

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Board of Governors held on Thursday 14th March 2019 at 5.15pm in Conference Room 4

Members Present:	Prof A Mullan [Chair]	Mrs L Watson
	Mr D Hankey	Mrs L Nelson
	Mr N Godfrey	Mr S Irvine
	Mr M Ward	Mr P Mitchell
	Mr S Salvin	Ms C Black

Also present:	Mrs K Dales [Assistant Principal]
	Mr S Hope [Assistant Principal]
	Mr A Steel [Assistant Principal]
	Mr A Theakston [Clerk to the Corporation]
	Mrs C Menzies [Personal Assistant]

1	To welcome and note the appointment of student governors The appointment of Carolan Black and Sophie Boyer as student governors for the academic year was confirmed and it was noted that applications for HE governor have been received from Thomas Turnbull and Chloe Vickers and one would be appointed shortly.
2	Apologies for absence Apologies for absence were expressed on behalf of J Regan and M Roberts.
3	Declarations of Interest S Irvine reported his new appointment working for North Tees and Hartlepool NHS Foundation Trust from 19/1/19 and will e-mail AT details for noting in his declarations of interests.
4	Minutes of the previous meeting held on 12 December 2018 Accepted as a true record and signed by the Chairman.
5	Matters arising and action points Action points 8.12, 12.1 and 19 have been actioned and DH to arrange for an electronic update on safeguarding for governors to complete.
6	Committee minutes
6.1	Estates 6 th February 2019
6.2	Curriculum and Standards 12 th February 2019
	Minutes were provided for information, no amendments or questions raised.
7	Principal/Chief Executive's Report
7.1	ESFA Update – 2017/18 finance record judgement [verbal update] DH explained the process for planning and submitting the college finances and reported that finances for 2017/18 have been rated as inadequate. A moderation process is in place so costs for the SPA process were submitted however could not be taken into consideration as this work was done by the senior management team not a consultancy firm with invoices to evidence the cost [£16k overspend was the amount which resulted in this rating]. A letter was expected today outlining the next steps but this will now be sent on 21 March instead so it is unclear, given the fact the SPA process has only ended 6 months ago, what the outcome of this rating will mean for the college. Cash flow for the current year is good and is anticipated to increase from £1.6m

	<p>to £2m by the end of the year. DH expressed his disappointment but explained the decision is retrospective and figures this year have improved.</p> <p>DH explained that the Government publish this information on their website so the FE press will pick up this information which raises concern for the reputation of the college and staff morale. DH will brief staff fully before the Easter break and a press release is to be prepared explaining the reasons behind this outcome.</p> <p>MW reiterated the importance of relaying the message of how much planning and progress has been made to improve the financial position of the college and increased cash flow for 2018/19. MW asked that cash flow be added to the risk register given the increased risk from the new insolvency regime.</p>
7.2	<p>2018/19 academic performance to date</p> <p>SH informed that the weekly bulletin contains a dashboard with key measures for overall attendance and retention and is set against high targets above national benchmarks. Current measures for retention and attendance are high in comparison to the two previous years.</p> <p>The apprenticeship outturn will not be as good this year the best case being 82% compared to 83% last year however close monitoring is taking place and it is anticipated an outstanding grading will still be achieved.</p> <p>SH gave a detailed overview of the suggested lines of enquiry and monitoring report included in the papers.</p>
7.3	<p>English & maths progress for 2017/18</p> <p>DfE performance tables are included in the papers for information however since then SH has received a report ranking the college 8th best for maths and 20th for English out of 196 colleges across the country based on distance travelled figures.</p>
7.4	<p>Overview of 2018/19 income streams</p> <p>DH reported that income streams are likely to come in on target even though some additional costs for Adult Education have been incurred and work is ongoing to keep learners on track and complete. It is anticipated there will be an improvement on 2016/17 and 2017/18 outturns.</p>
7.5	<p>Principal's question time</p> <p>DH stated it is encouraging to hear the things learners feel the college does well and also a good way to hear some of the things which they feel could be improved. Work is ongoing to feed back to representatives the responses made to their questions and posters are to be displayed around the college.</p>
7.6	<p>Strategic planning</p> <p>Detailed strategic planning is ongoing for 2019-22 launched at the Strategic Planning Conference in February and three year plans are being developed for each area with clear planning assumptions in place for managers. Numbers are increasing slightly following a dip in growth over the past few years and clear timelines are in place for areas of growth and new provision.</p>
7.7	<p>One Town Can [verbal update]</p> <p>DH reported that three main factors have contributed to the 'One Town Can' initiative, a meeting in September/October last year with Hartlepool Fabians group, the knowledge of high levels of poor literacy and numeracy for adults in the region and parents wanting to help their children with homework. DH wrote to 38 local schools offering free literacy/numeracy training to parents and 11 schools responded so visits to these schools have taken place to provide briefings on how the college can help and raise awareness of the services on offer. DH/SH met with The</p>

	Open University yesterday and there may be an opportunity to offer an online training programme.
7.8	<p>Awards [verbal update] DH informed that the college has been shortlisted for the Teesside Business Awards Heart of the Community Award and the winner will be announced at the event on Thursday 28th March.</p> <p>The college was also entered for the Northern Powerhouse Award but no response has been received so it is not likely we have been shortlisted.</p>
7.9	<p>Partnership update <i>Commercially Sensitive.</i></p>
7.10	<p>Ofsted – Education Inspection Framework The Common Inspection Framework, as currently known, will be changed to the Education Inspection Framework and focus on intent, implementation and impact with key concepts being knowledge, learning, memory and education not just the qualification. Consultation is ongoing until April 2019 for the revised framework.</p>
7.11	<p>New College Insolvency Regime DH referenced the AoC question and answer document, a copy of which had been circulated and is attached, explaining the new regime which came into effect on 31 January 2019. DH and AM attended an AoC conference earlier this week and information provided was reassuring. Governors discussed the content of the documents and noted in particular their collective responsibility for the solvency and viability of the college.</p>
7.12	<p>Student successes As per the report included in the papers.</p>
7.13	<p>Staff successes As per the report included in the papers.</p>
8	<p>Cyber security KD informed that cyber security continued to be taken very seriously and a number of key managers attended a cyber training day which went through various scenario planning and was a really useful task. Feedback from JISC was the college intentions were good and would be strengthened further once some policies and procedures are revised. The process provided reassurance from an independent company with expertise in this area of work.</p>
9	<p>Finance items for approval There were no items for approval.</p>
10	<p>Finance items for noting</p>
10.1	<p>College management accounts to January 2019 <i>Commercially Sensitive.</i></p>
10.2	<p>HBDCL performance to January 2019 Accounts included for information were noted by the board.</p>
10.3	<p>Risk register SI requested that dates for implementation be added to the tasks in the risk register and this was agreed to.</p>
11	<p>Corporation items</p>

11.1	<p>CEIAG Policy AT referred to the attached policy which had been recommended for approval by the C&S Committee and which was now approved. He referred to the boards responsibility [section 6] to appoint a link governor with the careers lead on evaluation and development of the careers programme and provision as per the Gatsby recommendations and this was considered as below.</p>
11.2	<p>Appointment of link governor AT reported the recommendation for appointment of Linda Nelson, as agreed at the Curriculum and Standards meeting on 12 February 2019, as the link governor with responsibility for being careers lead as outlined above. The appointment was approved by the board and would remain in effect until further notice.</p>
12	<p>Communications/reports received for information No report.</p>
13	<p>Use of seal No report.</p>
14	<p>Designation of confidential items No report.</p>
15	<p>Any other business No report.</p>
16	<p>To note date and time of next meetings</p> <p>The next scheduled board meeting is Thursday 16th May at 5.15pm in Conference 4</p> <p><i>Meet the Governors is 13th June at 4.30pm followed by board training at 5.15pm in Conference room 4</i></p>

Chairman:

Action Points arising

5	Safeguarding training for governors	D Hankey
7.1	Cash flow be added to the risk register	K Dales
10.3	Dates for implementation to be added to the risk register	K Dales