

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Board of Governors held on Thursday 11th May 2023 at 5.15pm in Conference Room 4

Members Present:	Mr S Irvine [Chair]	Ms A Bolton
	Mr D Hankey	Ms K Mellor
	Mr J Collett	Mrs S Robinson
	Mr H Hasnain	Mrs S Flender-Bradley
	Mrs M Roberts	Ms L Thomas
	Mrs L Thornton	Mr A Horne (via Teams)

Also present:	Mr D Williams [Assistant Principal]
	Mr S Hope [Assistant Principal]
	Mrs K Dales [Head of Governance]

1	Apologies for Absence Apologies received from S Salaam and G Riches
2	Declarations of Interest No new declarations of interest to report. The Chair referred to his interests as previously declared.
3	Minutes of previous meetings – 16th March 2023 and Board Strategy meeting 30th March 2023 The minutes of the previous meetings were approved as a true record.
4	Matter arising and action points 10 The website is set up but there are no photographs on it as not all Governors have had their photo's taken. GR to provide an update at the next meeting. All other actions are complete or an agenda item at this meeting.
5	Committee minutes: Search 13 th October 2022 Finance & General Purposes 8 th March 2023 The minutes were noted by members.
6	Principal / Chief Executive's Report
Strategic items	
6.1	Ofsted Feedback Confidential (see separate minutes). Mr H Hasnain joined the meeting during this agenda item
6.2	DfE Accountability Statement The initial deadline was end May but this has now been extended to 31 st July due to the recent Ofsted visit. SH has started to draft the Accountability statement but the work had stalled during the Ofsted visit. However the LSIP's have now been published so this will help with the final draft. SH reminded the Board that this will ultimately be a Board approved document that the College will be held accountable for

	<p>JC asked if there was an internal document showing who is accountable for what within the College. KD replied that this is the College's Standing Orders and Financial Regulations, both of which are underpinned by detailed QAPP's</p> <p>The Board agreed to delegate responsibility to Curriculum and Standards to make comments on the initial draft at their next meeting. The final version will be brought to the next Board meeting for approval.</p>
Operational items	
6.3	<p>Meet the Governor – You Said, We Did update</p> <p>DH presented the paper to the Board. LT asked whether it will come back to the Board and HH agreed that it would be good to see whether progress had been made.</p> <p>It was agreed to delegate this to the Student Council and that the two student governors, KM and LT will report back to the next Board meeting.</p>
7	Finance/Estates Items
7.1	<p>2022/23 financial performance</p> <p>Confidential (see separate minutes).</p>
7.2	<p>Draft Budget for 2023/24</p> <p>Confidential (see separate minutes).</p>
7.3	<p>Capital Update</p> <p>Confidential (see separate minutes).</p>
7.4	<p>Capital Procurement</p> <p>Confidential (see separate minutes).</p>
7.5	<p>Risk Register</p> <p>DW presented the Risk Register to the Board.</p> <p>SH highlighted that there are links through discussions at Curriculum & Standards to the Risk Register concerning the Exeter Street project and potential delays to the timeline which will have an impact on academic timetables.</p>
7.6	<p>ESFA Finance dashboard</p> <p>DW presented the item to Board for information.</p>
8	Corporation items
8.1	<p>Correspondence from the County Durham Lieutenancy</p> <p>DH presented the item for information.</p>
9	<p>Use of Seal</p> <p>There had been no use of the seal.</p>
10	<p>Designation of confidential Items</p> <p>6.1 and 7.1 – 7.4</p>
11	Any other business

	None
12	Date of next Board meeting – Wednesday 5 th July 2023 at 5.15pm

Chair

Action Points from meeting held on 13th October 2022

	Action	Responsible	Date Due by
10	The College is to set up a governor website page and photo and profile information was requested from governors by the deadline of Friday 21 st October. Information to be e-mailed to C Menzies.	All governors	21 st October
	Update 08/12/22 – GR to follow up missing photos	G Riches	ASAP
	Update 16/3/23 – Website updated but some photo's still missing. GR to try and sort it at the Board Strategy day	G Riches	30 th March
	Update 11 th May – Still some photo's missing and GR to update at the next Board meeting	G Riches	5 th July

Action Points from meeting held on 11th May 2023

	Action	Responsible	Date Due by
6.2	Curriculum & Standards committee to provide comments on the draft Accountability Statement	S Hope	14 th June 2023
6.3	The Meet the Governors action plan to be discussed at Student Council and outcomes fed back to the next Board meeting	K Mellor/ L Thomas	5 th July 2023