**Meeting of the Corporation Board**

**Monday July 1st, 2024 at 1200hrs**

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

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| **Members present:**  Mr T Bailey  Professor R Simmons  Mr K Goldsborough  Professor J Rapley  Ms G Miller  Ms N Brett  Mrs K Baggaley  Ms S Watson  Dr M Raby  Ms J Hemmins  Ms P Clarkson  Ms L McLellan | | TB  RS  KG  JR  GM  NB  KB  SW  MR  JH  PJC  LMcL | Chair  Independent Member  Independent Member  Independent Member  Independent Member  Independent Governor  Independent Member  Independent Member  Principal  Staff Member (HE)  Staff Member (FE)  HE Student Governor | |
| **In Attendance:** | |  |  | |
| Mrs L McLaren  Mr M Wheaton  Mr S Slorach | | LJM  MW  SS | Head of Governance  VP (HE Quality & Planning)  VP (Resources) | |
| Mrs A Crossland  Mr J Waddington  Mr L Bradley  **Apologies:**  Mr I Swain  Mr D Hughes  Dr E Leonard Cross  Mr R Kane  Ms K Binns | | AC  JW  LB  IS  DH  ELC  RK  KBs | VP (People Services)  VP (Higher Education)  Recruitment Manager (Item 10 only)  Co-opted Member  Independent Member  Independent Member  VP (Further Education)  FE Student Governor | |
|  |  | | | **Action** | |
| 1. | The Chair opened the meeting at 1204hrs and welcomed everyone to the last meeting of the 2023/24 academic cycle. | | |  | |
| 2. | **Apologies for absence**  Apologies were received from Mr Hughes, Mr Swain, Dr Leonard Cross, Ms Binns and Mr Kane. | | |  | |
| 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.  A number of members noted that they had minor additions to make. Ms Brett advised of work being undertaken with Goldsmiths and Dr Raby advised that he had been appointed to the Mayoral Development Boards in both Middlesbrough and Hartlepool.  Mrs McLaren advised that a request would be sent out in the coming weeks for all members to update declarations. | | |  | |
| 5. | **Confirmation of minutes from the previous meeting**  The Minutes from the previous meetings held on Friday May 24th, 2024 were **CONFIRMED** by all with three minor amendments raised and noted. | | |  | |
| 6. | **Matters Arising**   1. Follow-up conversation on the Church Street roof warranty still outstanding 2. Accommodation issue sorted with Ms McLellan, the company in question had already made contact with Student Services 3. Philanthropy discussion still to take place – noted that this item has gained importance in the context of proposed sector transfer. 4. Student numbers and Datafiltr usage on the agenda for discussion today. | | |  | |
| 7. | **Members Updates**  Professor Rapley advised that she had her final buddy meeting with her FE buddy and advised that there were some recruitment issues, student support was still impacted by covid and there had been some parental complaints. Some students were struggling to engage and complete their end of year show. Staff had also fed back that they would like more teaching time and less administration. There had also been a request to receive more help on supporting students with high needs which could be delivered to staff through CPD sessions.  Mr Bailey thanked Professor Rapley for the update. | | |  | |
| 8. | **Confidential Item** | | |  | |
| 9. | **SUSTAINABILITY**  **Confidential Item** | | |  | |
| 10. | **Confidential Item** | | |  | |
| 11. | **Confidential Item** | | |  | |
| 12. | **Confidential Item** | | |  | |
| 13. | **Confidential Item**  ***The Board Meeting paused at 1311hrs and reconvened at 1322hrs.*** | | |  | |
| 14. | **EXCELLENT STUDENT EXPERIENCE**  **Graduate Outcome Survey**  Mr Waddington presented the paper on the Graduate Outcome Survey to the Board and noted that the paper identifies early indications of a small improvement in graduate outcome date for the School. Full analysis of the data is currently being worked on as we drill down to analyse at a programme level. Students complete this survey approximately 15mths after leaving the School. The School is working hard and making further improvements including developing an Employability Operating Plan, a Graduate Outcomes Survey Communication Plan and the APP.  Professor Rapley asked if we can use an Alumni Association to help with the survey. Mr Waddington noted that this is an ambition, however staffing and resources are needed to allow us to do this properly. It is a target of the Employability Manager to set this up.  Dr Raby advised that we currently do not have a customer relationship database and this is something we are looking at for 2024/25. Ms McLellan added that each department will know who they can contact. Mr Goldsborough concurred and added that LinkedIn could be a good starting point to work with.  Mr Bailey thanked Mr Waddington for the update. | | |  | |
| 15. | **Access & Participation Plan**  Mr Wheaton presented the paper on the Access & Participation Plan (“APP”) to members and noted that the paper had been to various committees for discussion and had been approved by the Academic Committee at its final meeting of the year.  The paper must be submitted by the end of July 2024; however, it will not officially start until academic year 2025/26. We will however start to compile data as soon as possible. We have reviewed the areas we will be examining and will be looking at 2 points rather than 3. These areas are improving male attainment and improving female progression. We will be working on the financial pages in coming weeks and request the Board to provide delegated authority to Mr Bailey and Dr Raby to sign-off the documentation.  The Board agreed that this was a very good, comprehensive paper. The Board **approved** the paper and **agreed** to give Mr Bailey and Dr Raby delegated authority to sign-off the final paper. | | |  | |
| 16. | **Staff Voice**  Ms Hemmins summarised events at HE, with a number of positive things which had happened since the last meeting. These include   * A staff Scholarly Activity Conference which was interesting and feedback from non-academic staff attending was positive * End of year show was very well received * Textile and Surface Designer event in London went well and a number of internships were offered from this * Students won an embroidery competition   Mr Bailey asked if we keep track of any internships which are offered during exhibitions and Degree Show. Ms Hemmins noted that we do keep business cards and follow up accordingly.  Dr Raby advised that he attended the Middlesbrough Mayoral Development Corporation meeting and received positive feedback on our FE Students who attended an local agency. The level of industry readiness was far superior to Teesside University and we received very complimentary feedback on our School  Mr Goldsborough asked if we invite any ILG members to the end of year shows. Dr Raby advised that we do, we used to have ILG meetings around the time of the show to allow members to see the work.  Ms Clarkson summarised events at FE including   * End of year show was very good * 2 Senior Lecturers have been appointed * Processing any outstanding applications * HE Senior Lecturer for Fashion Degree has been appointed   Mr Bailey thanked members for the update. | | |  | |
| 17. | **Student Voice**  Ms McLellan provided an overview of student activities to the Board including:   * Hartlepool Pride happening this weekend. Church Square is hosting a number of events over the weekend * Work experience for students in the Church/Gallery * MA Acting completed their shows last week receiving very good audience feedback * Preparing for Freshers week * Graduation tomorrow * Students now have access to an allotment following conversations with the Council. We will look at running this as a mindfulness project * Dungeons and Dragons Group being run for the Council in the Community Hub * Zine Library in development   Mr Bailey asked what had happened to the Coffee Bar in Church Square. Ms McLellan noted that the coffee bar was situated in the library space and requests had been received to re-open the facility. We put in a lot of effort and ran it throughout the year, however there was just not enough footfall to make it viable.  Mr Bailey noted that it was a shame the Pride event was falling out with term time but great to know that they wanted the School’s involvement in the event. It was also really important to see how the allotment progresses. Ms McLellan concurred and noted that the students will take the lead on what they want to grow and also what they want to do with the produce grown.  Dr Raby advised members that there had been some complications this year with the Graduation Ceremony arrangements. Borough Hall was partially closed due to building work so we are unable to hold the celebrations there. These celebrations would now take place at No.1 Church Street  Mr Bailey thanked Ms McLellan for the comprehensive update. | | |  | |
| 18. | **GOVERNANCE AND COMPLIANCE**  **Chair & Vice Chair and Determination & Chairmanship of Board’s Committees**  Mrs McLaren presented the report to the Board, outlining the current arrangements and the proposed arrangements should Sector Transfer be achieved.  Dr Raby noted that the proposed arrangements had been submitted to the DfE as part of the School’s sector transfer application and we have had no feedback from the DfE on any concerns.  The Board **approved** the current and proposed arrangements for the Chair, Vice-Chair and Chairmanships of sub-committees. | | |  | |
| 19. | **Report on the partnership with Arts University Bournemouth (“AUB”)**  Dr Raby presented the report on the School’s partnership with Arts University Bournemouth (“AUB”) to the Board.  Mr Bailey commented that the report was very helpful and showed a mutually respectful relationship.  The Board **noted** the report. | | |  | |
| 20. | **Sub-Committee Terms of Reference**  Mrs McLaren presented to the Board the Terms of Reference for the Board’s sub-committees. The Terms of Reference had been reviewed by the relevant sub-committee and recommended to the Board for approval.  Slight amendments had been made to the Academic Committee references inline with commentary from the DAPs scrutiny panel. These amendments were approved by Professor Simmons and Professor Rapley.  The Board **approved** the Terms of Reference for the sub-committees for 2024/25. | | |  | |
| 21. | **Meeting Dates for Board and Sub-Committees**  Mr Bailey presented the dates for 2024/25 to the Board. The dates provided currently show meetings for both FE and HE, should Sector Transfer be achieved in the Autumn. Should things progress there will be two Corporation Boards (one for FE and one for HE), as we will have shared members, we have alternated meetings between Middlesbrough and Hartlepool. Unfortunately, that may mean that some Governors do not get the opportunity to be on-site at their relevant institution for some meetings.  Professor Simmons noted that the dates looked acceptable.  Mr Bailey noted the importance of trying to find an FE Student Governor and this was important for representation and Sector Transfer  Ms Brett asked if it would be possible to see the membership split for FE/HE Board and sub-committees. Mrs McLaren agreed to send this information after the meeting.  Ms Brett asked if sector transfer would require the production of two strategic plans. Dr Raby advised that two plans would need to be produced, however they would be linked.  The Board **noted** the meetings dates for 2024/25. | | |  | |
| 22. | **Minutes of Sub-Committees**  Mr Bailey noted that the minutes of the Corporation Board Sub-Committees had been circulated to members in an additional pack of papers.  Members **noted** the sub-committee minutes. | | |  | |
| 23. | **OTHER MATTERS**  **OfS Reportable Events**  Dr Raby advised that there were no reportable events. | | |  | |
| 24. | **Confidential Items**  Item 8  Item 9  Item 10  Item 11  Item 12  Item 13 | | |  | |
| 25. | **Any other Business**  None. | | |  | |
| 26. | **Review of Meeting**  Everyone agreed that the meeting was a full meeting with wide ranging and good discussion. | | |  | |
| 27. | **Date and Time of Next Meeting**  The next meeting of the Corporation Board will take place on Friday November 29th, 2024 at the Middlesbrough Campus.  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 1409hrs. | | |  | |

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

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| Signed: T. Bailey | |
| Chair of the Corporation Board | Date: November 29th, 2024 |