

## HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Board of Governors held on Thursday 10 December 2020 at 5.15pm via TEAMS

<b>Members Present:</b>	Mrs L Watson [Chair]	Mrs M Roberts
	Mr D Hankey	Mrs L Nelson
	Mrs L Thornton	Mr S Irvine
	Mr S Salvin	Mrs S Robinson
	Mr M Ward	Mr F Ali

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

1	<b>To note that Mrs L Watson is interim chair and that a quorum is present.</b> AT confirmed the meeting was quorate.
2	<b>Apologies for absence</b> Apologies from J Regan and N Godfrey [due to illness].
3	<b>Declarations of Interest</b> There were no new declarations of interest.
4	<b>Minutes of previous meetings:</b> <ul style="list-style-type: none"> <li>• 7 July 2020</li> <li>• 24 September 2020</li> </ul> The minutes were accepted as a true record and would be signed by the chair in due course.
5	<b>Matters arising and actions points</b> All actions have either been completed or are an agenda item at this meeting.
6	<b>Committee minutes:</b> <ul style="list-style-type: none"> <li>• <b>Audit 18 November 2020</b> [SI commented was a positive meeting]</li> <li>• <b>C&amp;S 24 November 2020</b> [LW said C&amp;S had been busy with the SAR]</li> <li>• <b>Estates 6 October 2020</b> [recommending disbandment of Estates – an agenda item]</li> <li>• <b>F&amp;GP 18 November 2020</b> [MW meetings have been positive]</li> </ul>
7	<b>Principal/Chief Executive's Report</b>
	<i>Intervention</i>
7.1	<b>FEC latest report for information</b> The report was noted.
7.2	<b>FEC and David O'Hara Report – compliance update</b> DH referred to the memo which set out the recommendations of the FEC and of David O'Hara. It was noted that virtually all of the actions had been completed and those that were only partially complete would be done by the end of this calendar year. Whilst it was noted that a strategy day would be held before the end of the academic year SI also noted that although a formal strategy day of the board had not been held to date the board and all committees had been very much involved with its preparation and oversight during the year

7.3	<p><b>ESFA notice to improve letter for information</b></p> <p>DH has said he has regular meetings with the ESFA as part of the intervention process. A copy of the formal letter is included in the papers for information. There were no questions from governors.</p>
	<p><b>Strategic update</b></p>
7.4	<p><b>Strategic milestones for 2019/20</b></p> <p>DH gave a brief overview of the report saying items had been categorised as red, amber, green in terms of progress and grey shows areas not progressed due to Covid. DH said some milestones may need updating moving forward. As referred to above SI stated that the Board can demonstrate they have seen the strategic aims even though there has been no governor away day due to coronavirus.</p>
7.5	<p><b>Other strategic updates</b></p> <p>DH gave a brief overview of the report. There were no questions from members.</p> <p>Information in the report is classed as confidential.</p>
	<p><b>Other updates</b></p>
7.6	<p><b>Covid19 update inc. wellbeing</b></p> <p>DH said regular updates have been given to governors at the Coronavirus Governance Committee. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• 91 cases since August – 30 being onsite during infectious period</li> <li>• Staff were given a wellbeing questionnaire May/June time</li> <li>• Staff issued a 2<sup>nd</sup> wellbeing questionnaire recently with slightly different questions – more favourable outcome</li> <li>• DH acknowledged the good work done by R Davison/H Rowden and L Tait</li> </ul> <p>SI commended the College for doing this work and asked if any subsequent actions are taken forward. DH said HR will let managers know of the results and they can target their staff to see how the College can help. DH said some of the factors are out of the control of the College. LT asked what follow up is given to staff following a return to work following Covid. DH said they are supported through the RTW process to ensure they are well enough to return to work and any reasonable adjustments made. SH informed of the extra resources put towards the Togetherall platform a system used by students now made available to staff.</p>
7.7	<p><b>Policies</b></p> <p>DH gave an overview of his report saying this was an action linked to D O’Hara’s review aimed more towards schools rather than Colleges where Executive Committee have responsibility for policies. DH said the college has eight policy areas and there are a few areas where policies need updating. DH said there was a review process in place for policies. DH recommended that policies be part of Audit Committee to ensure all are up to date. SI said he was happy for Audit Committee to provide assurance to the Board moving forward and policies will be a standing agenda item at future Audit Committee meetings to enable them to be fully scrutinised.</p>
7.8	<p><b>Cyber security</b></p> <p>DH said the College has a wonderful IT Team who do very well with cyber security. It has been agreed that Finance &amp; General Purposes will pick up this item moving forward. KD will table a report at the next F&amp;GP meeting and circulate to members in advance [toolkit for Board members].</p> <p>L Monaghan reported an increased number of targeted attacks aimed specifically at colleges saying this matter is a real threat for colleges.</p>

7.9	<p><b>Prevent</b> DH said R Bage [Welfare Officer] will be invited to a Board meeting to give an overview of the good work being done for Prevent. DH said this area links with Curriculum &amp; Standards Committee and LW confirmed all governors do Prevent training as well as safeguarding training. SI asked if there was any feedback from students available. DH to provide for the next meeting. SH said the induction survey was positive and 98% learners said they feel safe in college and know where to report any issues. SH said the 2% are followed up to gain their feedback.</p>
7.10	<p><b>2019/20 academic performance to date</b> SH noted the concerns relating to attendance flagged amber and red on his report saying it was an area to improve and currently stands at 88%. SH informed apprentices have been retained but a number are past their end date. SH said English and maths is an area which is challenging for attendance. SH informed at this point in time the college was performing well and he has no major concerns however it is a very challenging landscape.</p> <p>SI asked if the figures include remote working. SH confirmed it did and learners are only marked as attending if they are engaging with sessions. LT asked how long learners need to engage for, SH confirmed it was for the duration of the lesson.</p>
7.11	<p><b>Pay award</b> Confidential.</p>
8	<p><b>Self-Assessment Report</b> SH reminded governors of the process</p> <ul style="list-style-type: none"> <li>• every course has a SAR which is collated at School level</li> <li>• HoS present to C&amp;S members</li> <li>• A critical friend challenges the decisions – consultant used worked for a number of years at an outstanding college and feedback received was very challenging</li> </ul> <p>SH gave an overview of the report showing all areas as outstanding except apprenticeships classed as good. SH said there have been some exceptional results for high needs learners and GCSE maths. SH informed the QIP highlights the areas to be addressed.</p> <p>LN commented it was amazing to be part of the process and to hear the good practice that was taking place saying the work was taking place just needed evidencing in the SAR. LN said it made her proud to be a governor of the College.</p> <p>SI asked if Ofsted would agree with the ratings. SH said the critical friend used was also an Ofsted Inspector and her information had been a useful and given SH opportunity to reflect on the SAR and increase its content to reflect the work taking place.</p> <p>LW thanked SH and staff for their hard work saying it was a great outcome.</p> <p>SH gave a brief overview of the QIP saying a column had been added to show how it links to the impact assessment. It was noted areas 4-6 need to improve and the plan will develop throughout the year. There were no further questions in relation to the SAR or QIP.</p>
9	<p><b>Finance Items for Approval</b></p>
9.1	<p><b>FE Capital Allocation</b> KD informed the College had received £538,427 from a government grant to improve specific conditions of buildings and would be used mainly for the Exeter Street building and a few jobs on the main building such as netting on the roof and replacement glazing. KD recommends that RNJ project manage the works as they are a construction consultant and have the expertise. KD said given the tight deadlines a limited tender by invitation only was done for the Exeter Street works which involved four construction firms with the required expertise but that this required Board approval. Additionally, several companies had been approached to quote for the glazing</p>

	<p>replacement, to which only one glazing company responded quickly who was able to supply and carry out the works so Executive took the decision to progress with this provider rather than pursuing further quotes. KD said it was not too late to stop the process but if this happened works would not complete by March. KD highlighted the criticism in the annual audit report in relation to procurement and this process has meant the usual process of three quotes has not been followed. SI said a single tender process can be discussed and explained at Audit Committee moving forward.</p> <p>MW said works needed to progress to receive the funding.</p> <p>The Board ratified the decision to use RNJ Consultants, a limited tender for Construction works and Polar NE for the glazing works.</p>
<b>10</b>	<p><b>External audit findings for the year ended 31 July 2020 of the financial statements and regularity auditor, RSM</b></p> <p>KD advised this information has been to Finance &amp; General Purposes Committee and Audit Committee. KD highlighted the adjustment on page 4 for the deficit figure advising it shows as £411k below but after the £76k adjustment it becomes £335k deficit.</p> <p>KD highlighted the findings on page 5 in relation to written confirmation from Tees Valley and ESFA for the final reconciliations. KD said the government has postponed the date for filing the accounts. KD advised another set of financial plans have been submitted to the auditors who are checking the going concern situation.</p> <p>The Board approved the findings of the financial statements.</p>
<b>11</b>	<p><b>Audit committee's annual report and self-evaluation 2019/20</b></p> <p>AT informed this annual report has been to Audit Committee and Audit Committee had complied with its terms of reference. AT would report on the terms of reference for other committees, which have all been complied with, later in the meeting.</p>
11.1	<p><b>Draft consolidated reports and financial statements for the period 1 August 2019 to 31 July 2020</b></p> <p>KD said the papers uploaded to SharePoint were October management accounts instead of the financial statements. It was agreed the correct papers would be uploaded onto SharePoint for members to view although it was noted that they had been recommended by both the Audit and F&amp;GP committees. Subject to any queries arising from governors and the auditors being able to support the statement that the college was a going concern it was resolved that they be approved by the board.</p>
11.2	<p><b>Draft HBDC Ltd directors report and accounts for the period 1 August 2019 to 31 July 2020</b></p> <p>KD reported a deficit rather than the planned small surplus due to lost commercial work due to Covid19. The report and accounts were approved by the board and it was noted that a meeting of the directors of HBDCL had been convened to consider and approve the accounts</p>
11.3	<p><b>Letter of support from the College to the Company</b></p> <p>KD stated this was the normal letter to support the repayment. The letter of support was approved.</p>
11.4	<p><b>Letters of representation to RSM for Board approval</b></p> <p>It was noted the letters have been approved by Audit Committee. The Board approved the letters of representation.</p>
11.5	<p><b>2020/21 risk register</b></p>

	<p>KD advised that Covid had previously been shown on a separate risk register however these risks are now combined into one document. KD informed Audit Committee have requested a column be added to show staff responsible for implementation, impact score and timescale which she will include moving forward. SI said further discussion was needed sub-committee Chairs to determine if Board assurance level was needed in addition to operational level, this is an action from the last Audit Committee.</p>
<b>11.6</b>	<p><b>Financial Regulations</b>  KD reported the procurement element has been reviewed by experts Tenet due to changes with Brexit. A section for e-tendering has been added.  The Board approved the changes to the financial regulations.</p>
<b>12</b>	<p><b>Finance items for noting</b></p>
12.1	<p><b>Subcontracting summary 19/20 and 20/21</b>  KD stated the report was to show information for last year and look forward to what is planned in future. KD noted the increase for Seymour Academy which may increase if the growth bid is successful.</p>
<b>13</b>	<p><b>Corporation items</b></p>
13.1	<p><b>Appointment of Governors</b>  The Clerk drew attention to the memo which he had circulated regarding applications from five potential governors together with their CV's. He gave further details of their skills and experience and advised that all five had been rigorously considered by the Search Committee who had recommended that they be appointed for a four-year term. After discussion it was unanimously agreed that Christine Hope, Salaam Shaheen, Jon Gould, Haani Hasnain and Anthony Horne be appointed as governors of the college for a four-year term commencing on 1 January 2021 and ending on 31 December 2024  The board also approved the appointment of Ben Espley as an FE Student Governor of the college to 31 July 2021 with immediate effect.</p>
13.2	<p><b>Skills matrix</b>  The skills matrix was considered and it was noted that all skills were covered although both Estates and Legal Skills could do with being better represented. The clerk advised that two of the new governors had such skills and the matrix was approved.</p>
13.3	<p><b>Governors attendance 2019/20</b>  The schedule of individual attendances had been considered by Search committee and it was noted that an overall percentage of 87% was very commendable against a target of 75%. The chair thanked and congratulated board members on their commitment.</p>
13.4	<p><b>Winding up Estates</b>  The clerk drew attention to the memo which he had prepared regarding Estates committee which had been considered and recommended by both F&amp;GP and Estates chairmen. It was noted that although it would add to the workload of the F&amp;GP committee if it was agreed that if the additional work did become too onerous then a subcommittee could be formed. After discussion it was resolved that the committee be dissolved and that the standing orders be amended to incorporate the terms of reference of the Estates committee with the F&amp;GP committee TOR.</p>
13.5	<p><b>Training programme 20/21 inc. Financial Training</b>  The clerk referred to the training plan for the remainder of 2020/21 which he had prepared taking into account of training requests from governors. He also advised that he was arranging comprehensive financial training for all governors, as instructed by the FEC, with Wylie and Bisset. It was agreed that the Clerk, Principal and Chair should draw up a detailed plan with dates to cover all topics shown in the memo.</p>

13.6	<p><b>Verbal report on all governor evaluations</b></p> <p>The Clerk advised that Search Committee, excluding the Chair, had considered the performance of the chair as a governor and considered it was very satisfactory. The whole committee, except where there was a conflict, had considered the performance of each governor, and chairs of committees, and all were deemed very satisfactory. Skills, roles, attendance, commitment and any other relevant issues had been taken into account. The clerk advised that he would be considering other or supplemental methods of evaluating governors in due course.</p>
13.7	<p><b>Meeting dates extended to July 2022</b></p> <p>The dates as shown on the attached schedule were approved by the board.</p>
13.8	<p><b>Committees' compliance with Terms of Reference</b></p> <p>Each committee had considered its performance over the year to July 2020 and had confirmed that they had complied with their terms of reference. A schedule for each committee showing how they had fulfilled their terms is in the papers on SharePoint.</p>
13.9	<p><b>Governors/budget holders interests</b></p> <p>The clerk had drawn up new registers of interests of governors and of budget holders and they had been noted by F&amp;GP committee who had rated any conflicts as low. The board agreed with that rating. The clerk asked that he be advised of changes i.e. conflicts to be added or removed as they occurred. A copy of both schedules had been emailed to the Finance Department.</p>
13.10	<p><b>Wylie and Bisset report on compliance with Code of Good Governance</b></p> <p>W&amp;B had audited compliance with the Colleges Code of Good Governance and had rated compliance with the Code as Strong which was the highest rating. SI commented that it was yet further support for the case that the college was well on the road to Outstanding.</p>
14	<p><b>Use of seal</b></p> <p>There has been no use of the seal.</p>
15	<p><b>Designation of confidential items</b></p> <p>Agenda item 7.11 Pay award and information in the report for agenda item 7.5 Strategic update.</p>
16	<p><b>Any other business</b></p> <p>LW thanked Executive and all College staff saying it had been a difficult year and what they have achieved is fantastic.</p> <p>It was noted this would be the last meeting for S Salvin as governor. SS was thanked for his work and wished well for the future.</p>
17	<p><b>To note date and time of next meeting</b></p> <p>It was agreed that a meeting would be scheduled for late January to welcome new governors and for training programme updates. AT to schedule a date.</p>

Chair:

### Action Points arising from meeting held on 10 December 2020

	<b>Action</b>	<b>Responsible</b>	<b>Date Due</b>
7.7	Policies to be a standard agenda item at future Audit Committee meetings	A Theakston	23 February 2021
7.8	Report to be tabled cyber security at next F&GP and circulate to Board members in advance [toolkit for governors]	K Dales	24 February 2021
7.9	Summary of student feedback re: Prevent	D Hankey	4 March 2021
11.1	Financial statements to be added to SharePoint [wrong papers uploaded for this item]	C Menzies	Actioned 14/12/20
13.1	Advise new governors of appointment	A Theakston	12 December
13.4	Amend standing orders	A Theakston	15 December
13.5	Agree training schedule	L Watson / A Theakston / D Hankey	31 December
17	January Board meeting date to be confirmed	A Theakston	ASAP