

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Board of Governors held on Thursday 27 February 2020 at 5.15pm in Conference Room 4

Members Present:	Prof A Mullan [Chair]	Mrs M Roberts
	Mr D Hankey	Dr K Gillen
	Mrs L Nelson	Mr S Irvine
	Mr S Salvin	Mrs L Watson
	Mrs R Malone	Mr N Godfrey
	Mrs S Robinson	Mr M Ward

Also present:	Mrs K Dales [Assistant Principal]
	Mr S Hope [Assistant Principal]
	Mrs H Williamson [ESFA]
	Ms M Dollin [Head of School]
	Mr G Riches [Head of Employer Services]
	Mr A Theakston [Clerk]
	Mrs C Menzies [Minute Clerk]

1	To welcome new governors Dr K Gillen and Mrs S Robinson were welcomed to the board and all members introduced themselves.
2	Apologies for absence Apologies from J Regan. H Williamson was in attendance instead of L Monaghan. M Dollin and G Riches were invited as observers.
3	Declarations of Interest No new declarations of interest.
4	Minutes of the previous meeting held on 11 December 2019 The minutes were accepted as a true record and signed by the Chairman.
5	Matters arising and action points All actions have been completed.
6	Committee minutes: Search 11th December Estates 5th February C&S 11th February All minutes were noted and approved. AM asked individual Chairs if there were any comments to add, LW stated there were lots of challenges ahead in terms of Curriculum and Standards but is confident that all matters are being addressed with plans in place.
7	Principal/Chief Executive's Report
7.1	Costs and cost drivers in further education DH included this paper from FE Week for information purposes. DH said the sector is under a lot of pressure and scrutiny and it is interesting to see the Department for Education is lobbying the Treasury for more funding. DH confirmed funding has increased for next year but the Chancellor's announcement will hopefully give further information regarding funding moving forward.

7.2	<p>Letter from FE Commissioner DH said this was included in the papers for noting and drew attention to the number of colleges in formal intervention [38]. AM said Simon Perryman, part of the national Leaders of Governance, was impressed with the College and a meeting has been arranged for Governors to visit Barnsley College on 4th June.</p> <p>SI referred to the final paragraph of the letter which asked for careful attention to be given to the identified risks and asked that an exercise be done on the risk register for the risks identified and be brought to Audit Committee to evidence – this was agreed.</p>
7.3	<p>Intervention update – FE Commissioner’s report The final report dated October 2019 was received in December following a few minor corrections. DH contacted the DfE to see if this follow up report could be published but they ruled this is not their process which is disappointing given the findings.</p>
7.4	<p>Intervention update – next FE Commissioner visit The next visit will take place 19th March and will be a one day visit, not two as stated in the letter. An indicative timetable has been agreed and various documents need to be submitted by next Friday.</p>
7.5	<p>Strategic update Confidential.</p>
7.6	<p>Adult Education Budget and partnership work Confidential.</p>
7.7	<p>2019/20 academic performance to date SH said this report was a snapshot based on information two weeks ago. SH explained that some L3 learners are on a two year programme and are being tracked separately on the report and will not show in this year’s figures meaning a lower starting point in terms of figures this year. Overall retention is at 96% and attendance 96% [authorised absence option was removed last year]. The best case scenario for apprenticeships is 78% which is higher than the national average of 62% so we are still performing well and are an outstanding College. The PAR predicts 89% outturn which is similar to last year.</p>
7.8	<p>Student successes As shown in the report with the papers. DH has selected learners who have received recognition with external events/agencies saying they are a credit to themselves and their family members.</p>
7.9	<p>Staff successes As shown in the report with the papers. DH congratulated N Godfrey and the GCSE English and Maths team who have been shortlisted for awards at TES FE National Awards and they will be attending the event in London in March.</p>
8	<p>D O’Hara Review – follow up of recommendations Papers include the list of recommendations and an update of the actions to date.</p> <p>LW noted action 21 and the recommendation the Board will be tracking a list of open items every two weeks. DH to update matrix cross reference 21 timescale as it is not viable for fortnightly reviews as Board meetings do not take place fortnightly, senior management are to review as officers and then provide an update at Board meetings. SI stated from an audit perspective it was acceptable to set a different timescale. SI requested a management response column be added to the report. With these changes the report was approved.</p>

	<p>HW made an observation that the three priority points of the report she felt were difficult to extract from the action plan.</p> <p>AM thanked everyone for their work as part of this review.</p>
9	Finance items for approval
9.1	<p>Budgets for 2019/20 and 2020/21 and integrated finance model</p> <p>KD updated on the new integrated financial model introduced by the ESFA which replaces the Financial Plan and Financial Record and will have a submission date of January each year. Due to delays in releasing the model and subsequent errors the deadline for this year is the end of February. Governors are expected to approve the model prior to submission so the cycle of meetings will need to be reviewed.</p> <p>KD informed the level of detail required has caused issues which have been raised with the ESFA. KD is to see if any further amendments are made to the model before contacting PS Financials re changes to the finance system. KD provided an overview of the changes to the budget summary which are highlighted yellow. KD said except for the loan interest all figures are accurate in the plan. Limitations in the model mean that only one interest rate can be put in for loans which means that loan interest in the model is £20k lower than the actual budget. KD reported the deadline for submission is tomorrow, the financial health rating is good for each year, there is an improvement in points and is compliant with the new loan covenant.</p> <p>Board approval was given.</p>
9.2	<p>To confirm the recharge for annual overheads from College to HBDCL</p> <p>Approved.</p>
10	Finance Items for noting
10.1	<p>College management accounts to December 2019</p> <p>KD said due to the timings of the meeting December accounts have been circulated with the papers but the model uses information from January accounts which have just been finalised.</p> <p>KD noted there are three Schools with contributions less than 50%. One School has since moved into Engineering and focus to increase contributions for the other two will be discussed at their business planning meetings.</p>
10.2	<p>HBDCL performance to December 2019</p> <p>KD stated performance is on track and a profit is anticipated.</p>
11	Corporation Items
11.1	<p>Nominations for Chair and Vice Chair</p> <p>AM advised he will step down as Chair on 31 May 2020 so a new Chair is required. AT will oversee the process and any interested parties should e-mail him with their nomination by 12pm on 30 April 2020.</p> <p>The appointment of a Vice Chair was discussed at Search Committee and will be deferred for the new Chair to action if required.</p>
11.2	<p>Appointment of new Governor – Mr F Ali</p> <p>AM, MR and AT have met with Mr Ali and his application details have been to Search Committee. His appointment was unanimously recommended by Search Committee and was approved by the Board.</p>

11.3	Appointment of new Governor – Mrs L Thornton L Thornton is a previous employee of the College with vast experience with apprenticeships. Application details have been to Search Committee which unanimously recommended her appointment which was approved.
11.4	Succession planning A time bound plan has been to Search Committee and members were asked to approve. AM requested flexibility for the Clerk and Search Committee in relation to the aim of having all governors in their first term of office by 31 December 2020 should any members need to be replaced. The plan was approved.
12	Communications/reports received for information AT advised, in line with GDPR requirements, all papers should be disposed of securely. Members can pass papers to AT/CM for disposal in confidential waste if required.
13	Use of Seal No report.
14	Designation of confidential items Agenda items 7.5 and 7.6.
15	Any other business No report.
16	To note date and time of next meeting Thursday 14 th May 2020 at 5.15pm

Chairman:

Action Points arising from meeting held on 27 February 2020

	Action	Responsible	Date Due
7.2	Risks identified FE Commissioner letter to be added to risk register submitted to Audit Committee	K Dales	24 th June 2020
8	Update matrix cross reference 21 of David O'Hara report for tracking of open items and provide an update to the Board.	D Hankey	14 th May 2020
	Management responses column to be added to the report	D Hankey	14 th May 2020
9.1	Cycle of Board meetings to take into consideration the approval of the integrated financial model each January	APT	Annually
11.2 and 11.3	Advise new governors of their appointment	APT	29 Feb 2020