning towards an application for the New DAPs

**Bd/18/125 FRAUD AND IRREGULARITY AND WHISTLE BLOWING 2017/18**

The Deputy Principal confirmed there had been no matters of Fraud, Irregularity or Whistle Blowing for the year 2017/18.

**Bd/18/126 CONFIDENTIAL COMMITTEE MINUTES – GOVERNANCE COMMITTEE MINUTES 4 JUNE 2018 AND 8 OCTOBER 2018**

Both sets of minutes were agreed as an accurate record.

The meeting closed at 8.15pm