

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Board of Governors held on Thursday 24 September 2020 at 5.15pm via TEAMS

Members Present:	Dr K Gillen [Chair]	Mrs M Roberts
	Mr D Hankey	Mrs L Nelson
	Mrs L Watson	Mr S Irvine
	Mr S Salvin	Mrs S Robinson

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	A note was made of governors attending and it was confirmed that a quorum was present
2	Apologies for absence Apologies from J Regan and N Godfrey [due to illness].
3	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).
4	Strategic issues:
4.1	Enrolment for 2020/21 and impact on College <i>Confidential.</i>
4.2	Update on potential business purchase and collaborations <i>Confidential.</i>
4.3	Overview of FE strategic landscape DH gave a verbal update on the following points in his paper relating to other issues affecting the sector: <ul style="list-style-type: none"> • Point 6 - Further education landscape – Further Education White Paper (FEWP) • Point 7 – Coronavirus • Point 8 - Brexit
4.4	Verbal update on financial risks and sensitivities for 2020/21 budget [KD] <ul style="list-style-type: none"> • KD stated some additional funds have been received to support disadvantaged learners mainly for maths and English • The bid entered for £2.3m - £300k has been awarded but given the two major elements are outsourcing the net effect is not as bad • Apprenticeships – significant evidence of pledges however furlough and breaks in learning continue to be monitored • FE+ digital project – this was successful and £93k allocated to HCFE • Salaries – there have been 3 redundancies two with the Fire Brigade and one within catering for conferencing facilities which have ceased to operate

	<ul style="list-style-type: none"> • Enrolment numbers are being worked through however it is evident a few areas are down on numbers which may mean potential for redundancy however the Board will be informed of such decisions • KD reported a slight surplus which given the current climate and situation is positive <p>SI asked if there was a financial risk or recourse for learners challenging exam results. SH said that if they are a few marks away there could be the option to re-sit however the College has the final decision and this cannot be challenged.</p> <p>Discussion took place between SH/SI regarding remote learning and the chance this is not suitable for all learners. SH informed remote delivery was being monitored and reviewed all the time. SI said this was a challenge faced by all colleges at the moment.</p>
5	Governance issues:
5.1	<p>Phase II re-opening update</p> <p>DH provided his report as part of the papers for information saying there were currently 5 confirmed cases, 4 learners and 1 member of staff and 64 cases of isolation. DH advised that everything that could be done is being actioned and all cases are in separate areas. The good working practices are to be re-enforced such as face coverings worn in communal areas by staff and learners.</p>
5.2	<p>Brief update re this summer's exams and results [SH]</p> <p>SH reported the QIP had a lot of actions reviewed just before lockdown and he provided an update on areas since then:</p> <ul style="list-style-type: none"> • Increased retention • Stopped counting attendance monitoring engagement instead • Reduced inconsistencies • Teaching Learning and Assessment – Executive took the decision to trust teachers during lockdown and provide a more supportive function • Transition for technical qualifications – 25-30% of provision and a move was needed so a new qualification is being rolled out • Work is needed for positive destination information • Apprenticeships – performance is not good enough based on the College's high standards it sets for itself, but it will still be rated to a good standard • Industry placements are proving very challenging during the Covid situation • More work is needed before ratification by the Board at the next meeting <p>LW asked if other colleges are facing challenges with apprenticeships. SH said this area of work is playing catch up to other learning and trying to move more online.</p> <p>SH has provided a summary in his report. He said he was really proud of the improvements in GCSE maths and English. SH said the College was very thorough with its grading decisions. SH explained the issues relating to end point assessment for apprentices. HE has performed well, currently at 88% but this may improve depending on course board meeting which were held last week.</p>
5.3	<p>Minutes of July meeting including confidential minutes</p> <p>Both sets of minutes were approved and will be signed by the Chair in due course.</p> <p>Actions were completed or an agenda item at this meeting.</p>
5.4	Compliance with English Colleges Code of Good Governance

	<p>AT advised this information was for noting and that he was happy to answer any queries relating to the guidance. SI asked if compliance was mandatory to which AT said it was not. Discussion took place regarding independent review or whether this would be a waste of resource.</p> <p>The Board decided that evidence showing compliance with the Code should be audited and granted authority to KD to contact Wiley & Bisset to add to the Audit Plan.</p>
5.5	<p>Update on David O'Hara recommendations</p> <p>DH advised that due to the Covid situation the not all of the actions were completed as planned so a request was made to extend the deadlines of the actions.</p> <p>SI asked for these recommendations to go to the next Audit Committee meeting.</p> <p>The Board agreed and approved the extension to the deadlines for the recommendations.</p>
5.6	<p>Document management and disclosure for information</p> <p>This paper was circulated for information and came from guidance relating to a grievance appeal. The clerk asked governors to bear the advice given in mind when writing emails etc and to use college email addresses whenever possible.</p>
5.7	<p>Policies:</p> <p>Complaints Policy – formal procedure for complaints against the Principal have been added Safeguarding Policy – the main policy and relevant appendices is a very detailed document. Work is planned to update staff and governors of the changes. SI asked if a flow chart could be used as in his experience the more detailed a document the less people take note. DH advised that the information will be presented in a more digestible format.</p> <p>The Board approved both policies.</p>
5.8	<p>Consideration of re-appointment of members retiring</p> <p>The following recommendations were approved:</p> <ul style="list-style-type: none"> • A one year rolling contract for M Ward • S Salvin to have his contract extended on a one year rolling contract but with the intention of him, at his request, remaining in post for only another 3 to 4 months <p>SI asked if AT had tested the market to find a governor with financial experience. AT advised that efforts had been going on for several months including more prominently advertising on the website but with no success. He and the chair have discussed a possible replacement for P Mitchell and AT had got in touch with the solicitor known to the chair. A response was awaited. AT said he welcomed recommendations and said the advertisements are on the College website.</p> <p>KD recommended advertising locally moving forward and SH said the business community could be targeted by way of their contacts</p>
5.9	<p>Approval of Regularity Self-Assessment Questionnaire</p> <p>KD advised this questionnaire is completed annually and previously Board approval was not required. Since this forms part of the annual regularity audit and it is audited Board approval is required. KD noted the addition of a Covid questionnaire.</p> <p>The Board approved the regularity self-assessment questionnaire.</p>

6	Any other business SH informed Ofsted will be carrying out visits from October so preparations to have a governor representative would be useful.
12	To note date and time of next meeting Thursday 10th December 2020 at 5.15pm

Chairman:

Action Points arising from meeting held on 24 September 2020

	Action	Responsible	Date Due
4.2	OBT to be contacted and given the decision	D Hankey	ASAP
4.2	Additional capital funding to be pursued	Executive	ASAP
5.4	Wiley & Bisset to be contacted re: additional governance work	K Dales	ASAP
5.5	Recommendations of David O'Hara review to be actioned	A Theakston D Hankey	10 December 2020
5.7	Safeguarding in simpler format	D Hankey	30 Nov
5.8	Retiring governors to be re-appointed as agreed	A Theakston	Nov 2020