

# HARTLEPOOL COLLEGE OF FURTHER EDUCATION

## Minutes of a meeting of the Board of Governors held on Thursday 12<sup>th</sup> March 2026 at 5.15pm in Conference Room 5

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| <b>Members Present:</b> | Mr S Irvine [Chair]     | Mrs S Robinson |
|                         | Mr D Hankey [Principal] | Mrs M Roberts  |
|                         | Mr N Gray               | Mrs A Bolton   |
|                         | Mr S Smith              | Mr A Kellehear |
|                         | Ms S Flender-Bradley    |                |
|                         | Mrs C Hall              |                |
|                         | Ms E Warman             |                |

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|----------------------|---------------------------------------------------|
| <b>Also present:</b> | Mr D Williams [Vice Principal]                    |
|                      | Mr M Casey [Vice Principal]                       |
|                      | Mr G Riches [Vice Principal]                      |
|                      | Ms L Tait [Head of Human Resources]               |
|                      | Mr G Nicholson [Head of IT and Learner Resources] |
|                      | Mrs C Menzies [note taker]                        |

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| <b>1</b>    | <p><b>Apologies for Absence</b><br/> Apologies received from K Dales, H Hasnain, P Dodds and J Robinson. <i>[P Dodds and J Robinson arranged to attend via TEAMS however there was a technical issue on the evening which meant they were unable to join remotely so their apologies are noted]</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>11.3</b> | <p><b>Cyber Security Update [GN took his agenda item first and then left the meeting]</b><br/> A folder has been added to the governor SharePoint site named Cyber Security Resilience. There are various documents in this folder, and it will provide a further level of assurance for governors to evidence plans are in place.</p> <p>AB asked how compliance is monitored – GN updated on the recent phishing campaign<br/> SI said cyber security is a responsibility of the Board and asked if members could do any more to help. GN said the JISC system will strengthen the entire process and GN/GR meet on a weekly basis.<br/> CH asked in cyber is discussed as part of the staff induction – GN confirmed it is</p> <p>Cyber Security to be on the risk register and the frequency of audits revised.</p> <p>SI thanked GN and the IT Team for their work.</p> |
| <b>2</b>    | <p><b>Declarations of Interest</b><br/> No new declarations of interest to report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>3</b>    | <p><b>Minutes of previous meeting – 4<sup>th</sup> December 2025 and Board Training minutes 22 January 2026</b><br/> Both sets of minutes were approved as a true record.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>4</b>    | <p><b>Matter arising and action points</b><br/> Action point 3 is carried forward.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>5</b>    | <p><b>Committee minutes</b><br/> Audit Committee – 19<sup>th</sup> November 2025<br/> Remuneration Committee – 28<sup>th</sup> January 2026<br/> Remuneration Committee – 12<sup>th</sup> February 2026</p> <p>Accepted by the Board.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| <b>6</b>                                                                                                                                  | <b>Governor visits to the College</b><br>SS attended the Big Apprenticeship Event which he said was excellent.<br>SS met with DW regarding capital plans.                                                                                                                                                                                                                                                                        |
| <b>7 Strategic landscape updates</b>                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>7.1</b>                                                                                                                                | <b>Recent developments in the sector</b><br>Confidential [see separate minutes].                                                                                                                                                                                                                                                                                                                                                 |
| <b>7.2</b>                                                                                                                                | <b>Letter from the new FE Commissioner</b><br>DH said the reforms outlined would be discussed in more detail at the Board Strategy Day.<br><br>SI said the Board of Governors instruct a governance review every 3 years but may review this timescale.                                                                                                                                                                          |
| <b>8 Strategic Aim 1: to deliver teaching, learning and assessment practice which results in outstanding outcomes for learners</b>        |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>8.1</b>                                                                                                                                | <b>Current year academic performance</b><br>As reported. There will be a revised version of the report for the next meeting. Overall, the College is above national rates but below our own 90% target. SI asked if there are intervention plans in place? MC confirmed plans are in place.                                                                                                                                      |
| <b>8.2</b>                                                                                                                                | <b>Quality Improvement Plan</b><br>Confidential [see separate minutes].                                                                                                                                                                                                                                                                                                                                                          |
| <b>8.3</b>                                                                                                                                | <b>Teaching Practice Reviews To Date</b><br>As reported.<br>S-FB asked if learning walks would be reintroduced? MC confirmed they will start up again. SI asked what could be triangulated to prove effectiveness of the process based on the findings. MC said staff are referred to the teaching and learning HUB if needed. MC was asked to have a think on how to present the report to validate improvements.               |
| <b>8.4</b>                                                                                                                                | <b>Focused Curriculum Review to date</b><br>As reported in the paper. CH asked if there was a plan for the FCRs? MC said there was a plan and details were discussed at College Leadership Committee.                                                                                                                                                                                                                            |
| <b>9 Strategic Aim 2: to offer a curriculum that is aspirational and meets the needs of learners, parents, employers and stakeholders</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>9.1</b>                                                                                                                                | <b>Safeguarding, SEND and Prevent update</b><br>Confidential [see separate minutes].                                                                                                                                                                                                                                                                                                                                             |
| <b>10 Strategic Aim 3: to develop a culture as a form of competitive advantage</b>                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>10.1</b>                                                                                                                               | <b>Staff Question of the Day</b><br>As reported. AB asked how this data will be used in future? GR said that once 3 years data is complete Executive will review and implement a plan and provide staff with the details of the plan.                                                                                                                                                                                            |
| <b>10.2</b>                                                                                                                               | <b>Employment Rights Act</b><br>Changes are implemented in phases from April 2026 and that is how HR will work through them. The changes will be for National Living Wage, maternity leave, paternity leave and sick pay. EW queried flexible working default wording in the timeline. It was noted this is already a day 1 right there are now stricter rules in place for rejection – LT to amend the wording of the timeline. |
| <b>11 Strategic Aim 4: to deploy an effective and efficient resource to support and promote exemplary provision</b>                       |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>11.1</b>                                                                                                                               | Confidential [see separate minutes].                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>11.2</b>                                                                                                                               | <b>Cyber Security update</b><br>Taken as the first item before the main meeting started then GN left the room.                                                                                                                                                                                                                                                                                                                   |

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| 11.3                                                                                         | <b>HBDC update</b><br>For information, noted by members.                                                                                                                           |
| <b>12 Strategic Aim 5: to develop and sustain transformational stakeholders partnerships</b> |                                                                                                                                                                                    |
| 12.1                                                                                         | <b>Stakeholder Strategy update</b><br>Confidential [see separate minutes].                                                                                                         |
| 12.2                                                                                         | <b>Expert Apprenticeship Provider update</b><br>Confidential [see separate minutes].                                                                                               |
| <b>13 Strategic Plan Assurance and Risk</b>                                                  |                                                                                                                                                                                    |
| 13.1                                                                                         | <b>Strategic Plan – performance against 2025/26 milestones</b><br>Confidential [see separate minutes].                                                                             |
| 13.2                                                                                         | <b>Risk Register</b><br>Confidential [see separate minutes].                                                                                                                       |
| <b>14 Corporate Items</b>                                                                    |                                                                                                                                                                                    |
| 14.1                                                                                         | <b>Governor update</b><br>Search Committee today approved the appointment of CH as governor and extended MRs term as staff governor.                                               |
| 14.2                                                                                         | <b>Register of Interests - updated</b><br>For information, noted by members.                                                                                                       |
| 14.3                                                                                         | <b>Meet the Governors feedback</b><br>As detailed in the report. DH asked to feedback this information to students.                                                                |
| 15                                                                                           | <b>Use of Seal</b><br>Seal used on 10 <sup>th</sup> February 2026.                                                                                                                 |
| 16                                                                                           | <b>Designation of confidential Items</b><br>Agenda items 5, 7.1, 8.2, 9.1, 11.1, 11.2, 12.1, 12.2, 13.1 and 13.2.                                                                  |
| 17                                                                                           | <b>Any Other Business</b><br>SI said HH has expressed an interest in the Chair position to succeed SI in July. The process for appointment is to be followed up with KD.           |
| 18                                                                                           | <b>Date of next Board meeting</b><br><b>Thursday 7th May 2026 5.15pm in Conference 5</b><br><br><b>Board Strategy Day noted as 26th March 2026 4.00pm – 7.00pm in Conference 5</b> |

Chair

### Action points from meeting held on 9<sup>th</sup> October 2025

|   | <b>Action</b>                                         | <b>Responsible</b> | <b>Date Due By</b> |
|---|-------------------------------------------------------|--------------------|--------------------|
| 3 | Register of Interests to be updated to record HH role | K Dales            | December 2025      |

### Action points from meeting held on 12<sup>th</sup> March 2026

|      | <b>Action</b>                                                                                                           | <b>Responsible</b>  | <b>Date Due By</b> |
|------|-------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|
| 8.3  | <b>Teaching Practice Reviews</b><br>MC was asked to have a think on how to present the report to validate improvements. | M Casey             | 7 May 2026         |
| 10.2 | <b>Employment Rights Act</b><br>LT to amend the wording of the timeline.                                                | L Tait              | ASAP               |
| 11.2 | Cyber Security to be on the risk register and the frequency of audits revised                                           | D Williams          | ASAP               |
| 14.3 | <b>Meet the Governors feedback</b><br>DH asked to feedback this information to students.                                | D Hankey            | Complete           |
| 17   | The process for the appointment of HH as Chair to be confirmed                                                          | K Dales<br>S Irvine | ASAP               |