**Meeting of the Corporation Board**

**Friday 2nd October 2020 at 1030hrs**

**Boardroom, Hartlepool and Via Zoom Conference Call**

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| **Members present:**  Mr P Smith  Dr M Raby  Mr T Bailey  Mr I Swain  Mrs S Fawcett  Professor R Simmons  Mr I Butchart  Mr K Goldsborough  Mr D Hughes  Mrs A Snow  Mrs E Hardwick  Mr R Kane  Ms G Blake | PS  MR  TB  IS  SF  RS  IB  KG  DH  AS  EH  RK  GB | Chair  Principal  Independent Member  Independent Member (Zoom)  Independent Member  Independent Member (Zoom)  Independent Member (Zoom)  Independent Member (Zoom)  Independent Member (Zoom)  Independent Member  Staff Member  Staff Member  HE Student Member |
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| **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 (Zoom)  Vice Principal Resources  VP Employability & External Relations  Vice Principal Student Experience  Vice Principal Higher Education  Head of Governance |
| **Apologies:** |  |  |
| Professor J Rapley  Ms J Havakin | JR  JH | Independent Member  Staff Member |

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|  |  | **Action** |
| 1. | The Chair opened the meeting at 1033.  Mr Smith welcomed everyone to the meeting and updated the Board on the Governance & Search Committee interviews for a Student Governor. The Committee interviewed 5 excellent candidates and recommended the appointment of Gemma Blake to the Board as Student Governor.  The Board **APPROVED** the appointment.  ***Gemma Blake joined the meeting at 1035.***  The Chair welcomed Miss Blake to the meeting and introduced those on screen before asking those around the table to introduce themselves.  Miss Blake gave a brief overview of her studies/background and why she wanted to become a Student Governor. Mrs Fawcett thanked Miss Blake for joining the Board. |  |
| 2. | **Apologies for absence**  Apologies from Professor Rapley and Ms Havakin. |  |
| 3. | **Group Quorum**  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 was noted. |  |
| 5. | **Confirmation of minutes from the previous meeting**  The Minutes from the previous meeting held on Monday 6 July 2020 were **CONFIRMED** by all with some minor amendments. |  |
| 6. | **Matters Arising**  There were no matters arising. |  |
| 7. | **Member’s Update**  There were no members updates. |  |
| 8. | **CONFIDENTIAL ITEM** |  |
| 9. | **SUSTAINABILITY**  **Financial Planning**  ***Draft Year End Position 2019/20***  Mr Slorach presented the year end position 2019/20 to the Board and noted:   * Banking Covenant obligations met * Maintained ESFA Financial Health of GOOD * Deficit of £(310)k is being reported which worsens to a comprehensive loss of £5.1m once actuarial adjustments for the LGPS pension scheme are included. Important to note that these adjustments are not part of the ESFA financial health or Banking Covenant. * Cash balances are good - £3.1m (School balance £1m and DEVCO £2.1m for the Middlesbrough relocation) after £1m payment to Bank to comply with covenants.   ***Draft Financial Forecast 2020/21***  Mr Smith advised the Board that the Finance Committee had an in-depth conversation on the Budget 2020/21 and recommended approval by the Corporation Board.  The Board noted Mr Slorach paper and **APPROVED** the Budget 2020/21.  The Chair thanked Mr Slorach for the reports. |  |
| 10. | **Student Recruitment**  Mr Chapman presented the update on Student Recruitment to the Board with the following comments:   * FE student numbers stable * HE numbers held during lockdown with a marginal increase on revised target of 182 Level 4 starters * UCAS January deadline may be delayed * No largescale in person events, will be virtual events, including a digital marketing campaign (banner display, email campaign, social media and direct marketing. * Developing new website * Will produce 13 student voice videos, 13 facilities tours and a 20min video for University fairs   The Chair asked for any questions/comments.  Mr Bailey noted the online content development and sought clarification on the 20min video for University fairs. He advised that the first 3mins were critical to deliver what is required. Mr Chapman noted that all video content would be scripted and would focus on the character of the institution, support products, what we do for students and programmes.  Mr Butchart enquired about International Students. Mr Chapman noted we have one Level 4 student from Portugal, however this is the final year we will be able to accept international students as we do not have the scale or infrastructure within the School.  Mr Chapman noted the excellent work by academic colleagues to continue to grow numbers.  Mrs Snow enquired on getting peoples applications if UCAS deadline is pushed back. Mr Chapman advised that there was possibility of offering tours however this would have to be reviewed depending on restrictions. The focus in January will be applications. Ideally, we would like 495 applications and we hope that the enhanced digital offering will reach people and encourage the applications.  Mr Goldsborough noted the following observations:   * Marketing sounds ambitious but good * Positively this shows a perception change, however it can be expensive and you are competing with large organisations. * Is there going to be an increase in budget?   Mr Chapman noted that there would be an uplift of over 10% for digital marketing. The School would not be throwing money away and would try to be as effective as possible.  The Chair thanked Mr Chapman for the report. |  |
|  | ***Due to timings, Item 13 would be brought forward.***  ***1212: Dr Carol Harris, Ms Olivia Watson and Mr Jonathan Bussell joined the meeting*** |  |
| 13. | **HE Staff Restructure Update and Presentation from Faculty Leads**  Mr Wheaton introduced the Faculty Leads and the Chair welcomed them to the meeting.  It was noted that following the restructure 3 Faculty Lead positions were established to take forward 3 defined areas of the curriculum. The Faculty Leads had looked at the following:     * programmes were grouped accordingly to focus on delivery and closer working relationships to ensure consistency in practice was disseminated throughout the teaching. * minor modifications were made to ensure collaboration * ownership of timetables and cross teaching where appropriate * digital learning ensuring standardisation in approach and benefits to all students. * 2021/22 and 2022/23 offerings being developed * Review of the print room facilities, merging 2 areas * Development of a Level 6 Film Festival – 3y showcase * Development of an MA in Directing and Performance Practice with Rob Icke as Patron.   The Chair asked for any questions/comments.  Mr Bailey noted that there was exciting potential for the overall Student Experience, giving different dimensions and the establishment of shared modules. This can only be positive.  Mrs Fawcett asked if there had been any estates issues with bringing the print rooms together. Ms Watson advised that the process had been effective for this year with a good combined resource enhancing the skills and disciplines.  Mr Bailey enquired further about the Film Festival. Mr Bussell noted the showcase would take place on May 10/11 and would precede the Film Festival.  Mr Waddington commended the Faculty Leads for an exceptional start to the role, bringing a “see and implement” vision and exciting times ahead.  The Chair invited the Faculty Leads for any questions/comments.  Mr Bussell noted that general maintenance could be improved within his teaching space. First impressions are very important. It could become a centre of excellence to halt the talent drain to London.  Mr Slorach noted that a capital issues meeting had been arranged to discuss issues.  The Board agreed to invite the Faculty Leads later in the academic year for an update.  The Chair thanked the Faculty Leads for their presentation to the Board. |  |
|  | ***1239: Dr Carol Harris, Ms Olivia Watson and Mr Jonathan Bussell left the meeting*** |  |
| 11. | **Capital Projects – Update**  The Principal presented an update to the Board on the status of the Middlesbrough relocation and the ISQ2 project in Hartlepool. It was noted:   * 1m of additional land at the Middlesbrough site has now been purchased and completion is on track for September 2021 * Full costings for ISQ2 are due w/c October 5, with budget discussions w/c October 12. All being well we will have a viable budget to proceed.   No questions were received.  The Chair thanked Dr Raby for the report. |  |
| 12. | **EXCELLENT STUDENT EXPERIENCE**  **Update to delivery methods and assessment in 2020/21 for Further Education and Higher Education**  Mr Wheaton and Mr Waddington presented the update paper and advised the Board:   * HE had a good year, 4 students presented at the end of year. * FE Student experience will be split in to year groups, with 2 days each within the school and one day online. This appears to be working well and meeting the guided learning hours. * Wellbeing activities also being undertaken   The Chair asked for any questions/comments.  Mr Trotter enquired about relations with Academic teams within the new structure. Mr Waddington noted there would be an Academic Strategy review and teacher learning assessment to move this forward, define who we are, manage performance and help with structure.  Mr Butchart asked if there was any impact in relation to the student grading. Mr Waddington noted the majority were as per teachers’ grades. There were challenges in keeping students engaged through lockdown. Some complaints were received due to grades dropping with the government algorithm however those were being dealt with. There was no fundamental level of unhappiness. Mr Trotter thanked all involved.  Mr Kane noted UAL were rigorous on results and were very efficient and the School rose to the challenge.  Mr Chapman noted his thanks to colleagues for the level of provision provided which was significantly ahead of other institutions.  The Chair thanked Mr Wheaton and Mr Waddington for the report. |  |
|  | ***Break 1253 / Reconvened 1302*** |  |
| 14. | **Covid-19: Reassurance and Outbreak Control Plan**  Mr Wheaton presented the paper to the Board. It was noted that  - weekly Covid meetings were taking place  - Estates were continuing to ensure the cleaning processes and procedures were being undertaken.  - Faculty Leaders had timetabled things well to allow for the additional cleaning measures and misting of theatres.  Miss Blake noted that students were adapting to the new kind of normal.  Mr Hughes asked if there was a clear plan for lockdown of halls. Mr Waddington advised that there were “bubbles” on each floor and encouraging students to comply with the guidelines. We continue to work with Thirteen and their plans in the event of a lockdown. The issue surrounding internet provision in Crown was being reviewed.  The Chair thanked Mr Wheaton and Mr Waddington for the update. |  |
| 15. | **GOVERNANCE AND COMPLIANCE**  **Risk Management Update and Risk Register**  Mr Slorach presented the paper to the Board. He advised that there were no changes since the last update in July. The biggest risk continues to be COVID-19 related, followed by restructuring related risks and construction.  No questions were raised.  The Chair thanked Mr Slorach for the report. |  |
| 16. | **Policies**  **School Careers Programme**  Mr Kane presented the School Careers Programme policy to the Board.  Mr Bailey commented that this was an excellent presentation and asked in terms of the Gatsby benchmark where do we currently stand and where do we want to be.  Mr Kane advised that on 6 out of the 8 criterion we are in the high 90%, there is always scope to build on. In terms of timescales we hope to achieve one per term.  The Board **APPROVED** the School Careers Programme.  **Staff Recognition Awards**  Mr Slorach presented the Staff Recognition Awards policy to the Board. This policy brings together the Salary Pay Increase and Long Service Award and introduces formally the Reward and Recognition Policy.  The Reward and Recognition aspect is to acknowledge those who have gone above and beyond their normal job and where we feel £15 is not adequate to acknowledge the efforts.  The Committee debated the criteria for these awards. Mr Trotter noted that control mechanisms had been built into the policy with senior management overview. Norms would have to be built up before its effectiveness could be reviewed. The Chair agreed that this should be managed internally.  The Board **APPROVED** the Staff Recognition Awards policy. |  |
|  | ***Mr Hughes left the meeting at 1329.*** |  |
| 17. | **Minutes of Sub-Committees**  The minutes of the sub-committees for Capital Programmes Group, Finance and Governance & Search were presented to the Corporation Board for information.  The minutes were **NOTED** by the Board. |  |
| 18. | **OFS Reportable Events**  None. |  |
| 19. | **Confidential Items**  Item 8 |  |
| 20. | **Any Other Competent Business**  None |  |
| 21. | **Review of Meeting**  Mr Bailey noted it was enjoyable to hear from the new Faculty Leads and asked for them to be invited back to the Board later in the academic year.  Mrs Fawcett reminded for the need to keep to time on agenda items. Having guests wait was embarrassing. |  |
| 22. | **Date and time of next meeting**  The next meeting of the Corporation Board will take place on Friday November 13th, 2020. If possible, this meeting will go ahead in person depending on guidelines. Information relating to the time and venue will follow nearer the time. |  |
|  | The Chair thanked the Corporation Board members for their useful discussions.  The meeting closed at 1332. |  |

**Confirmation of the minutes of the**

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