**Meeting of the Corporation Board**

**Monday 5 July 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  Professor R Simmons  Professor J Rapley  Mr I Swain  Mr D Hughes  Mrs E Hardwick  Ms G Miller  Mr M Blanshard  Ms Jane Havakin  Mrs A Snow  Miss G Blake | | PS  MR  TB  RS  JR  IS  DH  EH  GM  MB  JH  AS  GB | Chair  Principal  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Staff Member  Independent Member  Independent Member  Staff Member  Independent Member  Student Member | |
| **In Attendance:** | |  |  | |
| Mr P Trotter  Mr S Slorach  Mr P Chapman  Mr J Waddington  Mr M Wheaton  Mrs L McLaren | | PT  SS  PC  MW  LM | Co-opted Member  Vice Principal Resources  VP Employability & External Relations  Vice Principal Higher Education  Head of Governance | |
| **Apologies:**  Mrs S Fawcett  Mr K Goldsborough  Mr R Kane  Mr J Waddington | | SF  KG  RK  JW | Independent Governor  Independent Governor  Staff Member  Vice Principal Student Experience | |
|  |  | | | **Action** | |
| 1. | The Chair opened the meeting at 1330.  Mr Smith welcomed everyone to the meeting. | | |  | |
| 2. | **Apologies for absence**  Apologies were received from Mrs Fawcett, Mr Goldsborough, Mr Kane and Mr Waddington. | | |  | |
| 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 were noted. | | |  | |
| 5. | **Confirmation of minutes from the previous meeting**  The Minutes from the previous meeting held on Friday 14 May, 2021 were **CONFIRMED** by all with some minor amendments. | | |  | |
| 6. | **Matters Arising**  There were no Matters Arising. | | |  | |
| 7. | **Members Update**  Mr Smith advised the Board that he had attended some online sessions of Chair Development Programmes which were interesting including a Skills paper update. He also noted he attended the Degree Show which was very inspiring. Congratulations to all involved.  Mr Blanshard concurred with Mr Smith’s views on the Degree Show, it was very impressive and excellently done.  Mr Bailey noted that he had found the Degree Show strong, however, asked if there had been an impact from the students working remotely. Ms Havakin advised that the remote working did have an impact, however unless you were a professional costumier you would not notice within my area. Mrs Hardwick advised that the quality was exemplary under the circumstance. Digital provision had been put in place but if you didn’t have access it did prove difficult. It was noted that Fine Art students were difficult to motivate.  Dr Raby advised that one of the students had won the Liberty New Designer of the Year Award which shows the quality of work produced despite lockdown restrictions. | | |  | |
| 8. | **Confidential Item** | | |  | |
| 9. | **STRATEGY**  **Academic Strategy**  Following discussion at the Academic Board an updated strategy had been circulated to the Board. The main changes are the insertion of a sentence relating to our impact within the region and a change in the order of the objectives.  The Strategy had also been discussed at the Academic Committee which had taken place prior to the Board meeting and a further suggestion of a minor change to the final section of the introduction was discussed. This was to ensure that the student experience was referenced within the introduction and would be worded along the lines of “Evidence of maintaining student experience which is evidenced through our academic priorities”.  Mr Hughes commented that the 12 objectives should have some narrative plan behind them to help meet the objectives. Dr Raby advised that this would be the role of the Academic Strategy Implementation Group (“ASIG”). ASIG will continue to meet and review the objectives, providing reports to the Academic Committee and Academic Board on the Strategy.  The Board **approved** the Academic Strategy.  Mr Smith noted his thanks to Mr Waddington for the report. | | |  | |
| 10. | **Marketing Strategy**  Mr Chapman presented the Marketing Strategy to the Board. It was noted that an updated summary had been circulated to the Board following discussion at the Academic Board. The main changes are:   * Removal of the word “nurturing” * Add “Enterprising” to the descriptor of the School * Re-order of the second line of the second paragraph   Mr Smith noted that Mr Goldsborough had been heavily involved in discussion on the Marketing Strategy and in his absence had sent comment. Mr Goldsborough noted *“I would like it passed on to the Board that I am happy that the process has been carried out in a professional way and good progress is being made. While there is still much to do this gives us a strong foundation to work from. Well done to the team for their collaboration and hard work.”*  Dr Raby advised that the Faculty Leaders and Mr Kane had also been involved in the process.  Mr Smith asked for thoughts from Mrs Hardwick and Ms Havakin. They concurred that the Marketing Strategy had been done alongside the Academic Strategy which was positive. Giving out the same tone and language which very much makes sense. It was an honest and useable strategy.  Mr Chapman noted that some words may change in the tactical deployment of the strategy however, the overall tone of the document will stay the same.  Mr Hughes asked if the words conveyed the breadth in what we as an institution do. Mr Chapman advised that would be in the operational detail and course specific detail sent out to people.  The Board **approved** the Marketing Strategy.  Mr Smith thanked Mr Chapman for the report. | | |  | |
| 11. | **SUSTAINABILITY**  **Confidential Item** | | |  | |
| 12. | **Confidential Item** | | |  | |
| 13. | **Confidential Item** | | |  | |
| 14. | **EXCELLENT STUDENT EXPERIENCE**  **Update on delivery methods in 2021/22 for FE and HE**  Mr Wheaton updated the Board on FE and HE delivery methods for the coming academic year.  It was noted that over the last eighteen months we have moved a great deal of our school’s delivery online. From September 2021 we want to move largely back to face to face delivery wherever possible at both FE and HE. We feel that this approach will help to build student confidence and promote our return to normality. We will however keep some digital delivery and use this where we can to support teaching to large groups where we have shared modules such as dissertation.  The digital coaches have started working on and helping prepare videos and digital teaching material to make this available. We will look to continue to develop a collaborative approach utilising staff skills across programmes at FE and HE but still try to keep a separation between staff teaching at both levels. Staff may cross over where we need to support the development of new programmes.  We will continue to share workshops and studios through controlled timetabled access rather than revert back to maintaining multiple workshops owned by individual programmes as that is an expensive model. We will continue to draw heavily from the academic strategy, for example, in writing new programmes to allow us to demonstrate that the academic strategy is embedded across curriculum development as this integration will support our DAPs application. We will continue to develop our student support strategy to meet the needs of our Access and Participation plan which is again linked to our academic strategy. We will also ensure we are prepared for a potential Ofsted inspection.  Mr Chapman also advised that the afternoon digital sessions will continue.  Mr Smith thanked Mr Wheaton for the update. | | |  | |
| 15. | **GOVERNANCE AND COMPLIANCE**  **Election of Chair and Vice Chair and Determination and Chairmanship of Board’s Committees**  Mrs McLaren presented the details of Chair, Vice Chairs and Sub-Committee Chairs to the Board and asked for approval of the positions.  The Board **approved** the positions as outlined in the report.  Mr Smith thanked Mrs McLaren for the report. | | |  | |
|  | **1456: The meeting paused for a short break.**  **1508: Reconvened and Mrs Latcham joined for agenda item 16.** | | |  | |
| 16. | **Office for Students – Sexual Harassment**  Dr Raby welcomed Mrs Latcham, Student Services Manager to the meeting who had been involved in producing this policy. The policy is for approval to address OfS requirements.  It was noted that the policy had been circulated to the Safeguarding Committee and Mrs Fawcett had provided comments in her role as safeguarding Governor. Mrs Latcham noted that the policy had been developed from government guidelines, legal guidance and also our expectations to develop a policy and procedure for the School.  Mr Swain asked how many incidents can occur and if the policy will help reporting. It was noted that it can be none to several incidents and the policy will help reporting. In years past it had been difficult to handle as if the incident was not reported to police in taking forward it was approached as if it was.  Mrs Latcham advised that a number of things had changed, including new reporting tools, staff safeguarding, student induction including a Consent course which is mandatory. We are also devising a leaflet which the Board asked to have sight of when produced.  Professor Rapley asked if the recent letter from the Minister changes anything in this policy. Mrs Latcham confirmed that it did not, but did have an impact on other HR policies.  The Board **approved** the Sexual Harassment policy.  Mr Smith thanked Mrs Latcham for attending the meeting to answer Governor questions.  **Mrs Latcham left the meeting at 1523** | | |  | |
| 17. | **Academic Freedom / Freedom of Speech**  Dr Raby presented the report on Academic Freedom / Freedom of Speech to the Board which was last discussed in 2017/18.  There had been a good, in-depth discussion at Academic Board, where some of the suggested amendments could have prohibited legal freedom of speech and are as such covered by other policies. It is an ongoing registration requirement from the OfS so a more extensive policy is required.  The proposed policy before the Board today is taken from Australia and amended to show any UK legal issues and as noted is more extensive than previous policies on this matter.  Professor Rapley confirmed that there was a lively debate at Academic Board.  Mr Smith asked if this was such a big topic, why has there been no central guidance. Dr Raby advised that this was to maintain an independent institution and also to avoid any loopholes from any guidance. Mrs Hardwick also noted that Australia has led the way on issues pertaining to freedom of speech.  Professor Simmons noted that the Government laying down guidance goes against the whole policy of freedom of speech and academics should be free to criticise to which examples were given.  Mr Trotter asked if there were any issues in our institution. Dr Raby advised that it would be highly unlikely that we would have issues as we monitor who we invite to speak at any events.  The Board **approved** the Academic Freedom / Freedom of Speech Policy.  Mr Smith thanked Dr Raby for the report. | | |  | |
| 18. | **Report on partnership with the Arts University Bournemouth**  Dr Raby presented the report to the Board and noted that there was nothing to add. The relationship continued to be good between the institutions.  The Board **noted** the report.  Mr Smith thanked Dr Raby for the update. | | |  | |
| 19. | **Internal Audit Plan**  Mr Slorach updated the Board on recent discussions from Audit Committee.  Due to a change in regulations and a discussion with our Auditors we are required to tender for both internal and external Audit provision for the 2021/22 academic year. We intend to go out to tender in late 2021 to ensure arrangements are in place early in 2022 for both internal and external provisions.  The Board **approved** and **noted** the action to be taken. | | |  | |
| 20. | **Adoption of the Instruments and Articles / Standing Orders**  Mrs McLaren presented the report with outlined amendments on the Instruments and Articles / Standing Orders for the School.  The Board **approved** the adoption of the Instruments and Articles / Standing Orders.  Mr Smith thanked Mrs McLaren for the report. | | |  | |
| 21. | **Sub-Committee Terms of Reference**  Mrs McLaren presented the Terms of Reference for the Corporation Board sub-committees. It was noted that the sub-committees continue to work effectively and no substantial changes had been made.  The Board **approved** the sub-committee Terms of Reference.  Mr Smith thanked Mrs McLaren for the report. | | |  | |
| 22. | **Meeting Dates for Board and Sub-Committees 2021/22**  Mrs McLaren presented the dates for 2021/22 meetings to the Board and advised that meeting requests would be sent out over the summer.  Dr Raby noted that the Academic Board had added 2 meetings to their schedule for the next academic year.  The Board **noted** the dates. | | |  | |
| 23. | **Risk Management Update and Risk Register**  Mr Slorach presented the report to the Board.  Professor Rapley enquired as to whether the School had a Business Continuity Plan. Mr Slorach advised that we do and it is currently being updated and will be taken to the Audit Committee for review.  Mr Smith thanked Mr Slorach for the report. | | |  | |
| 24. | **Minutes of Sub-Committees**  Mrs McLaren noted that going forward the Board would receive Chair approved minutes of the Academic Board to ensure they were reviewed at appropriate times. Mr Smith agreed to reciprocate with Corporation Board minutes to the Academic Board.  The Board noted the minutes of the sub-committees. | | |  | |
| 25. | **OTHER MATTERS**  **OFS Reportable Events**  None. | | |  | |
| 26. | **Confidential Items**  Item 8  Item 11  Item 12  Item 13 | | |  | |
| 27. | **Any Other Competent Business**  Mr Smith advised the Board that today was Mrs Snow’s last meeting. The Board showed their appreciation and thanked Mrs Snow for her service as an exemplary Student Governor, Independent Governor and ambassador for the School.  Mrs Snow thanked the Board for all their hard work in making the School an incredible place to learn.  Dr Raby noted his thanks to staff for all their effort and hard work. People have gone above and beyond ensure we are in such a good place after a very difficult year. | | |  | |
| 28. | **Review of Meeting**  The meeting was viewed to be good and was very helpful in terms of breadth and depth of papers. | | |  | |
| 29. | **Date and time of next meeting**  The next meeting of the Corporation Board will take place on Friday October 1st at a time to be determined in Middlesbrough Campus.  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 1553hrs. | | |  | |

**Confirmation of the minutes of the**

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