**Meeting of the Corporation Board**

**Friday 12 November 2021 at 1230hrs**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Members present:**  Mr P Smith  Dr M Raby  Mr T Bailey  Mrs S Fawcett  Mr K Goldsborough  Professor J Rapley  Mr I Swain  Mr D Hughes  Mrs E Hardwick  Ms J Havakin  Mr R Kane  Ms G Miller  Mr M Blanshard  Mrs K Baggaley | | PS  MR  TB  SF  KG  JR  IS  DH  EH  JH  RK  GM  MB  KB | Chair  Principal  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Staff Member  Staff Member  Staff Member  Independent Member  Independent Member  Independent Member | |
| **In Attendance:** | |  |  | |
| Mr P Trotter  Mr P Chapman  Mr M Wheaton  Mr S Slorach  Mrs L McLaren | | PT  PC  MW  SS  LM | Co-opted Member  VP Employability & External Relations  VP Strategic Projects  VP Resources  Head of Governance | |
| **Apologies:**  Professor R Simmons  Mr J Waddington | | RS  JW | Independent Member  VP Higher Education | |
|  |  | | | **Action** | |
|  | Prior to the main meeting of the Corporation Board, Mr Kane gave a presentation to Members on Ofsted.  Following the presentation, the Board had a good discussion and thanked Mr Kane for the detailed overview. | | |  | |
| 1. | The Chair opened the meeting at 1341.  Mr Smith welcomed everyone to the meeting and introduced Mrs Baggaley to the Board. | | |  | |
| 2. | **Apologies for absence**  Apologies were received from Professor Simmons 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 Board noted the Declaration of Interests document. | | |  | |
| 5. | **Confirmation of minutes from the previous meeting**  The Minutes from the previous meeting held on Friday 1 October, 2021 were **CONFIRMED** by all with one amendment. | | |  | |
| 6. | **Matters Arising**  No matters arising. | | |  | |
| 7. | **Members Update**  Mr Smith advised the Board that he was continuing to try and identify potential governors with an HR background to join the Board and would be meeting a potential candidate in the coming weeks.  Mr Smith further updated that following a LinkedIn post after our first meeting at the new Middlesbrough Campus a member of the School’s Alumni got in touch  Mr Bailey asked about the Buddy arrangements. Mrs McLaren advised that she hoped to get the e-introduction emails out to Governors and their buddies in the coming weeks. Discussions had been taking place behind the scenes on whether operational plan discussions should form part of the initial buddy meetings and it had now been agreed that this wouldn’t form part of the conversations. Mrs McLaren advised that she wanted to ensure that the meetings were positioned with staff prior to the emails going out so it wasn’t hitting inboxes without explanation. Mr Bailey thanked Mrs McLaren for the update and agreed this was a reasonable approach. | | |  | |
| 8. | **CONFIDENTIAL ITEM** | | |  | |
| 9. | **SUSTAINABILITY**  **Performance Indicators**  Dr Raby presented the paper on performance indicators and asked the Board if these were acceptable and if they would like anything else included.  Mr Hughes noted that following Mr Kane’s presentation on Ofsted and the outlined areas, we do not see a lot on personal development. Dr Raby advised that the information does come to Corporation Board, however not sure what we could report regularly on this area.  Mr Smith added that there were some things that were not always measurable in figures, is there anything we are not reporting. Dr Raby advised there was not.  Mr Kane advised that through TVCA we are due funding to undertake a career compass audit which we will be able to report on later in the year.  Mr Wheaton noted that we do not produce a work placement review. Mr Smith asked if this could be of interest to provisional undergraduates. Dr Raby agreed and would seek to undertake a new data gathering exercise.  Professor Rapley asked if courses wanted to enhance Industrial Liaison Groups and feedback more on this. Mr Kane advised that at FE we do have Industry specialist speakers and we do quality monitoring including fundamental British values. Mrs Hardwick advised that through the Quality and Diversity Committee we do capture this data and may need to review it to ensure we report it.  The Board **agreed** that the current performance indicators were acceptable and should continue. | | |  | |
| 10. | **Confidential Item** | | |  | |
| 11. | **Confidential Item** | | |  | |
| 12. | **EXCELLENT STUDENT EXPERIENCE**  **Self-Assessment Report (SAR) and Quality Improvement Plan (QuIP)**  Mr Kane presented the Self-Assessment Report (SAR) and Quality Improvement Plan (QuIP) to the Board, it was noted that both documents had been discussed in-depth at the Academic Committee which met prior to the Corporation Board.  In the report we have noted that;   * We believe we have maintained an “outstanding” standard * Responded to Covid implications well * Retained over 90% achievement rate * Received no “push-back” on any teacher grades given * Received no complaints   Mr Kane noted that work experience continues to be a difficulty, however we always do live briefs and this has continued through Covid. We look to continue the live sector briefings as we progress.  Professor Rapley advised the Board that the Academic Committee had a fulsome discussion on both reports and found the documents to be very positive, with safeguarding being particularly positive.  Mrs Fawcett noted that on page 47 there were a few amendments relating to on-going governor training, no Borough Council members now on the Board and the inclusion of Strategy Days. We need to ensure we sell ourselves.  Mr Trotter asked members of the Academic Committee if there were any aspects that would lead them to feel Grade 1 was not achievable. Dr Raby advised that there were not really any areas. We have identified areas we need to improve and we are addressing. It would be reasonable for Ofsted to form a judgement.  The Board **approved** the Self-Assessment Report and Quality Improvement Plan with a few minor amendments.  Mr Smith thanked Mr Kane for the report and for the very informative Ofsted presentation prior to the meeting.  ***Ms Miller left the meeting at 1530*** | | |  | |
| 13. | **GOVERNANCE AND COMPLIANCE**  **Risk Management Update & Risk Register**  Mr Slorach presented the risk management update and risk register to the Board.  Mr Swain advised the Board that the Audit Committee would be reviewing the register in-depth at its meeting on Friday November 26th.  Mr Smith thanked Mr Slorach for the paper. | | |  | |
| 14. | **Minutes of Sub-Committees**  The Board **noted** the Minutes of the Academic Board Sub-Committee. Professor Rapley confirmed that the Academic Board was working well and good discussions were taking place. | | |  | |
| 15. | **OTHER MATTERS**  **OfS Reportable Events**  Dr Raby confirmed that there were no reportable events. | | |  | |
| 16. | **Confidential Items**  Item 8, 10 & 11 | | |  | |
| 17. | **Any other competent business**  Mrs McLaren advised that a restaurant had been booked for dinner on the evening of Tuesday December 7th for those who were able to attend. | | |  | |
| 18. | **Review of Meeting**  The meeting was viewed to be good with a good debate.  Mr Trotter thanked Mr Kane for the excellent work and presentations to the Board today. | | |  | |
| 19. | **Date and Time of Next Meeting**  The next meeting of the Corporation Board will take place on Friday December 10th at 1330hrs in our Hartlepool Campus.  A Christmas lunch with staff would be taking place at 1200hrs to which all Governors are invited.  Finance Committee would take place earlier in the day, with timings to be confirmed.  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 1537hrs. | | |  | |

**Confirmation of the minutes of the**

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