

**CONFIRMED MINUTES OF THE CORPORATION BOARD HELD  
ON FRIDAY 26 APRIL 2019 AT 12.00 IN THE BOARD ROOM,  
HARTLEPOOL**

**Present**

Mr P Smith	Chair
Mr T Bailey	Vice Chair / Independent Member
Mrs S Fawcett	Independent Member
Professor J Rapley	Independent Member
Mr I Butchart	Independent Member
Mr I Swain	Independent Member
Professor R Simmons	Vice Chair / Independent Member
Ms E Hardwick	Staff Member
Ms J Havakin	Staff Member
Ms R Hare	Staff Member
Dr M Raby	Principal

**In attendance**

Mr S Slorach	Vice Principal Resources
Mr P Chapman	Vice Principal Employability & External Relations
Mr J Waddington	Vice Principal Student Experience
Mr P Trotter	Co-opted Member
Mrs J White	Clerk & Governance Advisor

18.107	<b><u>WELCOME AND INTRODUCTIONS</u></b> The Chairman welcomed members to the meeting.	Action
18.108	<b><u>APOLOGIES FOR ABSENCE</u></b> Apologies of absence were received from Mr K Goldsborough, Mr D Hughes and Ms A Norris, Independent Members.	
18.109	<b><u>QUORUM</u></b> The meeting was quorate in line with standing order 8.1 Meetings of the Corporation Board and its committees shall be quorate when 40% of the total membership of the Governing Body or its committee, excluding vacancies, is present, except where otherwise stated within the terms of reference for that committee.	
18.110	<b><u>DECLARATION OF INTEREST</u></b> There were no further declarations made.	
18.111	<b><u>UNCONFIRMED MINUTES OF THE MEETING HELD ON 15 MARCH 2019</u></b> The minutes of the previous meeting held on 15 March 2019 were agreed as an accurate record subject to the following amendments:	Clerk

Page 1, Present, Mr I Swain and Mr I Butchart were present.  
Page 3, 18.095, Members update – 5<sup>th</sup> line, replace “is” with  
“would be”.

Page 6, 18.097, KPIs, 2<sup>nd</sup> para, 1<sup>st</sup> line, insert following that “low  
level”

Page 9, 18.103, Confidential Items, replace “that” with “the”.

**18.112**      **MATTERS ARISING**

The following matters were noted as outstanding:

18.102 Sub Committee minutes – Governance arrangements in  
relation to Northern School of Art Dev Co Ltd to be provided.

**18.113**      **MEMBERS UPDATE**

The Chairman offered members the opportunity to provide an  
update on issues not covered under the agenda. There were no  
further issues to highlight.

**18.114**      **PRINCIPAL’S REPORT**

Confidential Report.

**The Corporation Board NOTED the Principal’s report**

18.115

**KPIs**

The Vice Principal Resources referred members to the previously circulated report and drew member's attention to the HE attendance and in-year retention which remain above target across all year groups. HE applications are below target with decline by default day being 2 May. The FE retention remains above target. General attendance remains on target though Maths and English attendance is slightly below target but not at a level that raises concerns.

**The Corporation Board RECEIVED the KPI update for information.**

18.116

**MANAGEMENT ACCOUNTS MONTH FEBRUARY 2019**

The Vice Principal Resources referred members to his previously circulated report and highlighted that year to date figures after 7 months' trading show an improvement of £47k against the forecast deficit (approved in February). This is largely as the result of better than expected in-year retention at HE.

The School continues to forecast a year position which meets the banking covenants that are in place with Barclays Bank and sees an improvement in the ESFA financial health from 'Satisfactory' to 'Good'

Cash balances as at the end of February 2019 are £1,151k compared to a forecast position of £1,159k.

**The Corporation Board NOTED the Management Accounts**

18.117

**EMERGING FINANCIAL ISSUES / BUDGET CONTEXT**

The Vice Principal Resources, following a development session at the start of the Board, referred members to his previously circulated report and highlighted that the budget for 2019/20 and beyond is in the process of being prepared. The backdrop against which it is being set is far from comfortable and is likely to be difficult particularly as competition for student numbers is so fierce both in the Tees Valley and nationally for a decreasing pool of students. Uncertainty over the level of HE fees will likely

feature and the budget will reflect the impact of any recommendations from the Government and its agencies

The theme of this budget will likely be efficiency and value for money as costs are expected to increase through inflationary means and increased pension contributions to the Teachers' Pensions Fund.

Capital spend from the School's pocket is likely to be limited and funding for large strategic projects is expected to come from the Tees Valley Combined Authority.

Mr Butchart asked if the Principal wished the Audit Committee to consider any issues highlighted and the Principal advised that a draft budget will be presented to the full Board in July for further discussion, so there was no requirement for the Audit Committee to do so.

Mr Swain commented that the budget process will identify costs of things that are happening within the market, and advised that what will be helpful will be to identify those issues over and above what might be occurring, and what are the extra costs.

Professor Rapley commented that we have talked about the various revenue themes, but what about enterprise, what opportunities could there be, what do staff think about revenue for their subject areas. Professor Rapley described that she had previously worked with the subject area sectors and looked at what could be offered to the industries and added some small charges on and support in kindness. This resulted in the introduction of a short course programme, and a commercial design consultancy using staff and graduates – this took time to establish – worked on a fair commercial basis.

The Vice Principal Resources informed that the School have had some thoughts on this, Photography has had a go and it has worked well. The Vice Principal Resources added that the School could hire out the lecture theatre for conferencing etc. It could be something we look at.

The Principal also discussed that the student accommodation could be used over the summer.

Professor Simmons added that Huddersfield undertake some commercial enterprise with some successes. One thing that is happening is post graduate students from overseas staying on campus over the summer.

Mr Butchart suggested that this be an item for discussion at the Strategy Day and it was agreed.

**The Corporation Board NOTED the financial context update**

The Vice Principal Resources referred members to his previously circulated report and informed that it is proposed for the HE fees to remain at £9,250 for the September 2019 intake. Student bursaries are still under investigation to determine the most attractive and useful option to students.

OFFA is being replaced by the Office for Students and the Access Agreement will become the 'Access and Participation Plan'.

**The Corporation Board AGREED to delegate the decision as to the most appropriate offer to students for the September 2019 intake to the Chair and Principal for approval, subject to dates being amended and requested an update at the Strategy day.**

18.119

### **HEALTH & SAFETY POLICY**

The Vice Principal Resources informed members that the Board should approve the Health and Safety Policy on an annual basis as a matter of good practice. Members noted that the only change to the policy was dates.

Mr Butchart advised that we need to ensure the Policy comes annually as this has been an area of concern within the Audit Committee.

Ms Fawcett commented there were a number of typos which she agreed to pick up outside of the meeting. Ms Fawcett referred members to the section on protect against terrorist attack informing that it felt very prescriptive but thought the principle is more general than this and suggested it may be perhaps better as malicious.

With regard to Responsibilities – 4<sup>th</sup> point – promote implementation of policy, Ms Fawcett advised that it should be ensure implementation and Profession Simmons concurred and advised it should be both promote and ensure.

Ms Fawcett commented that there were a number of action points which needed review dates and timescales to be included. Ms Fawcett also suggested that there should be something included around under 18s risk assessment – the younger person? And the Vice Principal Resources agreed to review this.

**The Corporation Board APPROVED the Health & Safety Policy subject to amendments**

18.120

### **KEEPING CHILDREN SAFE IN EDUCATION – UPDATE**

The Vice Principal Student Experience informed members that in September 2018, the government published Keeping Children Safe in Education 2018 that came into force on 3 September 2018. The guidance is an update to the previous guidance from 2016 that formed the basis of the governor safeguarding training

session that took place in the summer term 2018. This update is a summary of the key changes to the guidance.

The Chairman asked the Vice Principal Student Experience what the specific issues were locally and he advised that the issues mostly mirrored the other local authority areas. However the National issue around county lines has been highlighted but not specific to our area.

Professor Rapley asked whether the School has a higher level of issues compared to others and the Vice Principal Student Experience advised that the Safeguarding annual report highlights our own referrals, we do compare with other institutions but there isn't any specific benchmarking data on this.

**The Corporation Board NOTED the Keeping Children Safe in Education update**

**18.121 SUB COMMITTEE MINUTES**

Members noted the subcommittee minutes for information.

**18.122 CONFIDENTIAL ITEMS**

It was agreed that the Principal's report was confidential.

**18.123 ANY OTHER BUSINESS**

Mr Bailey asked whether the School has a sense of its carbon footprint and that data or anything to do with that would be good to shout about as part of the recruitment. The Vice Principal Employability & External Relations advised that ALBERT, is the standard relating to the reduction of carbon footprint in production design, referencing the recent production of the train carriage. However, members noted that we are unable to achieve the standard, but BAFTA is looking at giving us a mini accreditation on this. The Vice Principal Employability & External Relations suggested that when the workshops are open we could support organisations in achieving ALBERT accreditation.

Mr Bailey further commented regarding the estate, energy consumption, recycle and reuse and discussed that some of the programmes must operate along these principles and it would be good to talk about this. Ms Hardwick and Ms Havakin confirmed that sustainability is a core issue and part of the validation and therefore there would be something to shout about.

**18.124 REVIEW OF MEETING**

Members felt that the meeting had been chaired well and welcomed Mr Smith's appointment as Chair. There were no issues to escalate to the risk register.

18.125

**DATE AND TIME OF NEXT MEETING**

The next meeting of the Corporation Board will take place on Friday 17 May 2019 in the Board Room, Church Street. This meeting will be a Strategy meeting.

Signed: .....

Date: .....