Present: R Davies (CG and Chairman), H Ashton (CG), A Coleman-Cooke (CG, M Gaze (CG), J Golightly (CG), L Holdsworth (CG), C Hudson (Student Governor), S Lane (CG), Z Lewis (Principal/Chief Executive), S Seyed-Salehi (CG), I Wright (CG).

Officers: J Chance (VP), G Cumiskey (DP), Z Foster (Clerk), C Kipling (VP).

In Attendance: J Hatfield (incoming Sabbatical Officer from 01.08.2019)

Key: CG College Governor  EM External Member  DP Deputy Principal  VP Vice Principal  AP Assistant Principal  ED Executive Director  Clerk Clerk to the Corporation

1. Apologies for Absence – R Davies
A Allen (CG), R Anderson (CG), D Cleves (Staff Governor), C Cooney (CG), M Laidler (CG), A Waller-Amos (Staff Governor), M Clarke (Student Governor), J Steel (VP), P Studd (CG),

R Davies welcomed S Seyed-Salehi and J Hatfield to the Governing Body. Introductions were given.

2. Minutes and Appointments – R Davies
2.1 Minutes of Strategic Meeting of 17.05.2019
Agreed as a correct record

2.2 Minutes of 21.03.2019
Agreed as a correct record

2.3 Search and Governance Recommendations
After consideration, the following recommendations were approved by the Governing Body:
- That after interview on 8 July 2019, M Laidler be appointed as College Governor from 15 July 2019 for a period of four years from 15 July 2019 (until 14 July 2023)
- That M Laidler joins the Standards Committee
- That after interview on 8 July 2019, S Seyed-Salehi be appointed as College Governor from 15 July 2019 for a period of four years from 15 July 2019 (until 14 July 2023)
- That S Seyed-Salehi joins the Corporate Services Committee
- That M Gaze’s term of office as College Governor to be extended for a further four year term until 31st October 2023
- Use of an on-line process for the forthcoming elective process for Business Support Staff Governor (October 2019)
- Amendment to the Instrument and Articles (originally approved on 9 July 2018) to change the total number of governors to 21 (previously was ‘no more than twenty’) to fall in line with the already approved number of ‘between twelve and sixteen College Governors’
- The structural changes to Committees in relation to Chairs as outlined below for the two-year term of 1st August 2019 to 31st July 2021:
  - P Studd to take over as Chair of Corporate Services (from R Davies)
  - I Wright to relinquish Chair of Remuneration and take over as Chair of Audit and Risk
  - H Ashton to take on Chair of Remuneration
  - That P Studd and H Ashton join the Search and Governance Committee by virtue of being Chairs of Corporate Services and Remuneration respectively
- That I Wright and H Ashton were added to the Appeals and Special Committees (i.e. either one) as required
- Continuation of the current Vice Chairs of Committee for a further two terms (1st August 2019 – 31st July 2021).

2.4 Written Resolution (IoT)
The written resolution was formally confirmed.

3. Matters Arising – R Davies
Ongoing Matters Arising confirmed.

4. Declarations of Interest
H Ashton declared a standard interest (ongoing) as Trustee of NCFE

H Ashton also declared an interest in relation to Prissick

5. Strategic Overview - Z Lewis
5.1 Principal/Chief Executive’s Report
Z Lewis gave a full overview. She drew attention to the key areas to improve: Apprenticeships, Access to HE; A Level progress and retention, and Attendance. She informed Governors that all prediction should be above the National Rate this year. Additionally, she drew attention to the different style of KPI reporting (Item 6.2) and outlined the reasoning for this.

She also informed Governors of her new position as FE+ Chair on a two year tenure which gave her associate member of the Combined Authority attending all TVCA and LEP meetings. She was due to make a presentation a LEP meeting on 12 August and would feedback to Governors accordingly.

Governors’ discussion and questioning included: Hartlepool College update; T Levels delivery in Tees Valley; Outwood School structure of 900 students (no Sixth Form planned) – first Year 7 intake September 2020.

5.2 IoT and Prissick Update
Z Lewis gave the most recent information to Governors including: the final agreed sum and of monies held back; IoT design plans and likely opening (some time in the Autumn Term 2020) and of the revised allocation request to the DfE which was still awaiting approval.

The Governing Body were also informed of the need for a short notice meeting for the agreements to be approved – this would likely be August/September.

Governors discussed aspects of the update including which department(s) would be based there and staffing related issues.

6. Student Experience
6.1 Standards Recommendations – A Coleman-Cooke
There were no recommendations from the meeting. A Coleman-Cooke gave a brief summary with overall headlines which indicted improvements generally through the College Departments but there was ongoing work to further develop Apprenticeships and A Levels in particular (where actions were in progress).

6.2 Progress Measures and KPIs Update – J Chance
J Chance gave a comprehensive report to Governors. He also tabled a document which gave greater detail than the earlier dashboards so that Governors could better track progress.

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Governors asked that this was further added to for Standards Committee to incorporate enrichment and behavior at Department level in line with Ofsted's new EIF. Action by J Chance and Departments.

There was a healthy debate on retention including: entry level qualifications and analysis; where students went when changed courses; short timeline to ensure students were on the right course; possible taster sessions;

Further questions and discussion included: national rate; distance learning value and structure; student satisfaction improvements; need for increased detail of apprenticeship grades on a regular basis; how Apprenticeships was effectively monitored in relation to improvements and concerns now they were back within the faculties and how improvements had been made albeit not as swiftly as hoped; Employer Satisfaction response rate and any common areas of concern.

Governors asked that Apprenticeships grades were regularly reported upon in detail within updates. Action by J Chance and Apprenticeship Team.

6.3 Curriculum Update – G Cumiskey
A full update was given drawing attention to the new EIF and the associated change of focus which included softer skills development. G Cumiskey outlined the changes within College to take account of the new regime including: student report cards; condensing of timetables for T Levels and industry placements; Study Skills programme revamp and review of Teaching and Learning processes.

He also drew attention to the Grade 3 areas from 2017-2018 as outlined in his report (Access to HE; Adult GCSE English and Maths; ESOL and distance learning) and of associated actions and progress this year.

Discussion and questions included: how the quality of industrial placements was evaluated (T Levels) – an overview of current practice was given and of ongoing attention to this including the use of multiple placements and better timetabling.

6.4 Safeguarding Update – Z Lewis
Z Lewis gave a brief overview of the report which was at a slighter lower level to last year but reflected student number changes.

Governors’ discussion and questions considered: the College’s first case of modern slavery; Prevent referrals; the higher reported areas (including drugs and alcohol; personal safety and sexual abuse) and approaches taken with those referrals; attention to specific Department referral numbers and reasons; processes and procedures for staff and students in relation to emotional abuse and what else could be done; how safeguarding processes could support the large College body outwith the normal College hours; exit procedures and whether there were safeguarding reasons for students leaving; and the complexity of categorizing safeguarding issues areas which could often be considered under more than one heading. The low levels of cyber bullying was also discussed which were often outside the Safeguarding remit and often resolved in Departments.

A detailed discussion took place over the slight dip in College reported incidents and wider Tees figures of safeguarding. Student governors also gave their positive views on this area. It was confirmed that safeguarding was captured within the student survey and that awareness raising was high for the student and staff body and through the Safeguarding Committee. Furthermore, Ofsted had rated the provision highly during inspection.

Governors asked for a comprehensive overview of the impact of Safeguarding reporting and related processes to provide some clarity and reassurance. Action by J Steel.
6.5 Student Journey 2018-2019 – C Hudson
C Hudson gave a comprehensive overview of the student governor journey over the past year highlighting the work done in relation to M Clarke’s initial manifesto; challenges and achievements (particularly the BBC weekend and the increased number of student representatives). Both she and M Clarke had found working with the Governing Body fulfilling and felt they had impacted positively on the Governing Body.

C Hudson and J Hatfield drew attention to the manifesto for the forthcoming year which J Hatfield would lead on.

Governors wished both student governors well in the future and thanked them for their contribution over 2018-2019.

7. Corporate Updates
7.1 Corporate Services Recommendations – R Davies
After full discussion, the following recommendations were agreed by the Governing Body:
- IoT developments:
  - to convene a special, short notice meeting as required to finalise contractual arrangements
  - Should the DfE not approve additional £700k capital grant the following was agreed:
    • Remove additional specialist equipment request of £0.100m
    • Delay 2019 / 2020 capital plan IT WiFi replacement 12 months £0.125m
    • Delay 2019 / 2020 capital plan estates flooring replacement scheme 12 months £0.025m
    • Self-fund Phase 1 internal works through capital plan with Prissick funds £0.150m
    • Fund balance of £0.300m from Prissick surplus receipt

This would ensure that the IoT capital build would remain at the same m2 proposed to fully support the IoT strategy.

- The 2019 / 2020 Revenue Budget, as detailed in Appendix 1 of the Five Year Financial Plan 2023-2024 and as discussed under item 7.2
- The Five Year Financial Plan to 2023 / 2024, after discussion under 7.2 below.
- The list of OCP Providers for the 2019 / 2020 Academic Year as discussed under 7.7
- The Fees Policy 2019-2020

7.2 Five Year Financial Plan to 2023-3024 – C Kipling
C Kipling presented the plan drawing attention to `good’ Financial Health and the further benefit of receipt of Prissick monies in terms of ratio. She confirmed that currently the forecast of numbers didn’t take into account IoT. She gave detail of the recruitment position across the College (including HE) and associated lagged funding; Adult Devolution and Staffing.

Governors had a full discussion on the plan focusing on the following areas: Staffing pay award and wider recruitment and retention; the new team in NSG; class sizes and wider external political pressures for mergers in the future; apprenticeship predicted numbers and competition including incentives and monthly monitoring.

It was agreed that the presented plan was an excellent and prudent plan and it was formally approved as detailed in 7.1.

7.3 Audit and Risk Recommendations – A Coleman-Cooke
The Recommendations to be approved were presented in detail (including a comprehensive overview of the interview process for the Financial Statements and Regularity Auditor contract) fully discussed and agreed as outlined below:
- The External Audit fee, as detailed in the report
- The Internal Audit Plan 2019-2020
- The Risk Management Plan 2019-2020 including the revised Risk Management Policy (Appendix 1)
- That Mazars to be awarded the Financial Statements and Regularity Auditor contract (effective 1 August 2019) for an initial period of three years, or until completion of the 2022/2023 year-end Financial Statements Audit, subject to satisfactory annual reviews with an allowable extension of two further periods of 12 months.

7.4 Full Strategic Risk Registers – C Kipling
The full Strategic Risk Registers were presented to the Governing Body after a request by the Corporate Services Committee to give further assurances. Governors were reminded that the detailed consideration of the registers was delegated to the Audit and Risk Committee. Governors were also informed that the SLT Risk Management Group would be reviewing the current matrix.

Debate considered the role, knowledge and understanding of the whole Governing Body in the area of risk management. It was agreed that the High Level Risk Register would be added to every Governing Body agenda. This would be incorporated into the Principal's Strategic Overview report. Action by Z Foster and Z Lewis to implement this.

7.5 Management Accounts (May 2019) – C Kipling
C Kipling gave an overview of the Accounts which had already been through Corporate Services. She confirmed that Priissick was reflected within the set of accounts.

7.6 Recruitment, Admissions and Sales Report – Z Lewis
Z Lewis drew attention to the following within the report: school leaver applications up by 9%; changes with interview process for school leavers; activities to ensure future recruitment including a very successful Year 10 event with over 3,000 students coming into College over the summer term; Access applications were up by 24% and HE by 48% - though the HE figures were being treated with particular caution due to university year zero and unconditional offers. Additionally, apprenticeship recruitment was strong.

7.7 Subcontractors Update – J Chance
J Chance gave an overview of the current position; ESF and an outline of list of subcontractors for approval.

Governors discussed and questioned the new subcontractors and the quality of the current provision and how risk was mitigated in some detail.

7.8 Equality, Diversity and Inclusion Term 2 Update – G Cumiskey
The report was presented for information. G Cumiskey informed Governors that S Seyed-Salehi had joined the Equality Group at its last meeting which had resulted in some good ideas and an action plan to encourage integration between groups within the College.

8. Governance Update – Z Foster
Z Foster gave a comprehensive review of the governance report.

The Governing Body then approved:
- The appointment of Rob Davies as Chair of Governors, for the period 1 August 2019 until 31 July 2021
- The appointment of Ashley Coleman-Cooke as Vice Chair of Governors, for the period 1 August 2019 until 31 July 2021
- That both appointments above are with the proviso that designate Chair and Vice roles are sought from March 2020
- The appointment of Mr John Hatfield as Student Sabbatical Officer and Student Governor for the period 1 August 2019 to 31 July 2020. In addition, that he joins the Standards Committee for his period of office
- Adoption of the Governor Nomination Process Policy amendment
- Adoption of the AoC new Code of Governance (May 2019) incorporating the Senior Staff Remuneration Code
- Adoption of the revised Attendance Policy
- The Corporate Governance Report 2017-2018
- The Governor Training Plan 2019-2020

9. College Policies and Procedures
The following policies and procedures were presented, considered and approved:
  9.1 Equal Pay Statement
  9.2 Equality Statement and Policy
  9.3 Equality, Diversity and Inclusion Strategic Overview
  9.4 Health, Safety and Welfare Policy
      The Nominated Governor for Health and Safety was satisfied that the policy was appropriate and covered all of the key areas.
  9.5 Fees Policy
  9.6 Subcontracting Policy

10. Date of Next Meetings – R Davies
  10.1 Monday 23 September 2019 at 4pm (Strategic Planning)
  10.2 Thursday 17 October 2019 at 5pm
  10.3 Monday 16 December 2019 at 5pm

11. Matters for Publication
    Agreed all agenda items could be made available for publication.

12. Any other Urgent Business – none taken

13. Reserved Matters – none taken

The meeting closed at 7.30pm