

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of the meeting of the **ESTATES COMMITTEE** of the Corporation held on Tuesday 6th October 2020 at 5.30pm via TEAMS

Present: **S Salvin-Chairman**
D Hankey

In attendance:

K Dales
M Roberts
R Davison
G Nicholson
A Theakston

1 APOLOGIES FOR ABSENCE

Apologies of absence received from N Godfrey [due to illness].

2 DECLARATIONS OF INTEREST RELEVANT TO THE BUSINESS OF THE MEETING

No declarations of interest

3 MINUTES OF THE PREVIOUS MEETING HELD ON 03 JUNE 2020

The minutes were approved by the Chairman and will be signed in due course.

4 MATTERS ARISING AND ACTION POINTS

The fire assessment did not go ahead as scheduled due to Covid however MD explained this is completed at the request of the College on an annual basis which is more frequent than required.

MR confirmed the RSM machinery and equipment audit actions actioned and works are ongoing for the recommendations in line with the deadlines.

5 H&S INCIDENTS FOR 2020/21 [VERBAL UPDATED RD]

RD reported 7 first aid callouts for minor incidents such as cuts and panic attacks.

6 COVID-19 INCIDENTS [VERBAL UPDATE RD]

As of yesterday, there have been 17 confirmed cases and mostly linked to social activities outside of College. Cases are reduced due to the limited time learners are onsite for lessons and the timetabling which has enabled most of the work to be completed online substantially reducing the number of learners needing to self isolate. Work to educate learners is ongoing however it is difficult to control what individuals do outside of College.

Figures stand as follows:

- 60 negative tests staff and students
- 8 suspected awaiting results
- 49 third party confirmed
- 1 third party suspected
- 12 classified as other

KD noted that only two members of staff have tested positive which with a staff of over 300 was very low.

7 ESTATES STRATEGY [FOR APPROVAL] AND REPORT REGARDING CAPITAL INVESTMENT

MD explained the changes to the 3-year plan were to incorporate the detailed works in Exeter Street along with some other works. Aspirational works have been left in the plan detailed on page 7. MD stated the plan was a working document so subject to changes but the revisions at this point are shown on the last page of the report.

Estates Committee approved the Estates Strategy.

KD gave an overview of the government capital allocation grant report highlighting the conditions of funding and recommendations for works. KD said a detailed condition survey of Exeter Street is being undertaken and although funds won't cover all of the work needed the main jobs will be prioritised and a second tranche of funding is possible after March. KD stated the schedule of works will be very tight as the money must be spent by March 2021. Learners will need to be relocated to allow the work to take place so alternative options are currently being considered.

Estates Committee approved the recommendations outlined in the report. The initial ESFA return for October will be completed based on this information.

8 IT UPDATE [VERBAL UPDATE GN]

GN advised the scheduled of planned works has mainly been put on hold due to Covid19 and other tasks are being prioritised/actioned:

- Photocopier review held off for one year – review of demand to be carried out as less copiers may be needed moving forward due to reduced usage
- Network/Wi-Fi put on hold
- Revised way of viewing desktop using laptops and docking stations removing the need of fixed PC's and the need to replace Wyse boxes
- Webcams have been placed in some of the larger classrooms
- New password re-set method being introduced for learners
- College has signed up to Barracuda national security campaign
- Taking part in Police online monitoring system
- JISC IT regional forum has been reformed – GN is a member of this forum used to share good practice
- GN highlighted the good work of J Galloway who identified a flaw in Pro-Solution software which could have resulted in a major breach of data. Pro-Solution have since rectified the issue
- Training on OneDrive is taking place in conjunction with the HUB Team
- Since the new helpdesk system was implemented in August 1035 jobs have been logged and 960 of these cleared
- 2235 1-1 calls have been received
- 180 laptops and 240 Chrome Books have been set up and distributed

The latest IT newsletter will be circulated to all staff and to be circulated to governors.

9 ANY H&S/IT SYSTEMS/SECURITY RISKS TO REPORT TO THE AUDIT COMMITTEE

No issues to report. Covid19 and Cyber Security are part of the risk register.

10 ANY OTHER BUSINESS

It was noted S Salvin will step down as governor before the next meeting. DH thanked S Salvin for his work, support and industry knowledge over the years and wished him well in the future.

S Salvin thanked the team for their good work.

11 DATE OF NEXT MEETING

Wednesday 3rd February 2021 at 5.30pm

Chairman:

ACTION POINTS

Item	Action	Responsible	By
8	Latest IT bulletin to be circulated to governors	APT	End of October