

## HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Board of Governors held on Thursday 16<sup>th</sup> May 2019 at 5.15pm in Conference Room 4

<b>Members Present:</b>	Prof A Mullan [Chair]	Mrs M Roberts
	Mr D Hankey	Mrs L Watson
	Mr N Godfrey	Mr S Irvine
	Mr M Ward	Mrs J Regan
	Mr S Salvin	Mr M Ward

<b>Also present:</b>	Mrs K Dales [Assistant Principal]
	Mr S Hope [Assistant Principal]
	Mrs L Monaghan [ESFA]
	Mrs E Hails [Minute Clerk]

<b>1</b>	<b>To welcome and note the appointment of student governors</b> The new student governors did not attend this meeting but will be invited to the next meeting.
<b>2</b>	<b>Apologies for absence</b> Apologies for absence were expressed on behalf of L Nelson, A Steel, P Mitchell, A Theakston. The Chairman wished A Theakston a speedy recovery.
<b>3</b>	<b>Declarations of Interest</b> No new declarations of interest.
<b>4</b>	<b>Minutes of the previous meeting held on 14 March 2019</b> <i>Item 3 – Declarations of Interest: S Irvine commenced his new appointment working for the North Tees and Hartlepool NHS Foundation Trust from 1 March 2019 not 19 January 2019 as minuted.</i> With this amendment the minutes were accepted as a true record and signed by the Chairman.
<b>5</b>	<b>Matters arising and action points</b> Action points 7.1 and 10.3 actioned. Action point 5 – waiting for confirmation from A Theakston.
<b>6</b>	<b>Committee minutes</b> The following minutes were provided for information:
<b>6.1</b>	<b>F&amp;GP 6<sup>th</sup> March 2019</b> – M Ward informed the committee that robust discussions about the college finances are continuing and will take place at the meeting today.
<b>6.2</b>	<b>Search 14<sup>th</sup> March 2019</b> – the minutes were noted.
<b>7</b>	<b>Principal/Chief Executive's Report</b>
<b>7.1</b>	<b>ESFA intervention update</b> The following correspondence has been received. <b>The Financial Health Notice to Improve</b> letter from the ESFA dated 3 April. The process has started and there will be regular meetings moving forward. <b>FE Commissioners letter</b> confirming a visit from their team on 6&7 June including Appendix 1 outlining the documentation they require from us and the number of staff and governors they wish to meet with.

	<p>L Monaghan has received a copy of the Financial Recovery Plan [FRP] and spoken to DH about ensuring it is line with the College Financial Plan [FP] which will be produced at the end of July. L Monaghan will be given early sight of the Financial Plan in order to give feedback before it goes for approval at the Board meeting in July. She is meeting with DH and KD next Thursday to look at lining the Financial Plan, Financial Recovery Plan and Strategic Plan [SP] together. L Monaghan explained that although her role is 'observer' she is happy to answer any questions about the process.</p>
<b>7.2</b>	<p><b>ESFA intervention update</b> <i>Commercially sensitive.</i></p>
<b>7.3</b>	<p><b>2018/19 Academic performance to date</b> SH gave a brief overview of the report contained in the papers. We are currently performing well. Overall performance of the college at this moment is 94% retention against 92% for last year. Attendance is where we expected it to be at 88% - still not reaching our target especially in English and Maths, but better than in previous years. In most areas we are significantly above national targets. GCSE resits and GCSE 'stand alone' for adults are captured together in this table, and we are performing well in both areas. Employer Services: we deliver a lot of short courses in this area with a high achievement rate. Apprenticeships: overall rate is 80%, slightly lower than last year but significantly higher than the national rate of 60%. For for Functional Skills the national rate has improved by 6% whereas we have only improved 1%. This area is our 'achilles heel' and we have a new strategy in place where we are looking at learner by learner in order to improve.</p>
<b>7.4</b>	<p><b>National achievement tables</b> The table included in the papers are for 2017/18 and include the rates from all colleges. Rates for 16-18 is a big worry due to Functional Skills Level 1. Vocationally we are doing well but our rates for Basic Skills are down. We have performed very well for GCSE's and are outstanding for Apprenticeships, for L3 timely rates we are the best in the country. AM commented that it was a fantastic achievement for the college.</p>
<b>7.5</b>	<p><b>Strategic Plan 2019/20 – 2021/22</b> Work on refreshing the SP started in February. DH commented that we can be proud of what we have achieved, we do operate in a challenging environment. Consideration is being given to changing the mission statement to '<i>Transforming students' lives</i>'. It is also felt that we need to reinvigorate the core values of our RESPECT campaign and also include expected behaviours for both staff and students. Curriculum is broken down into 3 main headings: Intent; Implementation and Impact. Strategic Aims have been reduced to 4. The format is similar to previous plans, we have to ensure everything links to the FRC and FP. This will all be discussed at the Governor Training Day on 13 June and DH would welcome any feedback from Governors before that date. It is intended to finalise the plan in June ready for final approval at the Governing Body meeting in July. AM stated that governors need to 'own it'.  MW commented on the ESFA ratings of 'good' 'good' 'good' and stated that we should move to have more explicit targets for our reserves and an increasing surplus, ie £0.5m by 2020/21, as it is more important to have money in the bank. KD commented that because of our loan debt we can never have more than 10 points [out of 100] for one of the ESFA's 3 measures.</p>
<b>7.6</b>	<p><b>Draft stakeholder plan</b> There is still some work to do on this plan which is being prepared by A Steel. Any comments should be forwarded to DH prior to the Governor Training meeting in June. It was suggested that the term 'flat-lined' should be deleted and the wording changed.</p>

	AM commented on the Engineering Project Presentation Day which took place on 8 May, it was a very good event with 130 presentations taking place.
<b>7.7</b>	<p><b>Student successes</b></p> <p>The list of student successes was noted. DH stated all the students mentioned in the report were superb and drew attention to the following:  Rebecka Kitson, Callum Grainger [Inclusive Learners] who along with 4 student ambassadors represented the college at a Workers' Memorial Day service in the town and who were praised in an e-mail from Edwin Jeffries, the host of the event.  Connor Rudd, Cory Morris [Inclusive Learners] who won competitions in the first inclusive skills competition held at the College, competing with 3 other colleges.</p>
<b>7.8</b>	<p><b>Staff successes</b></p> <p>The staff successes were noted and DH praised all the staff included in the report. The College was nominated for the following 2 awards but was not successful:</p> <ul style="list-style-type: none"> <li>• shortlisted for our community work in the North East Business Awards</li> <li>• FE College of the Year and Apprentice of the Year in the Educate North Awards.</li> </ul>
<b>8</b>	<p><b>Finance items for approval</b></p> <p>None.</p>
<b>9</b>	<p><b>Finance items for consideration</b></p>
<b>9.1</b>	<p><b>College management accounts to March 2019</b></p> <p>KD gave a brief overview of the accounts. Actual performance against the plan is closely monitored and at this stage there is no indication that the plan will not be met. The issues with Apprenticeship paperwork is improving but it had come to light that some incentive payments had been included in the forecast income so this has now been rectified. Additionally some employers are postponing start dates which also has an impact on the income for 2018/19. The cashflow for March is always low due to ESFA payment profiles but is on the planned trajectory.  Loan Covenants: we are waiting for the bank to get back to us to agree final details of the pricing review and revised loan covenants.  A detailed cash flow statement has been included in the accounts.</p>
<b>9.2</b>	<p><b>HBDCL performance to March 2019</b></p> <p>There is a slight deficit this month but should be on plan at the end of the year. No issues.</p>
<b>9.3</b>	<p><b>Budget and forecast outturn for 2018/19 and draft budget 2019/20</b></p> <p>Commercially sensitive.</p>
<b>10</b>	<p><b>Corporation Items</b></p>
<b>10.1</b>	<p><b>Review minimum number of members on Estates Committee</b></p> <p>M Roberts has stepped down from the Estates committee because of a conflict of interest with her role as Facilities Manager. It was agreed that the minimum number on Estates be reduced to 3 with the quorum of 2. When the Intervention process is completed the structure of the Board and all the committees will be re-considered.</p>
<b>10.2</b>	<p><b>Review MoU between College and HBDCL</b></p> <p>Approved.</p>
<b>10.3</b>	<p><b>Extend board meeting dates to 31.12.2020</b></p> <p>Noted.</p>

<b>11</b>	<b>Communications/reports received for information</b> No report.
<b>12</b>	<b>Use of seal</b> No report.
<b>13</b>	<b>Designation of confidential items</b> No report.
<b>14</b>	<b>Any other business</b> No report.
<b>15</b>	<b>To note date and time of next meetings</b>  Meet the Governors – Thursday 13 June 2019 at 4.30pm Training Day – Thursday 13 June 2019 at 5.15pm Board Meeting – Tuesday 9 July 2019 at 5.15pm

**Chairman:**

**Action Points arising from meeting held on 14 March 2019**

5	Safeguarding training for governors	D Hankey
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**Action Points arising from meeting held on 16 May 2019**

7.2	DH to circulate copy of press coverage to Governors.	D Hankey
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