

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Board of Governors held on Tuesday 7 July 2020 at 5.15pm via TEAMS

Members Present:	Dr K Gillen [Chair]	Mrs M Roberts
	Mr D Hankey	Mrs L Nelson
	Mr F Ali	Mr S Irvine
	Mr S Salvin	Mrs L Watson
	Mrs L Thornton	Mr N Godfrey
	Mr M Ward	Mrs J Regan

Also present:	Mrs K Dales [Assistant Principal]
	Mr S Hope [Assistant Principal]
	Mrs L Monaghan [ESFA]
	Mr A Theakston [Clerk]
	Mrs C Menzies [Minute Clerk]

	A note was made of governors attending and it was confirmed that a quorum was present
1	Apologies for absence Apologies from S Robinson. F Ali joined the meeting at 5.30pm.
2	Declarations of Interest There were no new declarations of interest although SI reminded the committee that he has previously registered his declarations of interest with the Clerk for his employment at North Tees and Hartlepool NHS Foundation Trust and as a Trust member representative on North Tees & Hartlepool Solutions LLP Board (a subsidiary of the Trust).
3	Minutes of the previous meeting held on 14 May 2020 The minutes were accepted as a true record.
4	Matters arising and action points All actions have been completed.
5	Committee minutes – Search Committee 27 February 2020 [on SharePoint folder for 14 May 20] Search Committee 14 May 2020 [attached] Audit Committee 3 March 2020 [on SharePoint folder for 24 June 20] Finance and General Purposes Committee 7 May 2020 [on SharePoint folder for 30 June 20] Estates Committee 3 June 2020 [attached] Curriculum & Standards Committee 9 June 2020 [attached] All minutes were noted.
6	Principal/Chief Executive's Report
	COVID:
6.1	Safeguarding DH gave an overview of his report highlighting section 3, learners eligible for free school meals, saying unfortunately the scheme to extend over the summer does not apply to FE learners so College learners have been informed. DH advised safeguarding concerns are being followed up as they would in normal working circumstances and there are currently three live cases being followed up with external agencies.

6.2	Re-opening update Since the beginning of the Covid situation DH has held weekly COBRA Team meetings with key College managers to plan for re-opening. DH provides updates at the Coronavirus Governance Committee and is very pleased with how phase 1 re-opening since 22 nd June has gone and work has started for phase 2 opening for the next academic year.
Strategic:	
6.3	Update relating to adult education proposition Confidential.
6.4	Tees Valley Energy Centre – now Tees Valley Industry Skills Institute [TVISI] Confidential.
6.5	Town Deal Confidential.
6.6	College Collaboration Fund Confidential.
6.7	FE Commissioner letter – for information Noted by members.
6.8	FE Commissioner / ESFA catch-up meeting DH informed there was a meeting scheduled as lockdown occurred however intervention is taking place distance based. A meeting took place 4 th June and another is scheduled for 15 th July.
6.9	Update on external review of governance action plan DH has rated the actions red, green and amber. It was agreed DH and AT will follow up these actions to move forward with the recommendations. AT advised that many of the items had been completed although later in the meeting he was suggesting that an additional board meeting be held in October to gain board approval for all or most outstanding issues.
6.10	19/20 academic performance SH stated the report provided is very different to the normal format. There are no performance tables this year the College was asked to submit grades up to 30 th July with awarding bodies. SH said the figure of 80% [66.4 timely] is the best case scenario as 40% of apprentices were furloughed. Figures are positive for 16-18 and 19+ but depends on the grading with the awarding bodies. SH noted figures cannot be compared to previous years as this year is an extraordinary year. SH said figures have been discussed at the last Curriculum and Standards Committee and asked if members had any further questions. No further questions were asked.
6.11	Annual health & safety report DH advised health and safety is discussed at Estates Committee and asked if members had any questions relating to the annual report. No questions were raised. DH thanked R Davison, Health and Safety Officer for the report information.
6.12	Annual safeguarding report DH gave a brief overview of the detailed annual report circulated with the papers. DH updated on the good work relating to safeguarding training [D Caygill], mental health [WARMS], anti-terrorism [R Bage] and IT Safety [G Nicholson]. LW informed a lot of work had gone into this report and she is very pleased with the content and thanked D Caygill and the various staff involved with compiling the information.

7	Finance items for approval
7.1	<p>Appointment of new internal auditors [verbal] AT advised delegated authority was requested by Audit Committee at the last meeting to approve Wiley and Bisset as the new internal auditor. The Board approved this decision. AT reported four companies had given presentations to the panel consisting. It was recorded that the Chair of the Board had used her delegated authority to approve the composition of the panel as members of the Audit Committee were unable to attend. SI was unable, at the last moment, to be part of the process due to work commitments.</p> <p>SI stated he was happy with the decision the panel had made to recommend Wiley & Bisset and the fact they will provide individual assurance levels in each audit report and an annual Head of Internal Audit Opinion. This would provide a more robust mechanism to assure the Board. The Chair of the board had, as approved at the last meeting, approved the appointment which was now ratified by the Board.</p>
8	Finance items for information and noting
8.1	<p>Management accounts for College - May KD reported finance staff were not set up to prepare management accounts from home at the beginning of lockdown but this is now possible so accounts have been prepared. KD gave an overview of the management accounts narrative saying figures shown are the worst case scenario however a reduction in utility costs is anticipated. The College is still expected to make a surplus. KD said it was agreed at Finance and General Purposes Committee that KD be given flexibility to make a provision towards the pay award provided the good rating be maintained and there is some increased in cash reserves.</p> <p>The Board approved the decision of F&GP Committee for KD to be given flexibility to make a provision towards the pay award should this be possible based on the requirements mentioned above.</p>
8.2	<p>Management accounts for HBDCL – May KD said originally a small surplus was predicted but seems commercial work has stopped and a small loss is likely. KD advised a review of gym and commercial operations may be required moving forward.</p>
8.3	<p>ESFA financial return KD provided a detailed overview of the financial return commentary report saying next financial year is much more difficult to predict and the impact of Covid-19 on enrolment across the board is a real concern. KD advised the plan has been developed with a prudent approach to income lines. KD said for 2020/21 the College is showing a small surplus and a financial health rating of 'Good' but said a review of the risks and sensitivities will be required and discussed at the next Board meeting.</p> <p>MW thanked KD for her work.</p> <p>KD confirmed cash is still strong through 2020/21 and the College will remain a going concern.</p>
9	Corporation items to approve
9.1	<p>Health and safety policy [and new policy 5.17 Epidemics, Pandemics and Public Health] DH reported the health and safety policy has been ratified at Estates Committee with minor changes and the addition of a policy for epidemics, pandemics and public health. The Board approved both policies.</p>
9.2	<p>All policies AT reported D O'Hara recommended, as part of his governance review, governors are aware and approve policies and procedures. A recommendation for governors to approve the nine</p>

	business critical QAPs and note Executive had delegated authority to approve the subsidiary policies was approved. The report shows the link for viewing the policies on SharePoint. The exception is Policy 7, Governance Policy, where amendments will only take place with Board approval. Some major policies e.g. Health and Safety, Equality and Diversity, Anti Bribery and Safeguarding will go separately to the board for approval having gone through the relevant committee where appropriate.
9.3	<p>To note Chair's use of delegated authority</p> <p>AT's report, a copy of which is attached with the papers, details the three cases of delegated authority since the last meeting which were ratified by the Board. The board noted and ratified the delegated decisions</p> <p>AT informed external auditors are awaiting the updated Audit Code of Practice before the Audit Plan could be completed and the letter of engagement signed. Board approval was given for delegated authority to Audit Committee to approve both issues including fees.</p>
10	<p>Designation of confidential items</p> <p>Items 6.3, 6.4, 6.5 and 6.6 were designated confidential items.</p>
11	<p>Any other business</p> <p>KG thanked N Holmes and R Malone for their contributions as student governors this year.</p> <p>KG thanked A Mullan for his phenomenal support and contributions to the College during his long service as Chair of Governors.</p> <p>KG thanked DH, KD and College staff for the involvement with the reports for this meeting.</p>
12	<p>To note date and time of next meeting</p> <p>An additional meeting was agreed for early October as 10th December was deemed too long to wait given the current situation and approvals were required as detailed earlier in the meeting (item 6.9). AT/DH to agree the date in conjunction with the Chair.</p>

Chairman:

Action Points arising from meeting held on 7 July 2020

	Action	Responsible	Date Due
6.9	Governance review recommendations to be followed up	DH/AT Governors	30 September
8.3	Financial risks and sensitivities for 2020/21 budget to be reviewed and a verbal update provided	K Dales	October meeting
12	Arrange October meeting	DH/AT	31 August