

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Board of Governors held on Thursday 10th October 2024 at 5.15pm in Conference Room 4

Members Present:	Mr S Irvine [Chair]	Ms A Bolton
	Mr D Hankey	Mrs M Roberts
	Ms L Kayes	Mr A Horne
	Ms S Robinson	Ms J Robinson
	Mr A Kellehear	Mr S Shaheen
	Ms S Flender-Bradley	

Also present:	Mr D Williams [Vice Principal]
	Mr M Casey [Vice Principal]
	Mr G Riches [Vice Principal]
	Mrs K Dales [Head of Governance]

1	Apologies for Absence Apologies received from Mr L Cranston, Mr N Gray, Mr H Hasnain and Mr S Smith.
2	Declarations of Interest No new declarations of interest to report.
3	Minutes of previous meeting – 4th July 2024 The minutes of the previous meetings were approved as a true record, although one misspelling of a surname needs to be amended.
4	Matter arising and action points All actions are complete.
5	Committee minutes N/A.
6	Governor visits to the College There have been no visits due to the summer holidays but the Health & Social Care Academy at Hartlepool Hospital has opened and the Governing Body will be attending a dinner this evening to celebrate 175 years for the College. The Lord Lieutenant and local Mayor will be in attendance.
7 Strategic landscape updates	
7.1	Local, regional and national political landscape National – the new government has still not provided clarity on curriculum going forward and has not made any financial provision for a pay award in Colleges. Regional – allocations have been received from the two devolved areas and there is no risk to the College. However, it appears that the new Eton College in Middlesbrough will be going ahead. Local – The Health & Social Care Academy has opened and the works at the Seymour Academy will be completed shortly. JR asked what the location is for Eton College. DH responded that it will be adjacent to Middlesbrough College.
7.2	FE Commissioner – Summer Newsletter DH said that the newsletter is for information and reminded new members that the FE Team come into Colleges if there are academic or financial issues.

8 Strategic Aim 1: to deliver teaching, learning and assessment practice which results in outstanding outcomes for learners	
8.1	2024/25 recruitment to date Confidential (see separate minutes).
8.2	2024/25 Learning Walk Feedback to date 42 walks have taken place covering all academic schools. AH asked if they feel similar to previous years. DH said that overall classes are calm and students are being given clear instruction. He felt that it has been a good start to the academic year. MC agreed saying that learners seem ready to learn. SI asked how the Executive ensures that improvements happen if an issue is identified. DH said that any actions are always followed up at the next set of walks. MC said that where needed staff are targeted for CPD sessions. KM stated that as a student, she finds the clarity of expectations helpful.
9 Strategic Aim 2: to offer a curriculum that is aspirational and meets the needs of learners, parents, employers and stakeholders	
9.1	Curriculum Strategy Update MC introduced the item and stated that the strategy had been put together in 2021/22 and he would like to do a full refresh following the change in government and pause to academic qualifications. The Board supported a full refresh.
9.2	Safeguarding Policy DH said that the Safeguarding policy had been updated to comply with updated government guidance. The Board approved the policy.
10 Strategic Aim 3: to develop a culture as a form of competitive advantage	
10.1	Annual Staff Survey and Question of the day findings GR introduced the item saying that the survey is a snapshot in time as it takes place in May but that the College now has 10 years of data but that the response rate has remained static at circa 40%. AB asked what the plan was with regard to actions. GR said that the College will probably move away from the annual survey once the Question of the Day is more embedded and more data is produced. AB asked how the College can demonstrate the impact on learners which GR agreed was important and needs some work. AK asked what proportion of staff complete the annual survey. GR said that the College has circa 350 staff and 40% complete on average. AK asked if completion could be linked to staff appraisals as a response of less than 50% makes it difficult to take any real actions away.
11 Strategic Aim 4: to deploy an effective and efficient resource to support and promote exemplary provision	
11.1	Capital Expenditure update Confidential (see separate minutes).
11.2	2023/24 financial outturn and audit Confidential (see separate minutes).
11.3	Annual Health & Safety report DH introduced the paper saying that it is the annual report for 2023/24. The papers also include the Fire Risk assessment report which is carried out every 3 years.

	<p>LK asked what the communal areas are. MR said that its any non classroom areas such as atrium, food outlets and corridors.</p> <p>AB asked what 'security' covers. MR said it could be a theft, doors left open/unlocked or a risk observed.</p> <p>SI asked if the College had received any sanction from the RIDDOR incidents. MR said no.</p> <p>SI observed that some of the actions in the Woolley report have very short time frames. MR said that they are being actioned.</p> <p>The Board approved the report.</p>
12 Strategic Aim 5: to develop and sustain transformational stakeholders partnerships	
12.1	<p>Stakeholder Strategy update</p> <p>Confidential (see sperate minutes).</p>
12.2	<p>Apprenticeship expert provider update</p> <p>Confidential (see separate minutes).</p>
13 Strategic Plan Assurance and Risk	
13.1	<p>Overview of potential new risks</p> <p>DW said that due to current uncertainties regarding the change of government, defunded qualifications and disparity of pay the risk register for 2024/25 has not yet been finalised. The budget at the end of October might give some more clarity.</p> <p>SI accepted the potential risks and asked for the Risk Register to come to the next meeting in December.</p>
14 Corporate Items	
14.1	<p>Register of Interests – updated</p> <p>SI asked Governors to check the register and let KD know if there are any changes.</p>
14.2	<p>Proposed Board re-structure</p> <p>Confidential (see separate minutes).</p>
15	<p>Use of Seal</p> <p>N/A.</p>
16	<p>Designation of confidential Items</p> <p>8.1, 11.1, 11.2, 12.1, 12.2 and 14.2.</p>
11	<p>Any Other Business</p> <p>KD told the Board that Search Committee had met prior to the Board meeting and considered the appointment of Ms E Warman as a Governor. She has a legal background which is a key skill that the Board is lacking. Search recommended the appointment to the Board. The Board approved the appointment.</p>
12	<p>Date of next Board meeting – Thursday 5th December 2024 at 5.15pm</p>

Chair

Action points from meeting held on 4th July 2024

	Action	Responsible	Date Due by
11.9	Make a provision for the closure of HBDC and report back to the Board in December 2024	D Williams	December 2024

Action points from meeting held on 10th October 2024

	Action	Responsible	Date Due by
14.1	Governors to let KD know if there are any changes to the register of interests	All	December 2024