**Meeting of the Corporation Board**

**Friday December 8th, 2023 at 0930hrs**

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

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| **Members present:**  Mr T Bailey  Professor R Simmons  Mr I Swain  Dr M Raby  Mr D Hughes  Mr K Goldsborough  Professor J Rapley  Ms G Miller  Mrs K Baggaley  Dr E Leonard Cross  Ms J Hemmins  Ms P Clarkson  Ms L McLellan | | TB  RS  IS  MR  DH  KG  JR  GM  KB  ELC  JH  PJC  LMcL | Chair  Independent Member  Co-opted Member  Principal  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Independent Member  Staff Member (HE)  Staff Member (FE)  HE Student Governor | |
| **In Attendance:** | |  |  | |
| Mrs L McLaren  Mr M Wheaton  Mr S Slorach  Mr R Kane | | LJM  MW  SS  RK | Head of Governance  VP Strategic Projects  VP Resources  VP Further Education | |
| Mrs A Crossland  Mr J Waddington  Ms S Watson  Ms K Rae  Mr L Bradley  **Apologies:**  Ms N Brett  Ms K Binns | | AC  JW  SW  KR  LB  NB  KBs | VP People Services  VP Higher Education  Observer  Armstrong Watson (Items 1 – 9 only)  Recruitment Manager (Items 11a [part] and 16 only)  Independent Member  FE Student Governor | |
|  |  | | | **Action** | |
| 1. | The Chair opened the meeting at 0931hrs.  Mr Bailey welcomed everyone to the meeting and noted that it was a very busy meeting today, however many reporting items have been through the sub-committees and discussed by the Governor sub-groups.  Ms Watson also joins the meeting today as an observer. Ms Watson has a strong financial background and met with Governance & Search Committee in November to discuss the possibility of joining the Corporation Board. For Ms Watson’s benefit the Board introduced themselves. | | |  | |
| 2. | **Apologies for absence**  Apologies were received from Ms Brett and Ms Binns. | | |  | |
| 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 Friday October 20th, 2023 were **CONFIRMED** by all. | | |  | |
| 6. | **Matters Arising**   1. Dr Raby advised that he had not had the chance to follow-up with Dr Leonard Cross regarding philanthropic and corporate funding opportunities. Will keep in scope and discuss. Professor Rapley asked if anyone had any links to Peter Millican of Parabola, who has a real interest in education and could be interesting. Mr Bailey advised he had links and would think about how to take forward. Dr Raby advised that, at the request of TVCA, we showed Sir John Hall the Studios. We do not believe that this will lead to any form of collaboration. 2. Mrs McLaren apologised for the oversight and would send the slides to Governors shortly. *(Post Meeting Note: circulated on 15th December 2023)* 3. Governor Involvement – Staff have been advised of their Governor Link and have started to make contact. | | |  | |
| 7. | **Confidential Item** | | |  | |
| 8. | **Confidential Item** | | |  | |
| 9. | **Confidential Item** | | |  | |
| 10. | **Members Update**  Professor Rapley advised that she had been in contact with her Buddies and set up meetings for the new year.  Mr Swain advised that he was meeting his buddy next week.  Mrs Baggaley advised that she had set up a schedule of meetings with her buddies which would be commencing in March.  Mr Hughes advised that he had met with Nina Yoxall, Head of Studios and had a productive discussion. Also met with Tom Burton at FE for an introductory meeting. At present there were no concerns and noted that the next meetings would be more strategically focussed.  Dr Leonard-Cross noted that she had met with Richard Stoker, HR Manager and had a good detailed discussion. A meeting was scheduled for early next year with Academic Services and Student Engagement.  Ms Miller noted that a meeting was scheduled for the new year with all her buddies.  Mr Goldsborough advised that he had met with 2 of his 3 buddies. The Recruitment team provided good information on teacher engagement, fast track application process and the meeting with Jess Tones on Folio services gave a good overview of the services provided. A meeting with Marketing was scheduled for the new year.  Mr Bailey advised that he was meeting with Estates in January and had met with Olivia Burton in relation to the Masters provision ahead of the DAPs scrutiny visit and noted the positive way that students were talking about the School.  *Professor Simmons joined the meeting at 1010hrs*  Professor Simmons advised that he was supporting the Staff Research effort and had attended the first research conference which took place in July.  Mr Bailey thanked everyone for their updates. | | |  | |
| 11. | **Confidential Item** | | |  | |
| 12. | **EXCELLENT STUDENT EXPERIENCE**  **Self-Assessment Report (SAR) and Quality Improvement Plan (QuIP)**  Mr Kane presented the SAR and QuIP to the Board and noted that the documentation was broadly similar to last year and had been reviewed by both the FE Academic Committee and the Academic Committee.  Mr Bailey thanked Mr Kane for the strong report and asked if the central Middlesbrough location had helped. Mr Kane noted that there were positive and negatives to the location.  The Board **approved** the SAR and QuIP. | | |  | |
| 13. | **Annual Report by Academic Board**  Dr Raby presented the Annual Report by Academic Board and noted that the report had been reviewed by Academic Committee and recommended for approval by the Academic Board. Both Academic Committee and Academic Board agreed that our methodologies are robust and appropriate.  The Board **approved** the Annual Report of Academic Board. | | |  | |
| 14. | **Staff Voice**  Ms Clarkson noted that she did not have any feedback from staff at FE.  Ms Hemmins advised that feedback from staff at HE related to the increased leave. Whilst all staff were positive and happy to receive the additional annual leave, there had been some confusion on how this had been allocated, as newer members of staff appeared to have more annual leave than those staff who had been in post longer.  Mrs Crossland noted this comment and explained that staff with over 5yrs service already had the additional holidays included in their salary and had been awarded an additional 2 days leave. For those newer members of staff holidays had been awarded rather than including in the salary due to budget constraints. Everyone has parity and benefits from the holiday award. If anyone has any concerns HR are happy to discuss matters further.  The Chair thanked Staff members for the update. | | |  | |
| 15. | **Student Voice**  Ms McLellan provided an update to the Board on a range of areas including:  Student Union Progress   * Buddy system to be implemented in January for new students, replicating the “Governor Buddy System” * Bar links with Wallis and Co., Screams Court and the Bank going well * Overall positivity of Winter Ball * Communication will continue with Students over the Christmas break.     Zines   * Zines help improve engagement * Digital and tangible * Copies were provided for Governors to view      Student Services   * Addition of new member of staff Erin is very positive and we are including an interview in most recent Zine. * Beat the Blues in January event taking place - Sleep workshop, Runs, Financial wellbeing workshop and food shop quiz. * Period products in bathrooms a huge positive.     Accommodation   * Improvement of safety since last concern, however there are still issues to take forward, including no recycling in Titan, broken lift in Titan making it difficult for accessibility, no privacy screen in Crowns and finally some mold in carpet causing illness.     DAPs update   * Student Meetings went well, the panel focused on student assemblies and appeared very happy with layout. * Few questions on SU which were answered well. * Positive reaction to governance * Lack of support in counseling highlighted but noted that plans were in place to resolve issues.     Curriculum change   * Some Acting students have raised concerns over a change in teaching time in the acting course - second years have 16 hours contact time whereas L4 have 30. This also includes access to a spotlight account. They all have singing and dancing exams however the L5 and L6 have no lessons   Mr Bailey thanked Ms McLellan for the update and asked for any comments/queries  Ms Hemmins asked if it would be possible to include academic staff on any events being run like the student services initiatives as academics will be able to speak to students about it and encourage attendance if they are aware in advance.  Dr Raby asked if further details can be shared with the School on the Buddy System, any information which could help us look at our gender balance, and the uptake by students split by gender, for support would be most welcomed.  Mr Waddington noted the issues in the accommodation and advised that we will speak to the Student Services Manager Ms Latcham following this meeting. It was also noted that this should be raised at the next Planning & Partnership meeting.  Mr Waddington thanked Ms McLellan for the comments on the acting course. Unsure why L5 and L6 cannot engage with the Spotlight accreditation and will follow up on this matter.  Mr Bailey thanked Ms McLellan for comprehensive update. It is really good to hear what is on student feedback.  *Mr Bradley re-joined the meeting at 1127hrs* | | |  | |
| 16. | **SUSTAINABILITY**  **Confidential Item** | | |  | |
| 17. | **Confidential Item** | | |  | |
| 18. | **Confidential Item** | | |  | |
| 19. | **GOVERNANCE & COMPLIANCE**  **Confidential Item** | | |  | |
| 20. | **Annual Report from the Governance & Search Committee**  Mr Bailey, as Chair of the Governance & Search Committee, presented the annual report of the Committee to the Board. It was noted that the report was produced by Mrs McLaren, Head of Governance, who continues to do an excellent job in keeping everything in order. We have undertaken the External Governance Review in the required timeline and looking at the necessary actions from the Review.  The Governance & Search Committee continues to look at the sub-committee structure, recruiting new members and the relevant Codes of Governance. The Report has been recommended by the Committee for approval.  The Board **approved** the Governance & Search Annual Report. | | |  | |
| 21. | **NSoA Annual Report**  Dr Raby presented the Schools overall Annual Report to the Board and noted that the report covers a wide range of areas. We had discussed the possibility of producing an abridged version to publish on the website at last years meeting, however, on review, other institutions did not do this so we agreed to continue as normal. All members of Management have signed Assurance Statements as required ahead of the production of the annual report.  The Board **approved** the NSoA Annual Report. | | |  | |
| 22. | **OTHER MATTERS**  **OfS Reportable Events**  Dr Raby noted that the application for Sector Transfer could be a reportable event. Guidance will be reviewed in terms of reportable events and an update given to the OfS on Monday. In the past, we would have submitted the request to the OfS, however now we submit to the DfE.  The Chair thanked Dr Raby for the update.  *(Post Meeting Note: After checking a notice of reportable event was sent to the OfS on 14th December 2023)* | | |  | |
| 23. | **Confidential Items**  Item 7, 8, 9, 11, 16, 17, 18, 19 | | |  | |
| 24. | **Any other Business**  Dr Raby advised that the DAPs scrutiny team would be observing the next Corporation Board meeting in March, as well as the February Academic Board and Academic Committee meetings.  Professor Rapley asked if the Academic Committee should be producing an annual report similar to the other Corporation Board sub-committees. Dr Raby noted this point and agreed to discuss further. | | | MR/LJM | |
| 25. | **Review of Meeting**  The Board agreed that it had been a very good, comprehensive meeting covering all bases.  The Chair noted that the December meeting was always report heavy but necessary and with excellent student voice. | | |  | |
| 26. | **Date and Time of Next Meeting**  The next meeting of the Corporation Board will take place on Friday March 15th, 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.  For those in the room, the Christmas Lunch would take place in the Arts Café.  The meeting closed at 1154hrs. | | |  | |

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

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| Signed: T.Bailey | |
| Chair of the Corporation Board | Date: March 15th, 2024 |