**Meeting of the Corporation Board**

**Friday October 20th, 2023 at 1000hrs**

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

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| **Members present:**  Mr T Bailey  Dr M Raby  Mr D Hughes  Mr K Goldsborough  Professor J Rapley  Professor R Simmons  Ms G Miller  Mrs K Baggaley  Ms N Brett  Dr E Leonard Cross  Ms J Hemmins  Ms P Clarkson  Ms L McLellan  Ms K Binns | | TB  MR  DH  KG  JR  RS  GM  KB  NB  ELC  JH  PJC  LMcL  KBs | Chair  Principal  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Staff Member (HE)  Staff Member (FE)  HE Student Governor  FE Student Governor | |
| **In Attendance:** | |  |  | |
| Mrs L McLaren  Mr M Wheaton  Mr S Slorach  Mr R Kane | | LM  MW  SS  RK | Head of Governance  VP Strategic Projects  VP Resources  VP Further Education | |
| **Apologies:**  Mr I Swain  Mrs A Crossland  Mr J Waddington | | IS  AC  JW | Co-opted Member  VP People Services  VP Higher Education | |
|  |  | | | **Action** | |
| 1. | The Chair opened the meeting at 1003hrs.  Mr Bailey welcomed everyone to the meeting and the new academic year, including the new members Ms Hemmins (HE Staff Governor) and Ms McLellan (HE Student Governor). For the benefit of the new members everyone introduced themselves. | | |  | |
| 2. | **Apologies for absence**  Apologies were received from Mr Swain, Mr Waddington and Mrs Crossland. | | |  | |
| 3. | **Group Quorum**  The meeting was quorate in line with Instruments and Articles 13.1 “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. | | |  | |
| 5. | **Confirmation of minutes from the previous meeting**  The Minutes from the previous meetings held on Thursday June 29th, 2023 were **CONFIRMED** by all. | | |  | |
| 6. | **Matters Arising**  Mr Bailey advised that the Governance & Search Committee approved the Terms of Reference for the Academic Board at its meeting on September 22nd. Minor changes to the ToR related to the membership of the Board.  Mr Bailey recapped decisions which had been made at the meeting of the Corporation Board on June 29th.  There were no further matters arising. | | |  | |
| 7. | **Confidential Item** | | |  | |
| 8. | **Confidential Item**  ***The meeting paused at 1127hrs and reconvened at 1146hrs.*** | | |  | |
| 9. | **MAIN MEETING**  **Members Update**  Mrs McLaren advised that she had attended a Leadership Mental Health webinar on Leading through crises. It was a webinar that focused more on collective trauma and the impact on leaders and staff within an organisation and was a very informative session. Mrs McLaren agreed to share the slides with Governors when they were issued.  Mr Bailey also advised that there was a production design exhibit in the foyer for those attending the meeting in person. | | | LM | |
| 10. | **Confidential Item** | | |  | |
| 11. | **SUSTAINABILITY**  **Confidential Item**  ***NB left the meeting at 1228.*** | | |  | |
| 12. | **Confidential Item** | | |  | |
| 13. | **EXCELLENT STUDENT EXPERIENCE**  **Teaching Excellence Framework (TEF)**  Mr Wheaton presented the report on the recent Teaching Excellence Framework (TEF) submission. It was noted that the development and production of the submission was managed to ensure that there was high quality engagement and contribution from senior management team and that the evidence against each criterion was internally and externally reviewed. The School and Student submissions were submitted in January 2023.  The TEF assessment is structured to assess two aspects   1. Student experience 2. Student outcomes   The School was advised in August that it had successfully achieved an overall Gold rating. Aspect ratings were Gold for student experience and Silver for student outcomes  Going forward we will look to develop and capture new evidence relating to progression and educational gains which can be used in future TEF submissions and the development of the Schools new Access and Participation Plan (APP). Curriculum Development Group (CDG) continue to look at the OfS B3 benchmark progression to industry.  Our results rate us as one of the best in the North East, apart from Teesside, and we are only one of 4 institutions who are rated Ofsted “Outstanding” and TEF “Gold”.  Dr Raby thanked everyone for their help and support in achieving this outcome.  Mr Bailey thanked Mr Wheaton for the report. The Board congratulated the School on the excellent result. To retain “Gold” is an excellent achievement. | | |  | |
| 14. | **National Student Survey (NSS)**  Mr Wheaton presented the paper on the National Student Survey. The NSS is a census carried out every year gathering the opinion of final year students about their learning experience at their higher education institution. The results were published in August and available on the OfS website. A positive performance in the NSS is key and is used as an internal quality assurance mechanism and reflects in the TEF.  This year’s response rate was strong and the School’s overall satisfaction score and core questions score were very strong and consistent with previous years. We scored well against direct competitors and the wider sector. All questions scored above the expected OfS benchmark. Our score placed us within the top 11.2% of institutions.  Mr Bailey thanked Mr Wheaton for the report and congratulated everyone involved on the very good outcome. | | |  | |
| 15. | **Graduate Outcome Survey (GOS)**  Dr Raby presented the paper on Graduate Outcomes and noted that high skilled graduate jobs are difficult for us and the north east has been hit in the creative sector. Throughout the process we have had significant difficulties with the “SOC” coding and job grading difficulties. There can also be issues with lack of comparability when graduates are completing the survey.  The survey does show some difficulties which graduates need to be aware of when completing the survey. If a graduate has multiple jobs the survey can register the lower grade job first (e.g., if a graduate registers that they are a costume designer and also work in a shop, the survey can register that the shop work is the main job, which impacts on the overall result).  Mr Bailey asked if Industrial Liaison Groups (“ILG”) were involved in the discussions. Dr Raby advised that involvement varied by course. We are running an ILG trip to Aardman before Christmas.  Mr Bailey also asked if graduates are leaving the area. Dr Raby noted that we have more graduates staying in the area than other institutions.  The Chair thanked Dr Raby for the update. | | |  | |
| 16. | **Staff Voice**  The Chair opened up the meeting to the Staff Governors and advised them that this section was to allow them to raise any comments/feedback for Governors.  Ms Hemmins advised that she had emailed HE academic staff for any comments ahead of the meeting noting that she was looking for themes rather than personal commentary.  Ms Clarkson advised that she had also spoken with FE colleagues and the overall response was the School is very busy with more students but going well. There was also the comment on clarification on the pay award.  Dr Raby also noted that there had been a covid outbreak at FE which had caused further pressure for staff.  Mr Bailey thanked Ms Hemmins and Ms Clarkson for the update and noted that it would also be good to hear about any events in this section which Governors could attend. | | |  | |
| 17. | **Student Voice**  The Chair opened up the meeting to the Students and advised them that this section was to allow them to share with Governors anything that is happening in the School and that would be beneficial to share.  Ms Binns advised that the atmosphere at FE was good. Students under time pressure at the moment to deliver on projects. The School was busy and going really well.  Ms McLellan advised that a Student led coffee shop had been opened in Church Square and was a success. Opening times were being reviewed to allow students to make the most of the facilities.  Together with Dr Raby, they attended a GuildHE event in London, where it was discussed that Student Engagement was down. Ms McLellan advised that the Student Union would be providing extracurricular activities. The coffee shop had opened, and we would be looking to allow students to sell some of their artwork. There was also discussion on providing foodbank facilities.  Student Union elections are currently taking place. There were some issues with attracting applicants but overall things are progressing.  Ms McLellan also noted that she produced a magazine and would like to get staff involvement and hopefully some governor involvement. Mr Bailey noted that this was a really good idea and was sure staff and governors would be involved, it would also be good to link in with the Industrial Liaison Groups.  Dr Raby added that there had been a slight change to the enrolment process this year and there had been an SU table staffed by Ms McLellan which had been positive and worked well.  The Chair thanked Ms Binns and Ms McLellan for the updates.  Governors asked to see a copy of the “zine” when Ms McLellan had produced it. | | |  | |
| 18. | **GOVERNANCE & COMPLIANCE**  **Confidential Item** | | |  | |
| 19. | **OTHER MATTERS**  **OfS Reportable Events**  Dr Raby noted that there was no OfS Reportable Event. Should we make a submission for Sector Transfer this would be a reportable event. | | |  | |
| 20. | **Confidential Items**  Item 7  Item 8  Item 10  Item 11  Item 12  Item 18 | | |  | |
| 21. | **Any other Business**  Mr Bailey asked if the School had any Palestinian or Jewish students or staff. Dr Raby advised that the School had very few however level of awareness was high and matters would be reviewed accordingly. | | |  | |
| 22. | **Review of Meeting**  The Board agreed that it had been a very good, comprehensive meeting covering all bases.  The Chair thanked new members for their excellent contribution at their first meeting. | | |  | |
| 23. | **Date and Time of Next Meeting**  The next meeting of the Corporation Board will take place on Friday December 8th, 2023 at 0930hrs at our Hartlepool Campus. The Staff Christmas dinner will follow the meeting.  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 1328hrs. | | |  | |

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

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| Signed: T Bailey | |
| Chair of the Corporation Board | Date: December 8th, 2023 |