**Meeting of the Corporation Board**

**Friday 4 March 2022 at 1330hrs**

**Board Room, Middlesbrough and Via MS Teams**

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| **Members present:**  Mr T Bailey  Dr M Raby  Mrs S Fawcett  Mr K Goldsborough  Professor J Rapley  Professor R Simmons  Mr I Swain  Mrs E Hardwick  Ms J Havakin  Ms G Miller  Mr M Blanshard  Mrs K Baggaley  Ms N Brett  Dr E Leonard Cross  Mr R Kane  Ms R Marsh  Ms S Webber  Ms F Coulson | | TB  MR  SF  KG  JR  RS  IS  EH  JH  GM  MB  KB  NB  ELC  RK  RM  SW  FC | Chair  Principal  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Staff Member  Staff Member  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Head of FE  HE Student Governor  HE Student Governor  FE Student Governor | |
| **In Attendance:** | |  |  | |
| Mr M Wheaton  Mr S Slorach  Mr J Waddington  Mrs L McLaren | | MW  SS  JW  LM | VP Strategic Projects  VP Resources  VP Higher Education  Head of Governance | |
| **Apologies:**  Mr D Hughes  Mr P Chapman | | DH  PC | Independent Governor  VP Employability & External Relations | |
|  |  | | | **Action** | |
| 1. | The Chair opened the meeting at 1331.  Mr Bailey welcomed everyone to the meeting. For the benefit of new members everyone introduced themselves and told us something people didn’t know about themselves.  ***Mr Waddington and Mr Kane joined the meeting at 1343***  Mr Bailey noted that this was his first meeting as Chair of the Corporation Board and before starting on the main agenda wanted to touch on some points. | | |  | |
| 2. | **Apologies for absence**  Apologies were received from Mr Hughes and Mr Chapman. | | |  | |
| 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 Board noted the Declaration of Interests document. | | |  | |
| 5. | **Confirmation of minutes from the previous meeting**  The Minutes from the previous meeting held on Friday 4 February, 2022 were **CONFIRMED** by all. | | |  | |
| 6. | **Matters Arising**  There were no matters arising. | | |  | |
| 7. | **Members Update**  ***Governor Involvement Updates***  Mrs Fawcett advised she had met with her Safeguarding colleagues and also had an Equality & Diversity meeting. Both areas had a very good review during the Ofsted Inspection.  Mr Bailey advised he was in Middlesbrough next week to meet with the Architecture and 3D course to give a briefing and had previously met with Production Design which had gone well.  Mrs Brett enquired about the External Governance Review. Dr Raby agreed to speak with Mrs Brett outside the meeting to update her.  Ms Miller advised that she had met with her buddy and had a good meeting. It was noted that there was a change in demographics in Stage & Screen and attracting out of area students which was very positive.  Mr Goldsborough advised that he had met with his buddy and spent time with them and had arranged to go back and watch teaching. It has been a very positive and looking forward to spending more time.  Mr Bailey thanked everyone for their updates. | | |  | |
| 8. | **Confidential Item** | | |  | |
| 9. | **SUSTAINABILITY**  **Confidential Item** | | |  | |
| 10. | **Confidential Item** | | |  | |
| 11. | **Sustainability**  Mr Slorach presented the sustainability paper to the Board noting that there was a growing concern in the FE sector regarding sustainability and how colleges operate.  There are various initiatives which the School can take to reduce its carbon efficiency and educate our students at the same time. The School is currently setting up a Sustainability Working Group (SWG) which has yet to meet. The initial objective is to agree on a set of Terms of Reference and the ultimate objective is to create a Sustainability Strategy which will be implemented across the various campuses.  Mrs Brett asked if there was anything we could do on running costs and the cost around curriculum activity. Are we doing inductions for inductions sake and making things to show students that could be done in different ways. Dr Raby advised that during lockdown we did do digital submissions however we do need to build sets and scenes; however, we need to look more carefully at recycling those works.  Mr Bailey asked if there were any student representatives on the working group and also a governor champion. Mr Slorach agreed to seek a student representative and also a governor link for the working group.  Mr Bailey thanked Mr Slorach for the update. | | | **SS** | |
| 12. | **EXCELLENT STUDENT EXPERIENCE**  **Student Voice**  Mr Bailey introduced the Student Governors to the Board and added that this section of the agenda was for them to use in the way they wanted to update the Board on matters and help the Board understand what is going on.  Ms Marsh noted that she had spoken with the previous student governor, Gemma Blake, and wanted to raise the following points:   * Maintenance issues within the Hartlepool Campus had been raised and not addressed. Students at times felt as if these issues were not important to the School. The outdoor space was being addressed and the students were thankful for this. * *Consent* Talk. The *Consent* talk which had taken place had affected a number of students. It was a very hard topic to hear and it would have been beneficial to have care/support afterwards to discuss   Mr Waddington commented that the *Consent* talk was provided by an external agency and was very hard hitting. The Induction group has already met to discuss how it can be delivered in the future and we will take note of the comments here. The Planning & Partnership Group has also discussed the matter and noted it was a very difficult topic to discuss.  Ms Coulson noted that all FE students had loved wellbeing week and would like to see more of it. It was a good socialisation method and allowed students time to reflect. The new building was lovely; however, everyone agreed that it needed more artwork on the walls to make it look and feel like an arts school.  The Board concurred with Ms Coulson’s comments. Mr Waddington noted that this end of year show would help this and we hoped to have more artwork as time progressed.  Ms Webber agreed with Ms Marsh that maintenance was an issue and was having a negative impact on those using the space. Also, communications need to improve. This is communications between lecturers and students. Communicating about what is happening and following through on ideas suggestions.  Ms Webber noted that engagement with students was not as good as it could be. We need to encourage events and use of the facilities could be much better. The library should be a central hub for students however it closes early compared to the buildings. She also asked if the student survey results would be shared and what is being taken from the results.  Mr Waddington advised that the survey related to Level 6 students and is done nationally so the School does not have control over the questions or timing of the survey. The student perception survey is mirrored to Level 4 and Level 5 students. The School notes the difficulties with the Library and will be looking at this. Church Square is a challenge and we need to encourage the community there and also encourage movement of the students throughout the School. This is something we will keep working on.  Mr Bailey asked Ms Webber, Ms Marsh and Ms Coulson if they would be willing to show him around the buildings to see them through the eyes of the student cohort. Both Ms Webber and Ms Marsh and Ms Coulson agreed to do this.  Mr Bailey thanked the Student Governors for the update. | | | **TB/SW/**  **RM/FC** | |
| 13. | **GOVERNANCE AND COMPLIANCE**  **Health & Safety Policy**  Mr Slorach presented the Health & Safety Policy to the Board. It was noted that this policy is reviewed on an annual basis. Mr Hughes now sits on the Health & safety Committee as a Board representative so is the Boards link governor to Health and Safety.  Professor Rapley asked about assurance for implementing the policy. Mr Slorach advised that induction checklists were being reviewed and timings to ensure this was done.  The Board **approved** the Health & Safety Policy.  Mr Bailey thanked Mr Slorach for the report. | | |  | |
| 14. | **Terms of Reference – Finance & General Purposes Committee**  Dr Raby presented the revised Terms of Reference for the Finance Committee to the Board, extending the remit to include “General Purposes”.  Mr Swain welcomed the change and noted it was a step forward, however, we need to ensure that we do not diminish discussion at Corporation Board. The changes should enhance the discussions.  Mrs Fawcett added that everyone has a duty to read the papers and going forward we need to ensure people still read them. Mr Bailey concurred and noted that individual members still have responsibility to comment and challenge.  Dr Raby thanked members for their comments and noted that it was still the Board’s responsibility to approve the budget ahead of the start of the financial year so finance matters will still require discussion and engagement at Corporation Board level.  The Board **approved** the change in the Terms of Reference for the sub-committee. | | |  | |
| 15. | **Minutes of Sub-Committees**  The Board **noted** the Minutes of the Sub-Committees. | | |  | |
| 16. | **OTHER MATTERS**  **OfS Reportable Events**  Dr Raby confirmed that based on the January 2022 guidelines, there were no reportable events. | | |  | |
| 17. | **Confidential Items**  Item 8  Item 9  Item 11 | | |  | |
| 18. | **Any Other Competent Business**  Mr Wheaton asked if it would be possible to list any actions from the meeting at the end under a Matters Arising Section. Mrs McLaren noted that she would add this in future.  ***Membership of Sub-Committees***  Mrs McLaren noted that following the departure of Mr Smith and Mr Trotter, there were vacancies on some of the sub-committees. Governance & Search Committee had discussed the matter and recommended the following:   * Governance & Search Committee – Add Dr Leonard Cross and Mr Bailey * Remuneration Committee – Add Dr Leonard Cross and Mr Bailey * Academic Committee – Add Ms Brett   The Board **approved** the amendments to the membership of the sub-committees.  In relation to Finance Committee Chair, this had previously been chaired by the Chair of the Corporation Board. Mr Bailey advised that he would like to consider another Independent Member Chairing the sub-committee going forward and would bring a proposal to the next meeting.  **Ukraine Conflict Statement**  Mr Bailey asked the Board for thoughts relating to drafting a statement of the School’s position relating to the conflict in the Ukraine to be ready in case we are approached for comments. The situation in the Ukraine is a total afront and everyone should be able to have an opinion.  Mrs Fawcett whilst agreeing with the situation noted that we had not done this for any other war situations.  Professor Simmons added that this war has brought out strong personal opinions, however, we have never commented before and sets a dangerous precedent going forward, and one which we don’t want institutions brought into unnecessarily.  Mrs Brett concurred with Professor Simmons and added that it was a very difficult position to comment on. Her previous institution had held a protest and acted as a collection point to show action.  Dr Raby noted that it was unlikely we would be approached for a comment.  ***Mr Swain left the meeting at 1549.***  Mrs Hardwick advised that students were making work based on wellbeing to help highlight the situation. Mrs Fawcett agreed that it would be better to showcase than make statements.  The Board agreed that it was not appropriate to make a statement on matters in Ukraine. | | | **LM**  **TB** | |
| 19. | **Review of Meeting**  The meeting was viewed to be good with a good debate and very good to hear the student voice.  Mrs Fawcett added that it was a good exercise at the outset of the meeting to find out more about people. | | |  | |
| 20. | **Date and Time of Next Meeting**  The next meeting of the Corporation Board will take place on Friday April 8th at 1330hrs at our Hartlepool Campus.  Prior to the main meeting an update presentation would be given to Members by Teresa Latcham on Safeguarding commencing at 1230.  Finance Committee would take place earlier in the day, with timings to be confirmed. *Post Meeting Note:* This Committee has been cancelled to allow for Governor inductions to take place.  The meeting will be held in person and with the option of MS Teams if required. | | |  | |
|  | The Chair thanked the Corporation Board members for their useful discussions.  The meeting closed at 1553hrs. | | |  | |

**Confirmation of the minutes of the**

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