

## HARTLEPOOL COLLEGE OF FURTHER EDUCATION

### Minutes of a meeting of the Board of Governors held on Tuesday 9<sup>th</sup> July 2019 at 5.15pm in Conference Room 4

<b>Members Present:</b>	Prof A Mullan [Chair]	Mrs M Roberts
	Mr D Hankey	Mr P Mitchell
	Mrs J Regan	Mr S Irvine
	Mr M Ward	Ms C Black

<b>Also present:</b>	Mrs K Dales [Assistant Principal]
	Mr S Hope [Assistant Principal]
	Mrs H Williamson [ESFA]
	Mr A Theakston [Clerk]
	Mrs C Menzies [Minute Clerk]

<b>1</b>	<b>Apologies for absence</b> Apologies for absence were expressed on behalf of L Nelson, L Watson, N Godfrey, S Salvin and T Turnbull.
<b>2</b>	<b>Declarations of Interest</b> No new declarations of interest.
<b>3</b>	<b>Minutes of the previous meeting held on 16 May 2019</b> Minor correction to 7.3 'achilles heel' not 'achillis heel'  With this amendment the minutes were accepted as a true record and signed by the Chairman.
<b>4</b>	<b>Matters arising and action points</b> 5 – safeguarding training for governors was arranged.  7.2 – press coverage circulated to governors.
<b>5</b>	<b>Committee minutes</b> The following minutes were provided for information:
<b>5.1</b>	<b>F&amp;GP 8<sup>th</sup> May 2019</b> – the minutes were noted.
<b>5.2</b>	<b>Estates 5<sup>th</sup> June 2019</b> – the minutes were noted.
<b>5.3</b>	<b>Curriculum &amp; Standards 11<sup>th</sup> June 2019</b> – the minutes were noted.
<b>6</b>	<b>Principal/Chief Executive's Report</b>
<b>6.1</b>	<b>Intervention update</b>
<b>6.1.1</b>	<b>Draft minutes</b> DH informed these minutes are the draft from the first intervention meeting and although a subsequent meeting has taken place the minutes from that meeting have not yet been received and the May meeting was cancelled. At the last meeting it was agreed that the main focus should be the financial plan and there is another meeting scheduled for 12 <sup>th</sup> August.
<b>6.1.2</b>	<b>FE Commissioner intervention assessment report [draft]</b> DH outlined the recommendations from the draft report on page 21 and informed the next follow up meeting will take place in October 2019.

6.1.3	<p><b>Factual accuracy check 25/6/19</b></p> <p>The college has submitted their response in terms of factual accuracy and receipt has been acknowledged. DH has informed all Principals in the Tees Valley and Durham area of the likely area review and three colleges and one private training provider have expressed interest in discussion with the college. Local and combined authorities have been informed as well as the AoC.</p> <p>AM explained it may be some time before confirmation is received for the areas included in the review due to ministerial approval required. AM re-iterated that should a stand-alone option no longer be viable for the college then it was always the intention that governors and senior management team would take a strategic approach to which partners would work best for the college.</p>
6.2	<p><b>Bank update [verbal]</b></p> <p>KD stated the bank required security on the building in the form of a charge which was circulated to members and the recommendation for delegated authority be given to DH and KD.</p> <p>The pricing review and loan covenants are with the bank for review and no further updates have been received.</p> <p><b>Bank Charge</b></p> <ol style="list-style-type: none"> <li>(1) The board acknowledged sight of the form of Charge (“the Charge”) to be entered into between the College and Barclays Bank plc in relation to the loan to be taken out by the College from the bank and;</li> <li>(2) approved the entry by the College into the Charge, required to enable the College to enter into a loan agreement with Barclays Bank, for the approximate sum of £7,913,000 (“the Loan Amount”) and;</li> <li>(3) delegated authority to Darren Hankey and Karen Dales to agree changes to the Charge, being authorised to conduct financial transactions on behalf of the College, in terms of regulation 13 of the College’s Financial Regulations dated January 2018, which Charge shall represent adequate security against the College’s heritable property assets for the Loan Amount and;</li> <li>(4) authorised sign off to the delegated individuals at (3) above, to negotiate and enter into the necessary agreements with Barclays Bank, to enable the College to borrow the Loan Amount and.</li> <li>(5) authorised Aidan Mullan to execute the Charge on behalf of the College, in accordance with the forms of execution approved by the College.</li> </ol>
6.3	<p><b>Strategic Plan 2019/20 – 2021/22</b></p> <p>DH presented the revised draft strategic plan and supporting strategic plan milestones document, following feedback received from FE Commissioners to strengthen the plan, explaining this is a high level document supported by lots of other documents which make the direction of travel for the organisation clear and identifies areas of risk for each strategic aim. DH explained consideration may be needed as to whether working with other organisations is to be included in the plan. HW outlined the difficulty of this as it seemed that details of the local provision review are unclear and in the early stages.</p>

	<p>SI commended the positive information throughout the strategic plan which does not match the conclusion of the FE Commissioner report which is disappointingly negative and should be more balanced taking into consideration both internal and external audit feedback. This was supported by other governors.</p>
<b>6.4</b>	<p><b>Academic performance 2018/19</b></p> <p>SH gave the following verbal summary stating the colours show performance based on our own targets which, he stressed, are ambitious:</p> <ul style="list-style-type: none"> <li>• overall retention will close at 94%, 2% improvement in year [this information is key to next financial year]</li> <li>• attendance is 88% overall which has dipped slightly in the past 3 weeks despite best efforts of staff to maintain</li> <li>• PAR less FS was predicted at 92% but revised is around 88-89% which is still a 5% improvement</li> <li>• English achievement is 85% and maths 83%</li> <li>• Access has improved at 84.4% compared to 70% last year which takes us 5% above the national rate</li> <li>• There are inconsistencies of improvement within schools of CBE/HCE/PCS and SERV</li> <li>• Apprenticeship figures will be lower than last year which was expected due to learners in their final year. The best case scenario for timely is 75% and the best case overall is 82% which would still be impressive based on national achievement rates</li> <li>• PAR with FS is currently 60% with potential in re-sits of 10% within the next 2 weeks [compared to 50% last year].</li> </ul> <p>Work is ongoing to finalise figures but SH reported a positive year. AM stated the college can be very proud of these figures saying they are a great achievement.</p>
<b>6.5</b>	<p><b>Meet the governors</b></p> <p>DH informed the event held on 13<sup>th</sup> June was much smaller than previous events and focused on 8 governors meeting a sample of student ambassadors. The summary document circulated in the papers indicates what the college does well and what the students felt that they could do better. Student ambassadors will receive feedback on improvements made to address the issues raised.</p>
<b>6.6</b>	<p><b>Augar review of post-18 education</b></p> <p>DH outlined this increased support for FE and the number of campaigns such as 'Love our Colleges week' campaign and the petition signed by every college principal discussed at the Lords debate last week which is further increasing media attention for the sector.</p> <p>The outcome of autumn spending review is awaited to determine the impact.</p>
<b>6.7</b>	<p><b>RSM – emerging issues</b></p> <p>This information, a copy of which is attached, was discussed in detail at the last Audit Committee meeting held on 26<sup>th</sup> June and there are some key issues which governors need to be made aware of particularly relating to the challenging environment for apprenticeships. The information was noted by governors.</p>
<b>6.8</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 apprentice with Unipress who has been identified as one of the top 50 women in engineering by the Guardian.</p>

6.9	<p><b>Staff successes</b></p> <p>The staff successes were noted and DH praised all the staff included in the report. Attention was brought to the positive e-mail feedback from a learner relating to teaching on an Access programme.</p>
7	<p><b>Annual health and safety report</b></p> <p>DH thanked Rachel Davison for her work since her appointment in March 2019. There have been no RIDDOR incidents. The number of accidents although increased is related to the raised awareness and change in culture regarding the importance of reporting and recording incidents.</p> <p>Good progress is being made on health and safety audit actions and work ongoing relating to risk assessments, COSHH, business continuity in the case of serious incidents. A more open culture to ensure a safe working environment is being adopted cross college.</p>
8	<p><b>Annual safeguarding report</b></p> <p>DH thanked Debbie Caygill for her work as designated safeguarding lead and for producing this report. Linda Watson is the nominated child protection governor. All staff are compliant with the mandatory CPD for safeguarding and the report summarised other updates provided. The scope and trends of issues are tracked and the relevant support is put in place to ensure vulnerable learners are not disadvantaged.</p> <p>DH identified the review of safeguarding policies and procedures as a key focus moving forward as a few are overdue.</p> <p>AM asked if safeguards were in place for staff relating to issues such as mental health. DH explained that an audit of staff absence this year was completed and absence is not a big concern however a wellbeing workforce strategy is being developed and details will be brought to the board in due course.</p> <p>SI queried the incomplete yes/no column. This should have been completed to indicate policies up to date or not. DH to bring back to the board assurances of the overdue reviews being completed.</p>
9	<p><b>Finance items for consideration</b></p>
9.1	<p><b>Financial plan</b></p> <p><i>Commercially sensitive.</i></p>
10	<p><b>Finance items for consideration</b></p>
10.1	<p><b>College management accounts to May 2019</b></p> <p><i>Commercially sensitive.</i></p>
10.2	<p><b>HBDCL performance to March 2019</b></p> <p>KD reported a breakeven position is anticipated.</p>
10.3	<p><b>Budget and forecast outturn for 2018/19</b></p> <p>KD advised as per the figures used in the financial plan and rag rated for 2020 however there is too much uncertainty to complete the year after.</p>
11	<p><b>Corporation Items</b></p>
11.1	<p><b>Composition of Board and succession planning</b></p> <p>The succession planning paper had been included to allow governors time to give consideration to succession in respect of governors, committee chairmen and the Board chairman and would</p>

	be rigorously considered and decisions reached at an extraordinary board meeting to be held early in the academic year. It was suggested that initial search should be made via the website which was considered to be more productive rather than incur advertising expense.
<b>11.2</b>	<p><b>Governor succession policy</b> AM referred to the discussion above and said any recommendations regarding a governor succession policy were welcomed. AT to prepare a paper for the September board meeting.</p> <p>Discussion took place regarding the governor role and the time it involves which can be a factor with recruitment. SI referred to the meeting held with FE Commissioners and governors and the length of service of some governors being questioned. SI stated that the years served is not dissimilar to those in other public services roles.</p>
<b>12</b>	<p><b>Communications/reports received for information</b> No report.</p>
<b>13</b>	<p><b>Use of seal</b> No report.</p>
<b>14</b>	<p><b>Designation of confidential items</b> The names of the three colleges interested in discussions re: merger talks are to remain confidential and are not shown in these minutes.</p>
<b>15</b>	<p><b>Any other business</b> KD asked for annual policy of The Risk Management, a copy of which is attached, which was taken to Audit Committee and approved for submission to the board.</p> <p>This annual review was approved.</p>
<b>16</b>	<p><b>To note date and time of next meetings</b> <b>Agreed subsequently to meeting</b> Wednesday 18<sup>th</sup> September at 5.15pm in Conference room 4.</p>

**Chairman:**

**Action Points arising from meeting held on 9 July 2019**

8	Assurance to the board of policies relating to safeguarding being reviewed and up to date	D Hankey
9.1	Paper outlining the pros and cons of reducing staffing to increase cash reserves in the short to medium term to go to the September board meeting	M Ward / Executive Committee
11.1	Chairman succession paper to the next search committee	A Theakston
11.2	Governor succession paper to be presented at the September board meeting	A Theakston/A Mullan