

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Board of Governors held on Thursday 12th October 2023 at 5.15pm in Conference Room 4

Members Present:	Mr S Irvine [Chair]	Ms A Bolton (via Teams)
	Mr D Hankey	Mrs S Flender-Bradley
	Mr A Horne	Mr H Hasnain
	Mr S Shaheen	Mr N Gray
	Mrs M Roberts	Ms S Robinson

Also present:	Mr D Williams [Assistant Principal]
	Mr S Hope [Assistant Principal]
	Mr G Riches [Assistant Principal]
	Mrs K Dales [Head of Governance]
	Ms B Brown [from item 6]
	Ms F Wood [from item 6]
	Ms S Johnson [Stone King – observing for External Review]

1	<p>Apologies for Absence Apologies received from Ms L Thornton and Mr J Collett.</p> <p>SI informed the Board that Farhan Ali had emailed the College to resign from the Board with immediate effect. It was agreed that a letter would be sent thanking him for his service to the Board.</p>
2	<p>Declarations of Interest No new declarations of interest to report. The Chair referred to his interests as previously declared.</p>
3	<p>Minutes of previous meeting – 5th July 2023 The minutes of the previous meetings were approved as a true record.</p>
4	<p>Matter arising and action points</p> <p>6.3 SH informed the Board that the Student Council is currently being pulled together. 6.2 DH will invite the Tees Valley Mayor to the next Board meeting 7.6 Risk Register - ongoing 8.1 complete</p>
5	<p>Committee minutes Audit – 7th March 2023 The minutes were noted by members.</p> <p>SI informed the Board that the Search Committee had met just before the Board meeting and had considered two Student Governors being put forward. They fulfilled the criteria and Search was commending them to the Board for approval. The Board approved the appointments.</p> <p>SI brought the two students into the meeting as they had expressed an interest in observing the Board before they joined officially at the next meeting. He welcomed Becky Brown and Frankie Wood to the meeting.</p>
6	Principal / Chief Executive's Report
	Strategic items
6.1	<p>Final Ofsted Report DH presented the report and told the Board that the College had followed Ofsted complaints procedure and the response is included in the papers.</p>

	<p>HH asked if there would be any further follow up and DH responded no. SI recognised that emotions were running high but that a 'Good' rating is still a good response. NG said that following the discussions at the last Board, the response was as expected. HH asked how long it will be before the College receives another inspection. SH responded that it will be 5-6 years.</p> <p>There were no further comments and SI thanked everyone who had worked so hard.</p>
6.2	<p>Final Local Skills Improvement Plan (LSIP) for the Tees Valley and the North-East</p> <p>DH presented the item and told Governors that there are links to the two reports in the papers. The reports are now final reports as they have now been ratified by the DfE but it is not clear how this will manifest itself going forward. The Chamber of Commerce are meant to be convening meetings but nothing has happened as yet.</p> <p>GR confirmed that meetings have been held regarding the LSIF and the Colleges are now just waiting for further meetings. It is expected that this should be clearer by the end of October.</p> <p>DH confirmed that this will be a standing item going forward as it is important because the College will be held to account. SH reminded the Board that the Accountability Statement dovetails with the Curriculum Strategy which is scrutinised at Curriculum & Standards sub-committee.</p> <p>The Board received the report.</p>
6.3	<p>AOC update</p> <p>DH presented the report which was received by the Board.</p>
6.4	<p>Strategic planning model for 2023/24</p> <p>DH presented the report and stated that it was coming to Board for information, not approval as stated on the agenda. The College had adopted an approach to planning from Amazon who have a 6 page document that focusses much more on strategic priorities.</p> <p>This approach has been adopted for the School Self-Assessment Reports and Curriculum and Standards had spent an afternoon earlier in the week reviewing those documents. SR said that there was clearly more work to do but she felt that the new format gives a clear structure which flows seamlessly into an implementation plan.</p> <p>HH agreed that whilst he missed the actual review afternoon, he has read the documents and they are very easy to digest.</p> <p>SH said that the biggest stepped change is there is much more space in the document looking forward than looking back. SF-B agreed that as a Head of School she found the structure much easier to follow and write the document.</p> <p>AH stated that it is a better use of Governors time to look forward and monitor actions.</p> <p>The Board noted the document.</p>
6.5	<p>Summary of strategic conversations</p> <p>DH said that the Colleges annual review with the DfE has already been reported to the Board and that the paper being presented is a summary of all Colleges.</p> <p>The Board received the paper.</p>
Operational items	
6.6	<p>Staff Survey findings</p> <p>GR presented the report and said that the survey had been completed in May 2023 and is not mandatory. He said that Colleges are able to take out questions if they wished to do so but</p>

	<p>that Hartlepool did not do so. The chart shows progress over the last 8 surveys and the College is very pleased with the results which are overwhelmingly positive.</p> <p>FW asked whether it was just for staff to fill out? GR – yes and there are 46 colleges involved who are all rated either Good or outstanding.</p> <p>HH asked about question 24 regarding progression and asked what it meant. DH responded that over the last few years with finances being tight the management structures in the College had slimmed down a lot which leaves very few opportunities for staff to get promoted.</p> <p>GR said that the next steps are to take the results to Leaders Forum and generate a discussion and get feedback which can be brought back to a future board meeting.</p> <p>HH said that he would like to congratulate the Executive as staff saying that they enjoy working for the College is very good.</p> <p>AH agreed and also said that after analysing the background data, there was only one question where the College was outside the top 10 responses. Given that the survey goes only to Good or Outstanding Colleges this is a very good reflection in comparison to the Colleges peers.</p>
6.7	<p>Staff, student & stakeholder communications for 2023/24</p> <p>DH told the Board that the executive were taking a different approach this year to communications, using technology where possible to make this happen.</p> <p>For staff, there will be a daily question posted on the Staff portal and all staff will be invited to answer it. The question will be closely linked to either the York staff survey or the Wellbeing & Stress questionnaire. It is hoped that as uptake increases, this will give real live data and a staff forum will be set up to consider the results and agree responses to any issues raised.</p> <p>For students, a similar thing will be set up after the October half term, possibly using the new student app. There is a Course representative structure already in place so this could again be used to consider the data and come up with responses to issues.</p> <p>HH asked if there is a live dashboard to show the results in real time. DH said not at the moment but is something that could be looked into.</p> <p>AH asked if students studying IT could help with visualisation. DH said that potentially this is something students could get involved in.</p> <p>BB said that this could help with improving students' mental health and morale if they can see that having a voice helps change things. DH said that yes absolutely and utilising the student representatives to agree questions that should be asked may also help.</p> <p>SS asked if other Colleges are doing this. DH responded that he got the idea from Teacher Tap so it would suggest that some are doing but he doesn't have the details.</p> <p>FW said that not all students have mobile phones that can access the student app so would there be alternatives for them? SH and DH both responded that the student portal could be used in the same way as the staff portal.</p> <p>The Board received the report.</p>
6.8	<p>Annual Safeguarding report for 2022/23</p> <p>SH introduced the report as he has taken over the Strategic Safeguarding lead from DH. As context, he said that the WARM's manager had recently left the organisation and that the College was seeing a huge increase in the number of vulnerable learners. Given this the College needs to look differently at how it responds most effectively and he is therefore taking time to consider this rather than going straight out to replace the member of staff.</p> <p>HH questioned the reduction in the number of mental health referrals numbers as the terms progress. SH said that as relationships are built with Tutors in the first term then the referrals start then and the WARM's pick them up. SR said that the movement from school to College is a key transition point which can in itself be anxiety inducing but that will support in place then students tend to settle down into a rhythm.</p>

	<p>BB agreed that the transition to College can be difficult as schools do protect students a lot but College is very different and initially quite scary. However as relationships are built with tutors it makes it easier to relax into College life.</p> <p>SS said that it was disappointing that not all secondary schools provide transition data as this could cause difficulties that didn't need to be there. He asked whether schools have to provide it. SH said that yes, they do need to and that College staff are being more challenging to those schools that don't provide it in a timely manner.</p> <p>SI asked whether there was a risk with not replacing the member of staff given the high volume of vulnerable learners. SH agreed that this term was the busiest time for the team but felt that it was important to think about what the best replacement should be. HH asked what was meant by criminal exploitation. SR explained that it was about County lines and criminal gangs using young people to carry out their work. BB said that they had received tutorials about this in their first year and questioned whether they would have more in their second one. SH said yes but it may look different as the team were taking a targeted approach to reach those who are most vulnerable to it first.</p> <p>SF-B said that she would prefer to see it called mental ill-health and consideration should be made to how this can be further broken down to give better data.</p> <p>The Board received the report</p>
6.9	<p>Annual health & safety report for 2023/24</p> <p>DH presented the report and noted that it had been a busy year.</p> <p>HH asked what the 16 instances of asset damage/security/theft might relate to. MR said that it could be damage to equipment such as some recent damage to the water fountain.</p> <p>BB asked what was meant by a near miss. DH responded that it could be anything that could result in an accident if it isn't dealt with such as food on the floor could be a tripping/slipping hazard.</p> <p>The Board received the report</p>
6.10	<p>Stakeholder update</p> <p>Confidential (see separate minutes).</p>
6.11	<p>2023/24 enrolment</p> <p>Confidential (see separate minutes).</p>
7	Finance/Estates Items
7.1	<p>Unaudited FY 2022/23 Financial outturn</p> <p>Confidential (see separate minutes).</p> <p>SS left the meeting</p>
7.2	<p>Exeter Street and Capital update</p> <p>DW presented the report and noted that the current timeline is to have the building work at Exeter Street completed in January 2024. This will be delivered within the cost envelope.</p> <p>HH asked whether work on the new sub-station had started. MR said that it hadn't but that this should not prevent moving into Exeter Street in February 2024.</p> <p>It was agreed that a report on Exeter Street should be brought back to the December Board with a more detailed timeline.</p>

	DW said that there are seven other pots of capital funding but all are on track to spend within the timescales required where that is relevant.
7.3	Audit update DW reported that there is nothing material coming out of the year end audit and that everything is on track for the November joint Finance/Audit Committee.
7.4	Pay for 2023/24 Confidential (see separate minutes).
8	Corporation items
9	Use of Seal There had been no use of the seal.
10	Designation of confidential Items 6.10 – 6.11, 7.1 and 7.4
11	Any other business DH informed the Board that Teesside University had successfully achieved the Triple Gold TEF which is the Higher Education equivalent to Ofsted grading. NG noted that this was very important for the University in attracting students going forward.
12	Date of next Board meeting – Thursday 7th December 2023 at 5.15pm

Chair

Action Points from meeting held on 11th May 2023

	Action	Responsible	Date Due by
6.3	The Meet the Governors action plan to be discussed at Student Council and outcomes fed back to the next Board meeting	S Hope	December 2023

Action points from meeting held on 5th July 2023

	Action	Responsible	Date Due by
6.2	Invite Tees Valley Mayor to come to a future Board to discuss the Hartlepool Development Corporation	D Hankey	December 2023
7.6	Review the Risk Register following feedback from the unions on the proposed pay award	D Williams/ S Hope	August 2023

Action points from meeting held on 12th October 2023

	Action	Responsible	Date Due by
6.6	Staff survey Leaders Forum feedback and response	G Riches	December 2023
7.2	Detailed timeline for Exeter Street development	D Williams	December 2023