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**CONFIRMED MINUTES OF THE CORPORATION BOARD HELD ON FRIDAY 7 FEBRUARY 2020 AT 13:00 IN THE COMMITTEE ROOM, GREEN LANE, MIDDLESBROUGH**

**Present**

Mr P Smith Chair

Dr M Raby Principal

Professor J Rapley Independent Member

Mr T Bailey Independent Member

Mrs S Fawcett Independent Member

Professor R Simmons Independent Member

Mr I Swain Independent Member (left 14:46)

Mr I Butchart Independent Member

Mr K Goldsborough Independent Member

Mr D Hughes Independent Member

Mr S Ahmed HE Student Member

Mrs E Hardwick Staff Member

Ms J Havakin Staff Member

Mr R Kane Staff Member

**In attendance**

Mr P Trotter Co-opted Member

Mr S Slorach Vice Principal Resources

Mr P Chapman Vice Principal Employability & External

Relations

Mr J Waddington Vice Principal Student Experience

Mike Wheaton Vice Principal Higher Education

Mr J D Banks Clerk & Governance Advisor

**Apologies**

Ms R Hare Staff Member

Ms A Norris Independent Member

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| **20:001** | **WELCOME AND INTRODUCTIONS**  The Chair welcomed members to the meeting. | **Action** |
| **20:002** | **APOLOGIES FOR ABSENCE**  As listed above. |  |
| **20:003** | **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.” |  |
| **20:004** | **DECLARATIONS OF INTEREST**  The Clerk for his role at Bishop Auckland College. It was pointed out that there is a requirement for staff attending Board meetings to include any declarations of interest in the table. The complete table requires amendment. | Clerk |
| **20:005** | **UNCONFIRMED MINUTES OF THE PREVIOUS MEETING**  The minutes of the previous meeting held on 06 December 2019 were agreed as an accurate record subject to noted amendments. | Clerk |
| **20:006** | **MATTERS ARISING**  Amendments are noted on the table included in the meeting pack. |  |
| **20:007** | **MEMBER’S UPDATES**  The Chair referred to his second “buddy” meeting with Claire Moore, regarding the 3-year budget for the School.  Mr Bailey commented that the School’s social media activity had increased.  Mr Chapman announced the release of a job advertisement related to the School’s media presence and here was discussion of this and the level of staffing within Further Education.  There was reference to Ms Hare’s absence but that she had asked attention to be drawn to an item on the BBC Radio 4 Today programme that day relating to Northern Film Studio and there was a suggestion that the sector should be trusted to understand local community needs and delivery. |  |
| **20:008** | **CONFIDENTIAL ITEM** |  |
| **20:009** | **CONFIDENTIAL ITEM** |  |
| **20:010** | **KEY PERFORMANCE INDICATORS**  Mr Slorach presented his report and set out that in general terms the figures were good. HE attendance was down but in year retention for FE, at 98.3%, was the best for some years as a result of changed tactics.  The Board NOTED the Key Performance Indicators. |  |
| **20:011** | **CONFIDENTIAL ITEM**  **Ian Swain left the meeting at 14:46; the meeting remained quorate.** |  |
| **20:012** | **CONFIDENTIAL ITEM** |  |
| **20:013** | **PAY AWARD 2019/20**  Mr Slorach explained that in the third paragraph under “DETAIL” there was a typographical error, the AoC are recommending a 1% pay award.  The Board discussed the report and felt that it was inaccurate to describe the award as “inflationary” and it should **not** be presented as such.  The Board APPROVED a 1% pay award to staff for the 2019/20 year. |  |
| **20:014** | **APPOINTMENT OF HEAD OF GOVERNANCE**  The Principal set out the process to arrive at a recommendation on this matter. He circulated the CV of the recommended candidate, Lesley McLaren, and reviewed the basis for the decision.  He highlighted the need to ensure that in future the School would have sufficient time to source a replacement and that the notice period had been extended from 4 weeks to 3 months.  The Board AGREED to offer the position of Head of Governance to Lesley McLaren subject to the receipt of satisfactory references. |  |
| **20:015** | **RISK MANAGEMENT POLICY**  Mr Slorach explained that there was no significant change but that the Board should be mindful of and agree their view on “risk appetite”. This matter was listed at page 11 of the policy and while it was previously listed as “Open” the operating environment had changed since that position was adopted. Nonetheless, based on his experience of Boards and committees the Board could still fit the “Open” designation.  The Chair suggested that, while the direction of travel may currently be towards the “Cautious” position, the realistic position remained “Open”.  The Board APPROVED the Risk Management Policy including a risk appetite position of “Open”. |  |
| **20:016** | **RISK MANAGEMENT UPDATE**  Mr Slorach presented his report and highlighted the following points:   1. Addition of the Office for Students in view of the excessive penalties currently being applied to colleges not meeting timescales; 2. Retention of Brexit to take into account an impending Cabinet re-shuffle and the matter of competition for EU students.   The Board considered the detail of the appendix to the report with an emphasis on those risks appearing to escalate in risk and the following observations were made:   1. Reference to the General Election should be deleted; 2. The ISQ2 project was escalating in risk but that the residual risk rating should not change. It should be divided into two parts; 3. Level 4 student numbers presented an escalating risk and that had been considered earlier in the meeting; 4. The key external risk was the perception of Hartlepool and the logistics of its location as discussed earlier in the meeting. There was consideration of ways to mitigate this risk. The Board view was that the Love Hartlepool project had been expected to have a stronger impact on this risk. While the Film Studio had been seen as a mitigating factor, the ISQ2 project was now a risk in itself.   The Board NOTED the Risk Management update. | Mr Slorach  Mr Slorach |
| **20:017** | **CONFIDENTIAL ITEMS**  Confidential Items were noted. |  |
| **20:018** | **ANY OTHER COMPETENT BUSINESS**  The Principal informed the Board that he would be attending the Mayor of Stockton’s dinner as a guest of Faithful & Gould, consultants for the School on the Middlesbrough Relocation project. |  |
| **20:019** | **REVIEW OF MEETING**  The Board view was that the meeting achieved the objectives and participants had sufficient opportunity to speak. |  |
| **20:020** | **DATE AND TIME OF NEXT MEETING**  Friday 13 March 2020 in the Boardroom, Church Street, Hartlepool. |  |
|  | **Meeting closed at 15:30** |  |

Signed: …………………………………………………………………………………….

Date: ……………………………………………………………………………………………