**Meeting of the Corporation Board**

**Monday 4 July 2022 at 1330hrs**

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

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| **Members present:**  Mr T Bailey  Dr M Raby  Mr D Hughes  Mrs S Fawcett  Mr K Goldsborough  Professor J Rapley  Mr I Swain  Mrs E Hardwick  Mr M Blanshard  Mrs K Baggaley  Ms N Brett  Dr E Leonard Cross  Mr R Kane  Ms J Havakin  Ms R Marsh | | TB  MR  DH  SF  KG  JR  IS  EH  MB  KB  NB  ELC  RK  JH  RM | Chair  Principal  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Staff Member  Independent Member  Independent Member  Independent Member  Independent Member  Head of FE  Staff Member  HE Student Governor | |
| **In Attendance:** | |  |  | |
| Mr M Wheaton  Mr S Slorach  Mr J Waddington  Mr P Chapman  Mrs L McLaren  Mr L Bradley | | MW  SS  JW  PC  LM  LB | VP Strategic Projects  VP Resources  VP Higher Education  VP Employability & External Relations  Head of Governance  Recruitment & Admissions Manager (Item 11 only) | |
| **Apologies:**  Professor R Simmons  Ms G Miller  Ms S Webber  Ms F Coulson | | RS  GM  SW  FC | Independent Member  Independent Member  HE Student Governor  FE Student Governor | |
|  |  | | | **Action** | |
| 1. | The Chair opened the meeting at 1332.  Mr Bailey welcomed everyone to the meeting and thanked Mr Slorach for the Finance Workshop briefing which took place prior to this meeting. A very useful overview of Governors responsibilities on financial matters | | |  | |
| 2. | **Apologies for absence**  Apologies were received from Professor Simmons, Ms Miller, Ms Coulson and Ms Webber. | | |  | |
| 3. | **Group Quorum**  The meeting was quorate in line with Instruments and Articles 12.1 “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 April 8th and Friday May 20th, 2022 were **CONFIRMED** by all. | | |  | |
| 6. | **Matters Arising**  ***May***   1. Chair Approved Minutes would be circulated to Governors going forward 2. Student Feedback Sessions would take place going forward 3. Student Storage space was still to be discussed 4. Buddy System, Mrs McLaren to send a reminder to Governors in the new Academic Year 5. Carry Forward. Dr Raby and Professor Simmons to discuss research 6. SU President on Corporation Board – G&S Committee had discussed this matter and would keep under review. We do not want this as a default position and would rather have the SU President present to the Board during the year. 7. Completed. Corporation Board meetings reduced from 8 to 5. 8. Dr Raby advised that G&S Committee were due to interview a potential Industry Member to join Corporation Board, this was now due to take place in September due to work pressures. 9. Number of Staff Members would be reviewed and monitored by G&S Committee. We hope to interview potential FE representatives at the September G&S Committee.   ***April***   1. Completed. Discussed off-line 2. Utilities currently under contract. Watching brief. 3. Staff Survey to be brought back to the Board when available 4. Completed. Mrs McLaren will inform the Board of any events taking place. 5. FE Student Competition Results to be circulated when available 6. Finance Briefing was delivered prior to this meeting. 7. Completed and formed part of the finance update.   ***Safeguarding Briefing***   1. Completed. Keeping Children Safe in Education circulated to Governors.   ***Degree Awarding Powers***  Application now submitted | | |  | |
| 7. | **Members Update**  Mrs Fawcett advised that she would be meeting the Student Services Manager tomorrow and had attended the Safeguarding Committee. Referrals had tripled since last year and it is clear that lockdown has had a significant impact on students. Dr Raby advised that the School were looking to employ a new member of staff to support the Student Services Manager.  Mrs Fawcett also noted that due to a change in the Deliberative Structure, the Equality and Diversity Committee was now a Working Group so there was no requirement for a Governor Representative.  Mr Kane advised that Ofsted were revising the inspection framework and had announced that it would be reviewing all institutions within a 3-year period.  Professor Rapley advised she had attended the Academic Committee on Friday and was keen to see the NSS results when they are published. The Committee had a good discussion around Ofsted and had endorsed the revised Annual Programme Review process.  Ms Brett advised she had a catch-up with the Studio Manager, Nina Yoxall and was concerned about getting the Studios set up with furniture and the amount of work Ms Yoxall had to undertake. Dr Raby advised that this was high on the priority list and the Estates team had been helping set things up.  Mr Swain advised that he had the pleasure of judging and awarding the Governor’s Award at the FE end of year show. It was really enjoyable and the standard was very high. The award was presented to a student who had produced a board game, the student had designed everything and it was a fantastic package and concept.  Mr Bailey advised he had attended the end of year shows at both HE and FE and the atmosphere was amazing. Very well done to all involved. | | |  | |
| 8. | **Confidential Item** | | |  | |
| 9. | **SUSTAINABILITY**  **Confidential Item** | | |  | |
| 10. | **Confidential Item** | | |  | |
| 11. | **Confidential Item** | | |  | |
| 12. | **Confidential Item** | | |  | |
| 13. | **EXCELLENT STUDENT EXPERIENCE**  **Student Voice**  Mr Bailey asked the Student Governors to give an overview of the year to the Board.  Ms Marsh commented that “*This year I have seen the school return, to what I can only imagine it was like pre Covid. A buzz and energy were very present this unlike in my 1st year and the SU events were talked about often adding to the sense of community. Opportunities for cross school collaborations have also increased as well as external opportunities to work with professional artists. I look forward to entering my 3rd year with the continuation of the creative hype that is evident across the school.”*  In Ms Coulson’s absence she had sent the following comments, *“I would like to start by saying how much I have enjoyed my first year at the College. I study A-Levels meaning I studied 5 subjects within my first year before specialising in only 3 next year. I like the way the course is run as it gave me the chance to explore my options before specialising. Going in on day one I had my options picked already and surprisingly now the time has come to pick I went with the opposite of what I thought I would be doing. Around the College everyone seems so friendly and easy to talk to. Everyone is very helpful, I never feel stuck to ask anyone for anything, whether its other students or staff. I would recommend anyone who has a strong interest in the design industry to come and study here especially as the staff are really good at getting us live clients to work with.”*  Mr Bailey thanked Ms Marsh and Ms Coulson for the feedback. | | |  | |
| 14. | **GOVERNANCE AND COMPLIANCE**  **Audit Committee – Chair and new member – succession planning**  Mrs McLaren advised the Board that Governance & Search Committee had reviewed the Audit Committee membership as Mr Swain, Chair of Audit Committee was due to stand down in December. The Committee had looked at a number of options and proposed   * Mr Blanshard be appointed Chair of Audit Committee * Mr Swain be co-opted to Audit Committee only following the end of his term on Corporation Board in December.   Mrs McLaren advised that this approach was favoured by Governance & Search Committee to facilitate a handover and the member who had been approached to join Audit Committee was unable to commit additional time due to other sub-committees they were on.  The Board **approved** the approach and agreed Mr Blanshard take on Chair of Audit Committee and Mr Swain be a Co-opted Member on Audit Committee.  Mr Bailey thanked Mrs McLaren for the update.  ***Mr Goldsborough left the meeting at 1530hrs*** | | |  | |
| 15. | **Report on the partnership with the Arts University Bournemouth (AUB)**  Dr Raby presented the report to the Board on the School’s relationship with Arts University Bournemouth (AUB). It was noted that the report had been discussed by the Academic Board and Academic Committee.  The Report outlines is extremely positive and the relationship between the institutions continues to develop. AUB reviewed the DAPs Self-Assessment Document and met with a number of people across the organisation, including Professor Rapley.  AUB are happy to continue our relationship and support out application for DAPs.  Dr Raby advised that he would be reviewing the updated Memorandum of Understanding which had just been received.  Mr Bailey noted that the report was very positive and showed their positive view of our School.  Mrs Fawcett advised that she would share some of the feedback with the Safeguarding team.  Mr Bailey thanked Dr Raby for the report. | | |  | |
| 16. | **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 Bailey thanked Mrs McLaren for the report. | | |  | |
| 17. | **Meeting Dates for Board and Sub-Committees**  Mrs McLaren presented the dates for the 2022/23 academic year and advised that meeting requests would be sent out over the summer.  The Board noted the dates for the Board and Sub-Committees. | | |  | |
| 18. | **Minutes of Sub-Committees**  The Board **noted** the Minutes of the Sub-Committees. | | |  | |
| 19. | **OTHER MATTERS**  **OfS Reportable Events**  Dr Raby confirmed that based on the January 2022 guidelines, there were no reportable events. | | |  | |
| 20. | **Confidential Items**  Item 8  Item 9  Item 10  Item 11  Item 12 | | |  | |
| 21. | **Any Other Business**  Dr Raby advised that the School’s Access and Participation Plan would be refreshed due to changes at the OfS. Discussion had taken place at the Academic Committee.  Mr Bailey reminded members that the Graduation was taking place tomorrow and there would be a Governors Dinner this evening for those able to attend. | | |  | |
| 22. | **Review of Meeting**  The meeting was viewed to be good with a good debate. | | |  | |
| 23. | **Date and Time of Next Meeting**  The next meeting of the Corporation Board will take place on Friday October 7th at 1100hrs at our Middlesbrough Campus and will be a Strategy Day.  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 1540hrs. | | |  | |

**Confirmation of the minutes of the July Corporation Board:**

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