**Meeting of the Corporation Board**

**Friday 23 April 2021 at 1330hrs**

**Board Room, Hartlepool and Via Zoom Conference Call**

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| **Members present:**  Mr P Smith  Dr M Raby  Mr T Bailey  Mrs S Fawcett  Professor R Simmons  Professor J Rapley  Mr I Swain  Mr K Goldsborough  Mr D Hughes  Mrs A Snow  Mrs E Hardwick  Mr R Kane  Ms G Miller  Mr M Blanshard  Miss G Blake  Ms Jane Havakin | | PS  MR  TB  SF  RS  JR  IS  KG  DH  AS  EH  RK  GM  MB  GB  JH | Chair  Principal  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Staff Member  Staff Member  Independent Member  Independent Member  Student Governor  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 | |
|  |  | | | **Action** | |
| 1. | The Chair opened the meeting at 1333.  Mr Smith welcomed everyone to the meeting. | | |  | |
| 2. | **Apologies for absence**  None. | | |  | |
| 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 Friday 12 March, 2021 were **CONFIRMED** by all. | | |  | |
| 6. | **Matters Arising**  There were no matters arising. | | |  | |
| 7. | **Member’s Update**  Mrs Fawcett advised she had an update with the Student Services Manager in relation to Safeguarding. Visiting the new site to see Student Services space soon. Students all appear to be coping and the team are looking at how to help new students in 2021/22 with life skills.  Mrs Hardwick advised that the application had been submitted to the College Collaboration Fund.  Mrs Snow noted that students she has spoken to appear happy and settled.  Mr Smith had attended a number of online events which were to a good standard and interesting. Mr Chapman advised that over 30 events had been run and attendance was in the hundreds which was positive.  Mr Goldsborough advised that he had attended meetings with the Marketing Team and good progress was being made on the Marketing Strategy and a further meeting would take place next week. Dr Raby noted that Miss Blake would also attend the next meeting to represent the Student Union in the process.  Ms Havakin updated the Board on the Department’s twilight recruitment events. The events had been well received with good communication. | | |  | |
| 8. | **Confidential Item** | | |  | |
| 9. | **SUSTAINABILITY**  **Management Accounts**  Mr Slorach presented the Management Accounts to the Board and Mr Smith noted that the Finance Committee had discussed the accounts prior to this meeting and no issues had been highlighted.  Mr Slorach noted that we were meeting the forecast, HE Student numbers were good, utilities expenditure for this quarter should be reduced due to lockdown and we are on track for good health. Refinancing was progressing well with Barclays.  The Board had no questions and noted the report.  The Chair thanked Mr Slorach for the report. | | |  | |
| 10. | **Confidential Item** | | |  | |
| 11. | **KPIs**  Mr Slorach presented the update on KPI’s to the Board. The Board noted the information.  The Chair thanked Mr Slorach for the update. | | |  | |
| 12. | **Update on Risk Management & Risk Register**  Mr Slorach presented the Risk Management and Risk Register update to the Board.  It was noted there were no real changes to the risk levels at present.  Mrs Fawcett asked if the risk surrounding fee refunds had reduced. Dr Raby advised that students had been able to return to Campus from March 8th and we were meeting the promises which had been made to our students. There may not be a “sector action” but more a “class action”.  The Chair thanked Mr Slorach for the update. | | |  | |
| 13. | **EXCELLENT STUDENT EXPERIENCE**  **Student Voice**  Miss Blake advised that students were happy to have returned to Campus. There were the general stresses, however people were adapting to the new normal.  The Student Union were now planning events and had the first face to face event the previous evening with around 40-50 people in attendance. A delayed fresher’s event was now being planned.  As Covid is not seen as the new normal, the Student Union want to look at the bigger picture and are considering fundraisers, sensory garden and helping with graduation. They are also looking at free courses for students in the areas of first aid and mental health.  Mr Smith asked Miss Blake and the Student Union to have a think about what help the Governors could provide to the process.  Mr Bailey asked what type of events were happening. Miss Blake advised that at present it was music in the garden, getting to know other courses and general socialising. Level 4 students have had to compromise on the student experience so far so looking to network.  Dr Raby noted that it was encouraging to see the Student Union evolve and this is in part due to the work of Dan Tierney, Student Liaison Officer. Miss Blake advised that the Student Union is becoming more effective and proactive. Currently launching a website and getting Level 4’s involved. Miss Blake is now President and Student Governor.  Ms Miller asked if anything had been done around the upcoming elections. Miss Blake advised that she had not heard much from students on this. Dr Raby noted that students were encouraged to use their term time address for voting and to vote.  The Chair thanked Miss Blake for the update. | | |  | |
| 14. | **Return to Campus**  Mr Wheaton (HE) and Mr Waddington (Student Experience) presented the return to campus update to the Board.  **HE**  Mr Wheaton advised the Board that the School the return to face to face teaching at HE was encouraging. The School is open to students until 2000hrs on an evening and we are in the process of planning end of year shows. These shows would be onsite and in location, allowing people to walk round to view the show. In addition, there would be a digital show produced by the student.  Validations had also happened this week for 2 courses which had been very positive.  **FE**  Mr Waddington advised that face to face had resumed on March 8th and all feedback was very positive.  Mr Kane updated the Board on the UAL assessment process. Overall the process would be similar to the 2020 assessments:   * Teacher assessed grades * More time to process paperwork * Staff training in place   Mr Kane noted that there was a lot of work involved but we were better prepared.  The Chair thanked Mr Wheaton, Mr Waddington and Mr Kane for the update. | | |  | |
| 15. | **GOVERNANCE AND COMPLIANCE**  **Minutes of Sub-Committees**  The minutes of the sub-committees for the Capital Programmes Group, Academic Sub-Committee and the Academic Board were presented to the Corporation Board for information.  Professor Rapley advised that we need to receive the minutes quicker, the Academic Board minutes were now 6mths out of date. We now have the Academic Sub-Committee so need to review the process and what goes to the Board and Sub-Committee for scrutiny. Dr Raby advised that we were looking at processes for minutes and would review the relationships of the committees as part of the process.  The minutes were **NOTED** by the Board. | | |  | |
| 16. | **OFS Reportable Events**  None. | | |  | |
| 17. | **Confidential Items**  Item 8  Item 10 | | |  | |
| 18. | **Any Other Competent Business**  Mr Smith advised that Mrs McLaren would be in touch to arrange Governor appraisals.  Mrs McLaren advised that a Governor site visit to Middlesbrough would take place on the morning of May 14th, ahead of the Strategy Day. | | |  | |
| 19. | **Review of Meeting**  Everyone viewed the meeting as satisfactory. | | |  | |
| 20. | **Date and time of next meeting**  The next meeting of the Corporation Board will take place on Friday 14 May, 2021.  The Meeting will be a Strategy Day and commence at 0900hrs with a site visit to the new Middlesbrough building. Following the site visit we will reconvene in the Boardroom, Hartlepool at 1100hrs.  Mrs McLaren will send a request for details for PPE (boot size) to ensure availability on the day.  The meeting will be held in person and via Zoom. | | |  | |
|  | The Chair thanked the Corporation Board members for their useful discussions.  The meeting closed at 1515. | | |  | |

**Confirmation of the minutes of the**

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