**Meeting of the Corporation Board**

**Friday 15 May 2020 at 1330**

**Via Zoom Conference Call**

|  |  |  |
| --- | --- | --- |
| **Members present:**  Mr P Smith  Dr M Raby  Professor J Rapley  Mr T Bailey  Mrs S Fawcett  Professor R Simmons  Mr K Goldsborough  Ms A Norris  Mr I Swain  Mr I Butchart  Mr D Hughes  Mrs E Hardwick  Ms R Hare  Ms J Havakin  Mr R Kane | PS  MR  JR  TB  SF  RS  KG  AN  IS  IB  DH  EH  RH  JH  RK | Chair  Principal  Independent Member (part)  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Staff Member  Staff Member  Staff Member  Staff Member |
|  |  |  |
| **In Attendance:** |  |  |
| Mr P Trotter  Mr S Slorach  Mr P Chapman  Mr J Waddington  Mr M Wheaton  Mrs L McLaren | PT  SS  PC  JW  MW  LM | Co-opted Member  Vice Principal Resources  VP Employability & External Relations  Vice Principal Student Experience  Vice Principal Higher Education  Head of Governance |
| **Not In Attendance:** |  |  |
| Mr S Ahmed | SA | HE Student Member |

|  |  |  |
| --- | --- | --- |
|  |  | **Action** |
| 1. | The Chair opened the meeting at 1331. |  |
| 2. | **Apologies for absence**   1. Mr S Ahmed was absent from the meeting. No reason was given. |  |
| 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.” |  |
| 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 24 April 2020 were **CONFIRMED** by all with 2 minor amendments. |  |
| 6. | **Matters Arising**  None |  |
| 7. | **Member’s Update**  None |  |
| 8. | **Confidential Item** |  |
| 9. | **SUSTAINABILITY**  **YouthSight Research Report – Perceptions of Hartlepool**  Mr Chapman presented the market research undertaken by YouthSight on perceptions of Hartlepool in comparison with other places where art and design degrees may be studied.  Key findings were:   * Awareness and familiarity of Hartlepool is low, especially outside the North * Positive perceptions of Hartlepool are limited * First-hand experience is a key influence on perceptions, especially for those in the North.   Mr Chapman noted that we have tried in the past to drive by place, successful employment rates, affordability and course provision. We are doing live presentations to prospective students through online platforms and seminars, including a virtual UCAS presentation.  The Chair asked for any questions.  Ms Havakin asked if this report could be shared with Programme Leaders to give feedback. Mr Chapman advised the report was being shared with Curriculum Leads to discuss and could be circulated to Programme Leads thereafter. We were also looking to improve the accommodation aspect of our promotion on the website and also produce YouTube promotions.  Ms Havakin noted that Leeds were a good example for online content. They have a very good “lifestyle” section e.g. how to decorate your space, which is important to students. Mr Chapman noted this and agreed it would be useful to borrow some of Leeds ideas. He agreed to look at this when capacity allowed.  Mr Goldsborough admitted to having mixed feelings on the report. It did not show anything that he did not already know. We should not market on place, more on that we can provide. Would be interesting to run the process again in 12mths asking “Have your perceptions changed in the last 12mths”. Mr Chapman noted the comments and advised that he was unable to do a larger sample size but would look at this again in the future.  Mr Butchart raised the issue of safety the negative press around this area. We need to address this point and use positive statements from students. Mr Chapman confirmed we do talk about secure accommodation and look to use students to promote this area.  Mr Bailey noted that it was good to know where we need to improve and what students are looking for. Use key players to promote the School and those making up the institution. Mr Chapman agreed to look to use those influences including the Board to promote the School.  Professor Rapley agreed with the comments made and noted that for students the course was the first choice to attract them to a college. We need to promote the people and mitigate the negative aspects where we can.  Mr Smith thanked Mr Chapman for the report. | PC  PC  PC  PC |
| 10. | **Confidential Item** |  |
|  | **Professor Simmons left the meeting at 1456 due to another meeting.** |  |
| 11. | Confidential Item |  |
| 12. | **Risk Management Update and Risk Register**  Mr Slorach noted that there were no significant changes from the last meeting. COVID-19 risk is changing daily and continuously monitored.  Mr Hughes raised a point to note in relation to the risk factor of ISQ2 – Mitigated risk should be lower than unmitigated risks. Mr Slorach thanked Mr Hughes for noticing this and agreed to review. | SS |
| 13. | **GOVERNANCE AND COMPLIANCE**  **Health & Safety Policy**  Mr Slorach presented the policy for approval. It was noted there were no material legal changes and COVID-19 was covered as part of the standard legal requirements.  Mrs Fawcett asked if all COVID issues go into a specific risk assessment. Mr Slorach confirmed that all COVID issues were recorded on a risk assessment and we were complying with the COVID-19 recovery strategy from the Government.  The Board **APPROVED** the update to the Health & Safety Policy. Signatures would be done remotely. |  |
| 14. | **OFS Reportable Events**  MR noted that he would report   * the Campus relocation on exchange of contracts * Restructuring – he would review and report as appropriate. |  |
| 15. | **Any Other Competent Business**  It was noted the Audit Committee would take place as scheduled on Friday 19 June at 0900.  Mr Smith thanked Mr Bailey for hosting the meeting. Mr Bailey offered the use of the platform should we wish to hold a larger meeting to communicate anything to the School’s staff. Mr Smith also asked everyone to think about how they can communicate with their buddies during this time.  MR noted that Graduations would be deferred until the Autumn. |  |
|  | **Professor Rapley left the meeting 1530 due to another call.** |  |
| 16. | **Confidential Items**  Item 8  Item 10  Item 11 |  |
| 17. | **Review of Meeting**  There were no items for review. |  |
| 18. | **Date and time of next meeting**  The next meeting of the Corporation Board will take place on Monday 6 July, 2020. If possible, this meeting will go ahead in person depending on guidelines. |  |
|  | The Chair thanked the Corporation Board members for their useful discussions.  The meeting closed at 1543. |  |

**Confirmation of the minutes of the**

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