

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Board of Governors held on Thursday 9th October 2025 at 5.15pm in Conference Room 5

Members Present:	S Irvine [Chair]	S Flender-Bradley
	A Bolton	P Dodds (via Teams)
	J Robinson (via Teams)	M Roberts
	H Hasnain	S Robinson
	E Warman	N Gray
	R Chitsike	

Also present:	Mr D Williams [Vice Principal]
	Mr M Casey [Vice Principal]
	Mr G Riches [Vice Principal]
	C Menzies [Personal Assistant]

1	Apologies for Absence Apologies received from K Dales, A Horne, D Hankey, G Forsyth, S Smith and A Kellehear. C Menzies in attendance as minute clerk.
2	Declarations of Interest HH declared he is Vice Chair of Hartlepool Board.
3	Minutes of previous meeting – 3rd July 2025 HH identified a typo section 11.2 of the confidential minutes which will be rectified. Both sets of minutes approved.
4	Matter arising and action points All prior actions are complete.
5	Committee minutes No minutes to submit.
6	Governor visits to the College HH is to attend Leaders' Forum tomorrow. NG and SR to attend the HE Graduation on 24 th October.
7 Strategic landscape updates	
7.1	Local, regional and national political landscape Confidential (see separate minutes).
7.2	FE Commissioner – Summer Newsletter Confidential (see sperate minutes).
7.3	DfE – Annual Strategic Conversation outcome Confidential (see sperate minutes).
7.4	Union requests for information Confidential (see sperate minutes).
8 Strategic Aim 1: to deliver teaching, learning and assessment practice which results in outstanding outcomes for learners	
8.1	2025/26 Recruitment to Date Confidential (see sperate minutes).

8.2	<p>Teaching Practice Reviews</p> <p>The first TPRs will take place w/c 13th October and will replace Learning Walks. The aim is to raise standards and improve achievement rates. Feedback will be given to individuals and any development needs addressed by the HUB. The first round of TPRs will take place at the beginning of the lesson and the 2nd at the tutor's request. MC said the process was designed as a supportive mechanism. NG said it was good that communications to staff are this is for support rather than a monitoring process.</p> <p>SI asked the timescales of identifying impact which GR said would likely need a full academic year. MC will provide reports to future Board meetings to update on progress.</p>
<p>9 Strategic Aim 2: to offer a curriculum that is aspirational and meets the needs of learners, parents, employers and stakeholders</p>	
9.1	<p>Curriculum Strategy Update</p> <p>MC provided a brief verbal update as the Curriculum Assessment Review [CAR] is needed to develop the strategy. The report summarises the position as it is now. MC said V Levels may be introduced in future.</p> <p>Ofqual will visit 15th October to discuss issues in the sector.</p> <p>MC will bring the careers strategy to the next meeting.</p>
9.2	<p>Safeguarding Policy</p> <p>Confidential (see sperate minutes).</p>
9.3	<p>Safeguarding, SEND and Prevent Annual report</p> <p>Confidential (see sperate minutes).</p>
<p>10 Strategic Aim 3: to develop a culture as a form of competitive advantage</p>	
10.1	<p>Annual Staff Survey and Question of the Day findings</p> <p>Confidential (see sperate minutes).</p>
<p>11 Strategic Aim 4: to deploy an effective and efficient resource to support and promote exemplary provision</p>	
11.1	<p>FY 2024/25 draft Financial Outturn</p> <p>DW said figures are as at R13 and it has been a positive year. R14 will be finalised in two weeks and be brought to the December meeting however DW is not expecting any material movement. HH asked about investment income which DW said was due to treasury management and investing of capital funds in a high interest account. The capital funds will be spent as there are a lot of expensive jobs to be carried out but there have been delays due to procurement issues.</p> <p>The minimum cash threshold for the bank covenant is £1.3m.</p> <p>AB asked about debt to income figures and whether these have levelled. DW said originally this was 50% but is now at a good level of 21%.</p> <p>SI thanked staff in the College for their work to deliver such good results.</p>
11.2	<p>Internal & External Audit Update</p> <p>The College undertook its first internal audit under the newly appointed team at Validera. The areas of testing where around the Economic Crime and Corporate Transparency Act 2023 (ECCTA) and the colleges counter fraud measures. Compliance with the act came into force on the 1st September, and the audit was to test the gap in our current procedures and policies. Some areas of good practice were identified, with 6 findings to address. The report will go to the Audit Committee for subsequent follow up and actions.</p> <p>Autumn update of the emerging risks identified by RSM (External audit).</p>

	<p>Both reports shared with the College Leadership Committee committee on the 3rd October.</p> <p>Verbal update on External Audit fieldwork and progress on income stream testing was provided.</p> <p>SI said he and DH had met with Lucy Robson [RSM] for their annual review meeting as Accounting Officer and Chair.</p> <p>The Board thanked staff for their work and the fact there has been no claw back of funding.</p>
11.3	<p>FY 2025/26 Revised Budget DW outlined the positive financial position saying final figures will be in December. The revised proposal includes a consolidated pay award of 4.5% (revised down from 5%) pending any movement in Oct or November. An unconsolidated pay award of 3% will be paid in November salaries. The Board approved DW's proposal for the pay awards.</p> <p>Discussion took place regarding funding allocations and the flawed framework meaning lagged funding allocations are applied. AB asked that learners be used for works so they can gain experience wherever this is possible.</p>
11.4	<p>Capital Expenditure Update The strategy outlines the works/updates which have taken place. Work is ongoing to try and resolve some of the issues around capacity due to growth. SI gave credit to the Facilities Team for carrying out the number of tasks detailed during the summer break. HH asked that costs of works be added to the report where possible. MR agreed to add costs for future reports to the Board. MR explained that any jobs which can be carried out in-house are actioned that way to reduce costs.</p>
11.5	<p>Estates Strategy The new car parking system is operational. Board members approved the strategy understanding that it will be reviewed periodically.</p>
11.6	<p>Legal Update Confidential (see sperate minutes).</p>
12 Strategic Aim 5: to develop and sustain transformational stakeholders partnerships	
12.1	<p>Stakeholder Strategy update Confidential (see sperate minutes).</p>
12.2	<p>Apprenticeship Expert Provider Update Confidential (see sperate minutes).</p>
13 Strategic Plan Assurance and Risk	
13.1	<p>Overview of Potential New Risks The risk register has been reviewed and updated by the risk owners, with the summary of changes showing any additional items added or removed.</p> <p>With the recent change in audit teams and Audit Chair, the College is keen to undertake a wider review of the Risk Register to make sure we have captured all key areas, and to test the efficacy of the mitigating controls. We will aim to undertake this as part of the audit needs assessment in the next 6 months with Validera (Internal Audit) and in conjunction with the audit committee.</p> <p>The Risk Register has also been shared at College Leadership and will be shared at the Audit Committee.</p>

14 Corporate Items	
14.1	AoC Code of Good Governance Self-Assessment All members declared they were compliant. Approved.
14.2	Governor update on Search Committee Meeting deferred this evening until KD is available to attend.
14.3	Register of Interests For information.
15	Use of Seal No use of the seal.
16	Designation of confidential Items Agenda items 7.1, 7.2, 7.3, 7.4, 8.1, 9.2, 9.3, 10.1, 11.6, 12.1 and 12.2.
17	Any Other Business Future meeting times to be changed to allow two hours duration.
18	Date of next Board meeting Thursday 4 th December 2025 at 5.15pm in Conference Room 5

Chair

Actions from the meeting held 9th October 2025

	Action	Responsible	Deadline
3	Register of interests to be updated to record HH role	K Dales	ASAP
11.4	Costs to be added to the capital expenditure updates	M Roberts	December onwards