**Meeting of the Corporation Board**

**Friday 24 April 2020 at 1330**

**Via Odro Conference Call**

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| **Members present:**Mr P SmithDr M RabyProfessor J RapleyMr T BaileyMrs S FawcettProfessor R SimmonsMs A NorrisMr I SwainMr I ButchartMr D HughesMrs E Hardwick Ms R HareMs J HavakinMr R Kane | PSMRJRTBSFRSANISIBDHEHRHJHRK | ChairPrincipalIndependent Member (part)Independent MemberIndependent Member (part)Independent MemberIndependent MemberIndependent MemberIndependent MemberIndependent MemberStaff MemberStaff MemberStaff MemberStaff Member |
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| **In Attendance:** |  |  |
| Mr S SlorachMr P ChapmanMr J WaddingtonMr M WheatonMrs L McLaren | SSPCJWMWLM | Vice Principal ResourcesVP Employability & External RelationsVice Principal Student ExperienceVice Principal Higher EducationHead of Governance |
| **Not In Attendance:** |  |  |
| Mr S Ahmed | SA | HE Student Member |

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|  |  | **Action** |
| 1. | The Chair opened the meeting at 1332 and welcomed all members to the meeting and confirmed the meeting protocol for this video conference. |  |
| 2. | **Apologies for absence**1. Mr S Ahmed was absent from the meeting. No reason was given.
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| 3. | **Group Quorum**1. 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.”
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| 4. | **Declaration of Interests**The Declaration of Interests were noted. |  |
| 5.  | **Confirmation of minutes from the previous meeting**The Minutes from the previous meeting held on Friday 13 March 2020 were **CONFIRMED** by all with some minor amendments. |  |
| 6. | **Matters Arising**None |  |
| 7. | **Member’s Update**None |  |
| 8. | **Confidential Item** |  |
|  | Sarah Fawcett left the meeting at 1351due to technology issues. |  |
| 9. | **SUSTAINABILITY****Management Accounts for 8mths ended 31 March 2020**Mr Slorach reviewed the management accounts and explained that these were also discussed at the Finance Committee earlier in the day. It was noted:1. The School was currently in a better position than forecast for 2019-20.
2. Utility bills down
3. a drop off in catering income as the school was closed
4. costs include 1% pay increase backdated to August 2019
5. the furlough from HMRC for the catering team was not included. We would be claiming the 80% furlough; however, we would be continuing to pay 100% of salary.

Mr Slorach advised the Committee that the School was in good financial health, banking covenants were being met and all requirements should be met.No questions were received. The Chair thanked Mr Slorach for the update. |  |
| 10. | **Confidential Item** |  |
| 11. | **EXCELLENT STUDENT EXPERIENCE****Changes to Delivery Methods and Assessment in response to COVID-19 “lockdown”**1. **Further Education**

Mr Waddington summarised the report and noted the following:* 2 key elements of the School closure are “Assessment” and “Student Engagement”
* All exams have been cancelled and replaced with “Teacher Assessment of Grades”
* Awaiting final guidance on exactly how grades will be determined. There will be an estimated window of 2wks to submit grades
* Significant conversations taking place with academic staff to ensure students are not disadvantaged, however, are determined with integrity.
* Making every effort with online delivery: Staff engaged with this platform providing online sessions, collaborations and also asking students what they would like to do. Activity has increased following the Easter break.
* Keen to engage students and provide some type of “celebration” if lockdown is lifted and social distancing allows.

***Jane Rapley joined the meeting at 1420***No questions were received and the Chair thanked Mr Waddington for the report.1. **Higher Education**

Mr Wheaton summarised the report and noted the following changes to HE workings:* Submission of work had been moved successfully to online platforms. Staff are staying in touch with students and trying to “normalise” the situation
* Revisiting learning agreements with students to renegotiate changes to the delivery.
* Significant discussions with AUB, however, we did have to wait for AUB to “catch-up” with their response to the COVID-19 situation
* Very good contact with students – 95%
* Biggest issue is the submission of large files and some students struggling with working from home (internet capacity, family dynamics)
* 2wk blanket extension given for assessment

Mr Wheaton thanked Rosie Hare and Kat McDonagh for their considerable work setting up all the classes on Microsoft Teams. Ms Hare noted that they were trying to make the experience as good as they can.The Chair asked Staff Governors for their feedback on the situation;* Ms Havakin noted that the students were positive and thankful in what was being provided and everyone was being positive. However, knowing that the end of year degree show would not take place has dampened motivation
* Mrs Hardwick concurred and noted communications were successful and staff knew their students and were able to engage with them appropriately.

Mr Waddington asked for his thanks to be recorded for the contribution Ms Hare had made to the success of transferring to the online platform.Mr Goldsborough asked if anything additional needed to be done to keep morale? Mr Wheaton advised that weekly meetings were taking place and monitoring of student contact. The Principal noted that Student Services were doing a very good job in keeping in touch with students as best we can. A good connection had formed between Student Services and Academic Staff.No further questions were raised and the Chair thanked Mr Wheaton for the report. |  |
| 12. | **Risk Management Update and Risk Register**Mr Slorach summarised the following:* Delivery of programmes going well
* Financial strains being monitored
* Re-opening of School needs to have a lead time. This is being discussed regularly on Senior Staff COVID-19 calls
* Major projects under control at present including the Middlesbrough project where funding is in place
* Student numbers are being monitored continually
* Business Continuity Plan is being monitored and revised as needed
* Possible breach in banking covenant is on the radar for coming years
* Nothing has changed with COVID-19 to report.

Mr Hughes asked about the viability of courses with dropping number of students. Mr Slorach noted we have a commitment to courses; however, a sub-committee of the Academic Board will be meeting soon to look at options.Ms Havakin raised the cost implications of accommodation should we have unoccupied rooms. She advised that some graduating students wanted to stay in the area and this may be a viable option. The Principal agreed that this could be a possibility.Professor Rapley queried about any appeal process due to lockdown. Mr Wheaton noted that we are assessing what has been submitted so could be little for students to appeal on. | JH/MR |
| 13. | **GOVERNANCE AND COMPLIANCE****Minutes of the Sub-Committees**1. Capital Programme Group – 28 February 2020
2. Audit Committee – 6 March 2020
3. Finance Committee – 13 March 2020

**Resignation**The Chair noted the resignation of Rosie Hare from her position as Staff Governor from July 2020. The Chair thanked Ms Hare for her contribution. |  |
| 14. | **OFS Reportable Events**No reportable events. |  |
| 15. | **Any Other Competent Business**None. |  |
| 16. | **Confidential Items**Item 8 Item 10 |  |
| 16. | **Review of Meeting** There were no items for review.  |  |
| 17. | **Date and time of next meeting**The next meeting of the Corporation Board will take place on Friday May 15, 2020. The meeting was planned to be a Strategy Day; however, it was confirmed the meeting would focus on COVID-19 response and Banking. The platform for this meeting would be agreed shortly and communicated to all members. |  |
|  | The Chair thanked the Corporation Board members for their useful discussions. The meeting closed at 1457. |  |

**Confirmation of the minutes of the**

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| Signed: |
| Chair of the  | Date: |