

**PART A Minutes of the Corporation meeting held on 19 May 2020 at 4 pm  
via Microsoft Teams**

- Present** Kai Adegbembo, Gill Alton CEO, Robert Edwards, Cain Matthews, Liz Parry, Wendy Spalding, Erika Stoddart (Chair), Becky Huxley-Binns
- In Attendance** Susan Bailey, Clerk to the Corporation, Adrian Clarke Group Director Corporate Services, Tony Lawlor Group Director Finance, Debra Gray Principal GIFHE & Deputy CEO, Ann Hardy Principal Scar-TEC.

**1. Apologies for absence**

- 1.1 Apologies were received from Ryan Fowler.

**2. Declarations of Interest**

- 2.1 None received.

**3. Minutes of the Corporation meeting held on 24 March 2020 and matters arising : Confidential minute in accordance with Clause 17 of the Instrument of Government – see Part B**

**4. Strategic Measures 2019-20 RAG rated report / 'return to green' reports.**

- 4.1 The CEO submitted the Strategic Plan RAG rated report stating that the TEC Partnership as a group had again exceeded targets. The CEO reported that the Provider Score 2.2. had achieved plus 40 representing a positive result. The main points of the report were as follows:
- 4.2 SM 1.1 **Retention** as at 20/03/2020 showed a positive picture with the TEC Partnership and on target to retain the 18/19 retention position.
- 4.3 SM 1.2 **Attendance** continued to be closely monitored. Attendance at Skeg-Tec had improved by +8.6% from last year and Scar-TEC up by 0.3% from last year. Work was ongoing within the MIS Team to smooth the distortion of TAG data which currently affected overall partnership attendance performance. TEC Partnership retention of students remained high.
- 4.4 SM 2.2 **Staff Satisfaction score for the Group of +31:** the overall Group position had exceeded the target net provider score.
- 4.5 SM 3.3.1 **Create a project plan for each of the IoTs and report against progress (RAG) to ensure it is on target:** project plans / gant charts were in place with monthly formal project meetings for Scarborough, Grimsby and Modal IoTs ongoing. Progress was good on all front with recruitment of the IoT first learners formally recorded on the ILR. The impact of the Covid-19 lockdown was of concern in respect of the current three capital developments with an open-end tender period now in place.
- 4.6 SM 3.5 **Ensure the sale of the two Scarborough Sites by July 2020 – Confidential minute see Part B**

4.7 SM 4.5 **Continually explore partnership and collaboration opportunities (a minimum of three per year) – Confidential minute see Part B**

4.8 During questions and answers the following was confirmed:

The IoT building work would commence subject to tenders coming in on time and cost. Attendance issues at TAG were being addressed as a matter of priority. The Head of Area was confident that TAG students were currently being supported and actively engaged.

4.9 Members thanked the CEO and the Principal GIFHE for their work to ensure ‘business as usual’ at the TEC Partnership and for their work with government ministers and assisting other colleges in the area. Thanks were also extended to the Principal Scar-TEC and Group Director Corporate Services for provision of a recent workshop with the DfE giving advice, guidance and issues relating to the re-opening of colleges at which over 70 delegates had attended. It was agreed that TEC Partnership leadership within the sector in relation to operation during lockdown was highly commendable and very much appreciated.

**4.10 RESOLVED** The Strategic Measures 2019-20 RAG rated report as at April 2020 was received and noted.

## **5. Draft Strategic Plan 2020 / 21**

5.1 The CEO submitted the first draft of the Group Strategic Measures 2020 /21 reminding members that as the normal approach to Strategic Planning had been curtailed due to the Covid-19 lockdown it had been agreed that EMT draft appropriate measures for Corporation approval. Following Corporation approval it was managements intention to circulate to the rest of the Group and to Local Boards for comment and suggestions. The measures would then be finalised during June 2020 and submitted for local board review and final Corporation approval on 7 July 2020.

5.2 The CEO stated that a number of additions to the Strategic Measures 2020-21 would be likely required in relation to the impact of Covid-19 on performance.

5.3 During questions and answers members queried whether the 4 pillars of success should be reviewed in view of the TEC Partnership’s continuing excellence and outstanding academic performance. The following was agreed:

- The terminology ‘sustain and enhance’ should be used to ensure strategy went beyond current outstanding status.
- Review of the 4 pillars of success should be undertaken post Covid-19 recovery.
- Contingency plans should be drawn up in relation to the September start should students not be able to enter the building due to continuing lockdown measures.
- It was agreed that new measures should be added in respect of the responsiveness, agility and flexibility of the Group and the Corporation in achieving strategic ambition generally and under current circumstances.
- The culture pillar should be re-examined post-merger with ERC.

5.4 The CEO stated that governors suggestions would be incorporated into the draft strategic measures for circulation to all stakeholders before final submission to local boards and the Corporation in June / July 2020.

**5.5 RESOLVED** The draft Group Strategic Measures 2020-21 were received and endorsed.

## 6. Covid-19 update.

- 6.1 The CEO's update report outlining the Group's current approach to Covid-19 was considered. The CEO stated that since issue of the report circumstances had changed considerably in line with most recent Government directives.
- 6.2 Details of the action taken, plans and preparation to facilitate a partial reopening in relation to the following provided members with assurance that management were well placed to continue with business as usual and ensure optimum support and safety for all staff and students. The CEO stated that she was confident that the TEC Partnership was one of the most forward looking colleges effectively managing the challenges and opportunities of Covid-19 with as much rigour as any other college within the sector:
- a) The Estate
  - b) Staffing
  - c) Teaching, Learning and Assessment
  - d) Financial position
  - e) Communication
- 6.3 Members agreed that should management be uncomfortable / disagree with government advice and guidance on re-opening of colleges, particularly in respect of compliance with Health & Safety regulations and guidance management could refer back to the Corporation should they wish.
- 6.4 **RESOLVED** The report was noted with thanks to all staff concerned for their considerable efforts in ensuring business as usual and continued support for all learners. Managements plans for re-opening the college were approved.

## 7. Merger update including outcome of consultation process and summary of agreed actions. Confidential minute in accordance with Clause 17 of the Instrument of Government –see Part B

### 8. Formal name change of Grimsby Institute of Further & Higher Education (GIFHE) to TEC Partnership

- 8.1 The CEO provided an update on progress towards the change of GIFHEs' incorporated name and legal identity to **TEC Partnership**. Members were reminded that as part of the forthcoming merger with East Riding College the Corporations of both colleges had agreed to the name change from GIFHE to TEC Partnership, subject to the outcome of a public consultation process.
- 8.2 The CEO reported that the outcome of the public consultation (feedback document previously circulated) which had run from 10 February 2020 to 18 March 2020 had been very positive. Members unanimously agreed that the name change would now diminish public perception that the Group's operations were Grimsby centric and that the new name (TEC standing for Training, Education and Careers) reflected the Corporation's ambition to meet the needs of all of the local communities served by the Group. Members also agreed that the decision to retain the names and identity of each separate campus of the Group was appropriate.
- 8.3 **RESOLVED** That the Grimsby Institute of Further and Higher Education formally request to the Secretary of State the name change to TEC Partnership.

- 9. Finance update and Management Accounts as at 31 March 2020 (period 8) : Confidential minute in accordance with Clause 17 of the Instrument of Government**
- 10. Budget Planning process – verbal update**
- 10.1 The Group Director Finance gave a verbal update on the proposed budget planning process in view of the merger with East Riding College. The main points were as follows:
- The budget would be high level and the primary document.
  - It was likely that Grimsby and ERC would be required to prepare individual returns.
  - The TEC Partnership would be required to consolidate the budget as a requirement of the Santander loan agreement.
  - A more detailed forecast would be worked up during September 2020 to provide a clearer picture of the variables around recruitment, apprenticeships, disposals of assets and government strategy under the operating environment during Covid-19 pandemic. The forecast would then be submitted to the Corporation in October 2020.
  - A new simplified IFMC template was due for release on 15 June 2020 and return to the ESFA by 31 July 2020. Whilst the new version of the IFMC required sign off by the Group Director Finance only the completed document, to be reviewed by EMT, would be tabled for Corporation endorsement on 7 July 2020.
  - The budget planning day scheduled for 1 June 2020 was to go ahead as planned in order to gather inputs, although high level.
- 10.2 **RESOLVED** The Budget Planning update was noted.
- 11. Banking Update : confidential minute in accordance with Clause 17 of the Instrument of Government – see Part B**
- 12. Capital Projects update: confidential minute in accordance with Clause 17 of the Instrument of Government – see Part B**
- 13. HE Update: Student Protection Plan**
- 13.1 The TEC Partnership’s proposed Student Protection Plan was submitted for approval of the Corporation. The Chair of the HEOC summarised the purpose of the plan reporting that the HE Oversight Committee had recommended Corporation of the plan at the HEOC meeting held on 12 May 2020 and at which members had agreed was comprehensive and provided compliance with OfS requirements in respect of Student Protection. Members noted that following approval the Student Protection Plan would be submitted to the OfS by the HEQA in line with the OfS requirements.
- 13.2 **RESOLVED** The Student Protection Plan was approved for submission to the OfS
- 14 . Confidential MTG meeting minutes from 10 February 2020 to 6 May 2020 and summary of agreed action reports.**
- 14.1 **RESOLVED** The confidential minutes of the MTG meetings from 10 February 2020 to 6 May 2020 and the summary of agreed action reports were received and noted.
- 15. HE Oversight Committee minutes 17 February 2020 and 12 May 2020**

- 15.1 The Chair of the HE Oversight Committee provided background to the minutes drawing members attention to the following:
- The HE Oversight Committee recommended Corporation approval of the Student Protection Plan.
  - The HE Oversight Committee had been fully informed about the ongoing FDAP / BDAP process and the issues encountered with the recent QAA review held in March 2020.
- 15.2 **RESOLVED** The minutes of the HE Oversight Committee meetings held on 17 February 2020 and 12 May 2020 were received and noted and the Student Protection Plan approved.
16. **Modal Advisory Committee minutes 3 March 2020**
- 16.1 **RESOLVED** The Confidential minutes of the Modal Advisory Committee meeting held on 3 March 2020 were received and noted
17. **GIFHE Board minutes 25 February 2020**
- 17.1 **RESOLVED** The minutes of the GIFHE Board meeting held on 25 February 2020 were received and noted
18. **Scar-TEC Board minutes 5 March 2020**
- 18.1 **RESOLVED** The minutes of the Scar-TEC board meeting held on 5 March 2020 were received and noted
19. **Audit Committee minutes 3 December 2019 and 17 March 2020**
- 19.1 Members noted the requirement for a Chair of the Audit Committee and the need to appoint a new Chair with financial skills and experience as soon as possible. Whilst the Audit Committee now comprised four members it was agreed to seek out additional members to join the committee. Members noted that the minutes of the 3 December 2019 submitted to the Corporation in abbreviated format due to timescales were now fully detailed. Members noted that the most up to date and re-vamped Strategic Risk Register, reviewed by the Audit Committee on 17 March 2020 was now fully aligned to the TEC Partnership's four strategic objectives and incorporated the most critical risks from Strategic, GIFHE, Scar-TEC, Modal and Merger Risk Registers.
- 19.2 **RESOLVED** The minutes of the Audit Committee meetings held on 3 December 2019 and 17 March 2020 were received and noted and the Strategic Risk Register approved.
20. **Remuneration Committee 24 March 2020**
- 20.1 The Chair of the Remuneration Committee provided background to the minutes.
- 20.2 **RESOLVED** The Confidential minutes of the Remuneration Committee held on 24 March 2020 including the Annual Statement of the Remuneration Committee 2020-21 were approved.
21. **Any other business**
- 21.1 The Chair stated that a Teams meeting inviting all members to attend would take place in early June 2020 in order to touch base and discuss current issues and allow the opportunity for governors to ask questions etc. It was also agreed that an additional Corporation

meeting would be required in July 2020 to formally accept the dissolving East Riding College into the TEC Partnership.

**22 Date and time of next meeting**

Tuesday 7 July 2020

4pm – 6pm

Corporation meeting

The meeting closed at 5.40 pm

Signed \_\_\_\_\_

Date \_\_\_\_\_

Chair of the Corporation