**Meeting of the Corporation Board**

**Friday March 15th, 2024 at 1000hrs**

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

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| **Members present:**Mr T BaileyMr I SwainDr M RabyMr D HughesMr K Goldsborough Professor J RapleyMs G MillerMrs K BaggaleyMs S WatsonMs J HemminsMs P Clarkson Ms L McLellan | TBISMRDHKGJRGMKBSWJHPJCLMcL | ChairCo-opted MemberPrincipalIndependent MemberIndependent Member Independent MemberIndependent MemberIndependent MemberIndependent MemberStaff Member (HE)Staff Member (FE)HE Student Governor |
| **In Attendance:** |  |  |
| Mrs L McLarenMr M WheatonMr S Slorach | LJMMWSS | Head of GovernanceVP (HE Quality & Planning)VP (Resources) |
| Mrs A CrosslandMr J WaddingtonMr L Bradley**Apologies:**Professor R SimmonsMs N BrettDr E Leonard CrossMs K BinnsMr R Kane**Observers:**Mr A SheaProfessor M RofeDr B Brownie | ACJWLBRSNBELCKBsRKASPMRBB | VP (People Services)VP (Higher Education)Recruitment Manager (Items 14 only)Independent MemberIndependent GovernorIndependent MemberFE Student GovernorVP (Further Education)OfS DAPS Scrutiny PanelOfS DAPS Scrutiny PanelOfS DAPS Scrutiny Panel |
|   |  | **Action** |
| 1. | The Chair opened the meeting at 1000hrs. Mr Bailey welcomed everyone to the meeting and noted that we were joined today by the OfS DAPs Scrutiny team. We were also joined by Ms Watson, who was attending her first meeting as an Independent Governor. For the benefit of OfS and Ms Watson, everyone introduced themselves. |  |
| 2. | **Apologies for absence**Apologies were received from Ms Brett, Professor Simmons, 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. |  |
| 5. | **Confirmation of minutes from the previous meeting**The Minutes from the previous meetings held on Friday December 8th, 2023 were **CONFIRMED** by all. |  |
| 6. | **Matters Arising**1. Dr Leonard Cross has shared AI policy wording
2. Mrs McLaren advised that she had discussed the Academic Committee Annual Report with Dr Raby and noted that as the Committee has no direct reporting responsibilities there was no need for an annual report. Any academic matters are reported through the Academic Board’s annual report which the Academic Committee discusses.
3. Accommodation issues are complete is respect of the matters raised. However, on-going dialogue is taking place and on the agenda for Planning & Partnership meetings.
4. Spotlight access is now in place for acting students in L5 and L6
5. School Liaison update will be brought to a future meeting
6. Confidential Item
7. Philanthropy opportunities and corporate funding investment opportunities still outstanding.
8. Mental Health & Wellbeing slides have been circulated by Mrs McLaren.
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| 7. | **Members Update**Mr Bailey gave an overview for the benefit of the OfS DAPs Scrutiny Panel that this agenda items was the opportunity for members to feedback on any meetings with their “Buddies” or any relevant updates.Mr Hughes advised that he had attended the Health & Safety Meeting where the H&S Policy had been discussed. He had also attended the RTS Awards in Gateshead where a former student of the School had won an award.Mrs Baggaley had met with the Finance team which was productive and gave a good overview of work being undertaken.Mr Goldsborough had met with Dr Raby and the Marketing and Student Recruitment teams to discuss marketing. As part of the discussion possible KPI opportunities were reviewed.Ms Miller noted that she had met with her buddy and noted the challenges around sickness cover and mental health. The passion for the School was evident. The Matrix Assessment was taking place at FE next week which was important. Dr Raby noted that Ms Smith had been invaluable in covering for sickness in recent months and was doing a very good job.Professor Rapley had met with Fashion/Textiles and discussed the annual action plans, DAPs, recruitment issues and attendance. Marketing had also been discussed and the need to ensure clear differentiation in FE/HE. Also met with Stu Drummond, Faculty Leader to discuss Film/Media. Discussion included why we have 2 faculties. The focus on collaboration means that there is a cross divide and timetables are open to everyone. Church Square was also discussed and the need to have more speed in resolving issues.Mr Swain advised that he would be meeting with his buddies after Easter.Mr Bailey thanked everyone for their updates. |  |
| 8. | **Confidential Item**  |  |
| 9. | **SUSTAINABILITY****Confidential Item** |  |
| 10. | **Confidential Item** |  |
| 11. | **Confidential Item** |  |
| 12. | **Confidential Item** |  |
| 13. | **Confidential Item** |  |
| 14. | **Confidential Item** |  |
| 15. | **Confidential Item** |  |
| 16. | **EXCELLENT STUDENT EXPERIENCE****Student Voice**1. **Feedback from Student Assembly & Programme Board (HE)**

Mr Waddington presented an update to the Board on the HE student assembly and programme board meetings which have taken place. It was noted that* There was a high level of student experience and satisfaction
* Discussions had taken place at student assemblies, programme boards, extended principalship and academic board.
* Feedback had been given on estates, accommodation and counselling services
* We continue to provide feedback on “you said, we did”
1. **Feedback from Student Forum (FE)**

 Dr Raby presented the Feedback from Student Forum (FE) on behalf on Mr Kane. It was noted that * Positive comments had been received on the maths provision. Our new maths tutor had settled in well and was engaging students.
* With the proposed increase in maths provision for 2025/26 we will need to meet the challenge.
1. **Student Governor Feedback**

 Ms McLellan provided an update to the Board on a range of areas including:* Student Union is busy with socialisation day time sessions, collaboration with businesses and planning & partnership meetings
* The Zine continues and is looking at collaboration opportunities. We will be including staff interviews and a section on Academic Services
* Coffee Shop at Church Square has re-opened and we are employing students to run the shop and encouraging people to use it more and increase engagement in Church Square.
* SU Calendar is busy and we are looking at “Re-freshers” in May/June.
* SU Bar is being refurbished by students
* Ladies Wine & Dine photoshoot on International Woman’s Day went well
* Accommodation Audit taking place

Mr Bailey thanked everyone for their updates and asked for any comments/questions.Professor Rapley noted a recent documentary “Is University really worth it?”, which looked at student experience as part of the wider picture. Ms McLellan noted that the Student Union is running a lot of events including ice skating, pottery painting and trampolining to name but a few. We also have society taster sessions including photography, film and ‘Stitch n Bitch’.Mr Bailey thanked everyone for the update. |  |
| 17. | **Staff Voice**Ms Hemmins gave an overview to the Board on HE matters. Starting with some good news/promotion items including: * In costume, Ian Bowden had been interviewed by the BBC and they have also had items used in the Netflix production “Damsel”
* Acting have productions on at ARC in Stockton and the “Nightmare” Conference taking place in April
* MA Students have an exhibition showing at the Hartlepool Museum and an upcoming Art & Health Conference
* Photography is exhibiting in the Hartlepool Gallery. Jamie MacDonald has a preview of his documentary being shown on April 20th on his father, who is a renowned photographer.
* Fine Art are exhibiting in SMUG in Stockton

Ms Hemmins further added that staff have been working very hard and are looking forward to the Easter break. There has been a lot of interview work and Saturday open events happening. Staff had also commented on the website and the need to define the FE and HE areas for marketing purposes more, especially moving forward if Sector Transfer progresses.Dr Raby advised that there were already distinct pages for FE and HE. Going forward we would ideally like to change the website and it is on our agenda to put things in place. We have had an increase in bookings for open days this year and are 68% up this year.Ms Clarkson provided an overview on FE matters, including* Proactive approach to Foundation recruitment, including life drawings, arts prizes and school visits
* Textiles and photography have school visits and recruitment drives
* Everyone working hard with good dialogue between FE and HE

Dr Raby noted that all staff were working very hard and we are seeing positive outcomes and change. The next 10-12weeks will be exceptionally busy with student recruitment, DAPs and Sector Transfer but I am very grateful for everyone’s hard work and efforts. Ms Hemmins noted that staff enjoyed working here and were passionate about the School and collectively want to improve.Mr Bailey thanked everyone for the discussions, it is always evident that efforts are galvanised around student experience and enjoyable to hear the productive activities being undertaken. |  |
| 18. | **GOVERNANCE & COMPLIANCE****Risk Management Policy**Mr Slorach presented the paper on the Risk Management Policy to the Board and noted good practice to discuss the Risk Policy and also review our appetite to risk as part of the annual review. The Policy remains unchanged and Annex C outlines the appetites and approaches to risk. In previous years we have been “open” to risk as long as we can articulate why we take the approach.Mr Bailey noted that the discussions on the Risk Management Policy and our appetite to risk are always very informative. Our Strategy for 2019-24 has been achievable because we have had an open appetite to risk and not closing down opportunities which have come our way, including the recent capital projects, DAPs and Sector Transfer work. These opportunities would disappear if we were anything less than “open”.Ms Watson asked about the evaluation of risk and how the Principalship team approach and evaluate the risks. Dr Raby advised that risk was reviewed as part of every agenda for meetings throughout the Institution which are then brought to the Board via the risk register. Mr Slorach added that the Corporate Risk Register is held by the Audit Committee and regularly reviewed by Audit and then also reviewed by the Corporation Board. There is also a lot of financial oversight and the auditors review the register and bring their experiences to the discussions. Ms Watson noted that risk workshops have been useful tools in the past to refresh/overhaul the process and review mitigation measures.Ms Hemmins noted that from a teaching perspective it is good to have a “hungry” appetite to teaching and research. Mr Slorach concurred as it is the teaching hunger which drives us forward. Mr Bailey noted that from a teaching perspective that would be appropriate, however the policy more relates to the governance, institutional, management approach.Mr Hughes noted that an “open” appetite would be appropriate for us to continue, and we have safety nets in our processes to ensure that due diligence is carried out. Mr Bailey thanked everyone for the discussion and asked everyone to confirm if they were happy to approve the policy and continue to have an “open” appetite to risk.The Board **approved** the Risk Management Policy and **agreed** that we should remain to have an **“open appetite”** to risk. |  |
| 19. | **Health & Safety Policy**Mr Slorach presented the Health & Safety Policy to the Board and advised that the policy remains the same with no changes. The H&S Committee had reviewed the policy and recommended the policy for approval to the Board.Mr Slorach advised that at present “Martyn’s Law” was progressing through Parliament, which if approved will have implications for our policy review next year. Martyn’s Law would introduce legislation for UK venues and local authorities to draw up preventative plans for terrorism.The Board **approved** the Health & Safety Policy. |  |
| 20. | **Safeguarding Policy**Mrs Crossland presented the Safeguarding Policy to the Board and advised that the policy had been reviewed by the Safeguarding Committee and recommended the policy for approval to the Board. Dr Leonard Cross was happy to endorse the policy as Governor Lead for Safeguarding.The Board **approved** the Safeguarding Policy. |  |
| 21. | **Gender Pay Gap Reporting**Mrs Crossland presented the Gender Pay Gap report to the Board and noted that the Gender Pay Gap for the School is 18.9%, this is a decrease of 6.1% from 25% last year. This is positive news and within the sector we are the only one reducing the gap. Dr Leonard Cross had provided positive feedback on the reduction.It should be noted that we do have “same pay for male and females” and this has been shown through our equal pay audit. The School employs the cleaning staff, which other institutions do not necessarily do. If we were to outsource cleaning, our figures would reduce by a further 6%.Dr Raby noted that many external people view the GPG as different pay rates, however this is not the case as can be evidenced in the report and audit. At present we have a fairly even gender split in academic staff. We now need to look forward in reporting for 2 entities should we be successful with sector transfer.Mr Bailey asked if the sector transfer would create any differences in reporting. Mrs Crossland advised that there would some staff in both entities so would be reported in both GPG reports.The Board thanked Mrs Crossland for the report and **approved** the Gender Pay Gap Report 2023/24. |  |
| 22. | **OTHER MATTERS****OfS Reportable Events**Dr Raby noted that the S122ZA application in December and the Section 28 submission in February were reported to OfS in December and February respectively, within 5 days of the submission, as reportable events.  |  |
| 23. | **Confidential Items**Item 8, 9, 10, 11, 12, 13, 14, 15  |  |
| 24. | **Any other Business**None. |  |
| 25. | **Review of Meeting**The Chair thanked members of the OfS DAPs scrutiny team for joining the meeting and hoped this gave a good overview of how we operate the Corporation Board.Everyone agreed that the meeting was wide ranging, with high points and procedural points and as always excellent student feedback. |  |
| 26. | **Date and Time of Next Meeting**The next meeting of the Corporation Board will take place on Friday May 24th, 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 1302hrs. |  |

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

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| Signed: |
| Chair of the Corporation Board | Date: |