

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Board of Governors held on Wednesday 11th December 2019 at 5.15pm in Conference Room 4

Members Present:	Prof A Mullan [Chair]	Mrs M Roberts
	Mr D Hankey	Mr P Mitchell
	Mrs L Nelson	Mr S Irvine
	Mr S Salvin	Mrs L Watson
	Mrs R Malone	Mr N Godfrey

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]

1	To welcome and note the appointment of student governors Rebecca Malone was welcomed as student governor and introductions to members were made.
2	Apologies for absence Apologies from J Regan, M Ward and N Holmes.
3	Declarations of Interest No new declarations of interest.
4	Minutes of the previous meeting held on 18 September 2019 The minutes were accepted as a true record and signed by the Chairman.
5	Matters arising and action points <i>Commercially sensitive</i> All other points were actioned.
6	Committee minutes: Estates 17th October Audit 13th November F&GP 13th November C&S 19th November All minutes were noted and approved. LW thanked DH and SH for their work and asked that Heads of School receive a letter of thanks from governors in relation to their work for Curriculum and Standards Committee. SI reported the collaboration of Audit Committee with informal and external advisers.
7	Principal/Chief Executive's Report
7.1	ESFA Case Conference minutes Minutes included for information, DH to continue to keep governors up to date.
7.2	FE Commissioner [draft] report – October 2019 visit The final report is awaited and is imminent. This was a very positive visit and the next visit is March 2020. SI asked why this report would not be published? LM suggested DH write to the FE Commissioners to request this since the report shows good progress. SI stated to publish the first report and not this one is unfair and the opportunity should be taken to correct the

	previous misleading announcement. DH informed he is to notify stakeholders and partners of the positive report.
7.3	David O'Hara report – governance review <i>Commercially sensitive.</i>
7.4	2019/20 academic performance to date [verbal update SH] The following points were noted: <ul style="list-style-type: none"> • internal changes to the structure involving a merger of Fabrication, Welding and Automotive with Engineering • Retention is at 99%, unauthorised absence has been removed from attendance figures • There is a lower starting point for apprenticeships in terms of the potential achievement for 2019/20. No changes since September however the best outcome for timely achievement would be 81%
7.5	2019 staff survey results DH explained that the written notes show the trends, most areas are up over the past 5 years [survey not completed academic year 2017/18]. The data is positive and compares us against other colleges.
7.6	2019 staff feedback DH noted that the ' <i>What could we do better and what would you like to see?</i> ' part of the report was missing from the papers so the full report will be circulated tomorrow. DH commented that fixed term contracts had been reduced from 4 years to 2 years. The Bradford Factor implemented for sickness/absence purposes had caused some concern amongst staff but DH comments show it is a method designed to support staff.
7.7	Student successes DH highlighted the website link on the report which provides further information of these student successes.
7.8	Staff successes DH stated staff on this report have been identified as going above and beyond expectations. Special thanks were given to Sam-Amy Kidson for her planning of the graduation event. Staff are to be sent a letter of thanks from governors.
8	Health and Safety Policy [on SharePoint] Previously presented at Estates Committee. This was approved by the Board.
9	Self-Assessment [on SharePoint] Full report has been uploaded for information, key points summarised in agenda item 9.1.
9.1	Self-assessment report summary SH reported he was to judge the College as good but following feedback from critical friends and 11 colleges who have visited increased this to outstanding. The following points were noted: <ul style="list-style-type: none"> • Overall achievement rates for education and training is 89.5% a 4.4% increase in year • Judgements are made against the new Ofsted criteria which didn't come into effect until May however a transition year has been confirmed • Apprenticeships is outstanding, achievement has had a drop of 8% but remains 7% above the national achievement rate

	<ul style="list-style-type: none"> • Support for learners with a declared learning difficulty was effective resulting in outstanding achievement rates • Students receiving free school meals outperformed their peers [speaking to other colleges this service is unique to the college] • All governor lines of enquiry were met last year • The summary document outlines the 5 lines of governor enquiry for 2019/20 –work is ongoing regarding attendance with the working group <p>SH said a key priority is to move from RQF, the College were waiting to monitor developments however the change must now happen and it is a big transition.</p> <p>SI asked SH if he was confident mechanisms were in place to ensure the monitoring and implementation of the suggested lines of enquiry. SH confirmed this was the case and regular Programme Review Team meetings are held along with progress with Schools tracked against the Quality Improvement Plan.</p> <p>SI asked if updates will be given to governors. SH confirmed this will be an agenda item on Curriculum & Standards Committee.</p> <p>Discussion took place on the timeline to the College becoming outstanding. SH stated we are outstanding now and proposed we use that rating now and consolidate the rating and approve in March 2020. Ofsted could be contacted to trigger an early visit but the College would not be a priority due to its positive results and the cycle of visits.</p> <p>AM thanked SH on behalf of the governors.</p>
9.2	<p>CPCMER [HE self-assessment] This is University of Teesside version of the SAR, the following points were highlighted:</p> <ul style="list-style-type: none"> • Section 3 detailing new and revalidated provision • Section 6 performance of students – the improvement for all HE rates for success and retention and for progression rates • Section 7 National Student Survey [NSS] – the areas with a sector difference are learning opportunities and learning resources. The facilities are wonderful at the UoT so it is difficult for the College to meet those expectations • This has its own action plan split at School level <p>SH said we are at present unsure of the expected inspection of HE as this is now the responsibility of the Office for Students and no announcement has been made.</p>
9.3	<p>Quality Improvement Plan 2019/20 The targets are taken from the SAR, FE Commissioner or other issues across the sector. QIP 7 is red as the best possible outcome for apprenticeships is 81% [out turned 75% last year] so this is a challenging year. Feedback from critical friends is that apprenticeship figures have dropped nationally.</p>
10	<p>Finance Items for Approval</p>
10.1	<p>Deferral of budget re: new ESFA requirements There is a new integrated financial model which needs approval from the Board prior to the March meeting. It was requested the next Board meeting be brought forward to 27th February 2020 so this could be done. This was approved.</p>
10.2	<p>Annual gender pay report KD advised we have regressed a little for the mean but the median remains the same. This is due to the College employing their own catering/cleaning staff which are predominantly female,</p>

	<p>as well as having more female administrators and more male lecturers. KD gave assurance that regardless of gender the same pay scale applies. Thought is to be given on promotion of female lecturing position within areas with high male numbers i.e. Engineering.</p> <p>AM asked if work needs to be more pro-active with roles e.g. why aren't there more male cleaners? KD advised of plans to collect application data and increase CPD opportunities/awareness.</p>
10.3	<p>External audit findings for the year ended 31 July 2019 of the financial statements and regularity auditor, RSM</p> <p>KD reported a clean audit subject to some additional information which was sent off today and she is not expecting this report or the accounts to change. The College will remain a going concern but RSM have no issues around this and Audit Committee and FE Commissioners have agreed with this decision. There are only 2 adjustments shown on page 8 of the report which KD said was excellent given the workload of the finance team. SI agreed and congratulated the finance team for their hard work.</p>
10.4	<p>Audit committee's annual report and self-evaluation 2018/19</p> <p>Included for information as a summary of work. There are no recommendations.</p>
10.5	<p>Draft consolidated reports and financial statements for the period 1 August 2018 to 31 July 2019 (on SharePoint)</p> <p>KD reported a £3/4m positive swing which will mean a good rating of financial health which is the requirement of the FE Commissioners. AM stated this was an outstanding achievement. Approved by the Board.</p>
10.6	<p>Draft HBDC Ltd directors report and accounts for the period 1 August 2018 to 31 July 2019 (on SharePoint)</p> <p>KD reported a small surplus. The company still needs to be operational for at least 1 year for apprentices. KD advised RSM are looking at benefits of the company for tax purposes. Should this company be closed the debt would transfer to the College. The accounts were approved.</p>
10.7	<p>Letter of support from the College to the Company</p> <p>This was approved.</p>
10.8	<p>Letters of representation to RSM for recommendation to the Board for approval</p> <p>This was approved.</p>
10.9	<p>2019/20 risk register</p> <p>The new register includes recommendations from the FE Commissioners. KD confirmed there have been no amendments since presented to Audit Committee. This was approved.</p>
11	<p>Finance Items for noting</p> <p>No report.</p>
12	<p>Corporation Items</p>
12.1	<p>Ratification minute from Bank</p> <p><i>Commercially sensitive.</i></p>
12.2	<p>Ratification of Senior Post Holder agreement</p> <p><i>Commercially sensitive.</i></p>

12.3	Appointment of Governors The Clerk advised that Search committee recommended the appointment of Kate Gillen and Sally Robinson for a four-year term with effect from 1 January 2020. The appointments were unanimously approved.
12.4	Re-appointment of Governor The Clerk advised that Search committee recommended the reappointment of Linda Nelson for a one year rolling term with effect from 23 March 2020. The reappointment was unanimously approved.

12.5	Succession Planning Policy The policy had been recommended by Search committee and was approved by the board. A report was also given to the board updating the position re new and potential new governors.
12.6	Governors' Attendance Attendance had been considered by Search. A copy of the attendance figures is attached. It was disappointing that the 75% target had not been reached but two of the student governors had not attended any meetings at all. The attendances were noted.
12.7	Verbal report on all governor evaluations Details of the evaluations are in the Search minutes which the Clerk reported to the board. The committee and Chairman had evaluated all as very satisfactory. It was also agreed that governors be invited to fill in an evaluation of meetings and the Clerk would email them out after the meeting.
12.8	Registers of Skills Following David O'Hara's visit the clerk had drawn up a Skills Matrix for use by the committee. A list of skills is attached. It was noted that when Phil Mitchell left there would not be a governor with specific legal skills.
12.9	Meeting dates extended to July 2021 The meeting dates were approved by the board.
13	Use of Seal The Seal had been impressed four times on the two charges, as minuted, in duplicate.
14	Designation of confidential items No report.
15	Any other business AM reported his formal notice dated 8 November to the Clerk of his intention to resign as Chair to take effect on 1 st June 2020. Work to appoint a successor chairperson by February 2020 will commence immediately and it was re-iterated that any governor who wished to be considered for the role of Chair or Vice Chair should advise the Clerk in writing by 31 January 2020. This is the last meeting for Phil Mitchell who is standing down as governor due to retiring from work. PM was thanked for his service of 11 years and he wished the College well. DH invited governors to attend the staff quiz event on Friday 20 th December at 11.00am.
16	To note date and time of next meetings As changed regulations now require a more detailed budget to be submitted by 28 February 2020 it was agreed that the March meeting be brought forward to Thursday 27 th February 2020 at 5.15pm in Conference room 4.

Chairman:

Action Points arising from meeting held on 11 December 2019

	Action	Responsible	Date Due
6	Letter of thanks to Heads of School on behalf of Curriculum & Standards	APT	17 December
7.2	Letter to be sent to FE Commissioners requesting publication of the October 2019 report	D Hankey	10 January
7.3			
7.6	Staff feedback report to be circulated to Governors	C Menzies	12 December
7.8	Letter of thanks from governors to be sent to staff shown on the staff success report	APT	17 December
12.3	Write to Kate Gillen and Sally Robinson	APT	12 December
12.7	Send out evaluation forms	APT	12 December