



**CONFIRMED MINUTES OF THE MEETING OF THE CORPORATION BOARD
HELD ON FRIDAY 13 NOVEMBER 2015
IN THE COMMITTEE ROOM, MIDDLESBROUGH CAMPUS**

Present

Graham Robson	Chair, Independent Member
Sarah Fawcett	Independent Member
Patrick Smith	Independent Member
Denise Ogden	Independent Member
Robin Simmons	Independent Member
Ian Butchart	Independent Member
Ian Swain	Independent Member
Jane Rapley	Independent Member
Mark Stokeld	Independent Member
Andrea Goodwill	Staff member
Charly Butler	Staff member
Martin Raby	Principal

Also in attendance

Stuart Slorach	Vice Principal Resources
Jill Fernie-Clarke	Vice Principal Academic
Jackie White	Clerk to the Corporation

WELCOME AND INTRODUCTIONS

APOLOGIES FOR ABSENCE

Apologies for absence had been received from Phil Trotter, Independent Member.

QUORUM

The meeting was quorate in line with standing order 8.1 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.

DECLARATIONS OF INTEREST

No further declarations were raised with regard to the agenda.

GB15 001 MINUTES OF THE PREVIOUS MEETING.

The minutes of the previous meetings held on 3 July 2015 were agreed as an accurate record.

Clerk

GB15 002 MATTERS ARISING

The following matters arising were discussed:

GB14 0098 – Members issues – Phil Trotter commented on a finance training session for non-financial staff and the Clerk confirmed that this had been included in the Governor Training plan for 2015/16.

GB14 0111 – Chairman Appraisal feedback – members noted areas for further development by the Chairman and the Clerk confirmed that a plan had been developed and an update will be provided in Members issues.

GB14 0104 – Industry links – the Chairman asked whether there could be an award from an industry link to students and the VP Academic confirmed she would look into this with the Principal.

GB15 003 MEMBER'S ISSUES

The Chairman offered members the opportunity to update the Board on issues not covered under the agenda. In general members discussed that prior to the Board meeting they had had the opportunity to meet with their FE and HE buddies and all agreed that this format for meeting with their buddies was welcomed.

Specific feedback was noted as follows:

Fine Art (BA) / Fine Art (FE) – Denise Ogden discussed that she had the opportunity to meet with the team and students and discuss their journey and was pleased to report good feedback.

Costume (BA) / Design Crafts (FE) / Art and Design (FE) – The Chairman fed back that he had had another positive visit and met some 1st and 2nd year students who had gave good feedback. He also received good feedback on the Heads of School and discussed recruitment and progress between FE and HE with the two buddies.

Film/TV (FdA) / Interactive Media (FE) - Ian Butchart and Patrick Smith met together with their buddies and had a very open meeting. They discussed that communication was good and there was good interaction between FE and HE.

Textiles (BA) / A-level (FE) - Ian Swain discussed that he had had an enjoyable positive meeting with his buddies and discussed challenges and opportunities.

Fashion (BA) / Fashion & Textiles (FE) - Jane Rapley discussed that she had met with her buddies separately due to other commitments but had had good meetings and discussed communications and opportunities for working with Marketing.

Photography (BA) / Photography (FE) - Mark Stokeld discussed that he had met his FE buddy who had recently taken over and FE was working well.

Graphic Design (BA) / Graphic Design (FE) – Mark had also met earlier in the day with his temporary buddies in graphics. He discussed that he had met with staff and students and discussed communications and they had fed back that this had improved between FE and HE and they were working well with each other.

Illustration (BA) / Access to HE (FE) / Foundation Diploma (FE) - Robin Simmons discussed that he had had a very positive meeting with 2 of his 3 buddies and was very impressed with the work and volunteered to come in and provide a session with them.

The Chairman went on to update members that he had produced an action plan for the areas of development following his appraisal. The plan was shared with members verbally.

The Chairman also discussed that he had circulated the FE Commissioners letter which had been received.

Finally the Chair advised members that he had attended the Chairs meeting of the LAR. This was made up of the Chairs of the Tees Valley Colleges (not 6th form). Two issues had been discussed; firstly that CCAD was in a different position to others and that it was agreed to include 6th form Colleges in future meetings. The next meeting is 25 November 2015 and that members should note that there will be an update at the Board in December.

GB15 004 PRINCIPALS REPORT

Confidential report

GB15 005 LGF PROJECT

Confidential Report

GB15 006 KPI'S

Charly Butler spoke to the previously circulated report which provided members with a monthly Dashboard and updated document setting out key targets, and periodic performance in achieving them.

Jane commented that it looked that there had been no fails in HE in the last three years, however Charly confirmed that there had been but this information was not included.

Patrick suggested that a one page summary of the highlights and areas of concern was included. It was agreed that key issues such as those highlighted verbally by Charly be included in the summary report in future.

The Corporation Board RECEIVED the KPIs.

GB15 007 SELF EVALUATION DOCUMENT (SED) FOR HIGHER EDUCATION REVIEW (HER)

The Vice Principal Academic spoke to the previously circulated report in relation to the Self-Evaluation Document (SED) for the Higher Education Review (HER).

Members noted that the Higher Education Review is a desk-based analysis undertaken by the Quality Assurance Agency (QAA). The review focuses on the College's quality systems and processes pertaining to Higher Education. The QAA expect these systems and processes to relate to the Quality Code for Higher Education and this code is the basis for the information provided in the SED.

The SED is a lengthy document. As submission was required by 11th November the report presented did not seek ratification of the SED, but instead reported on the process undertaken to prepare the document. A copy of the SED was available for review following the meeting.

The Vice Principal Academic discussed with members a significant piece of work had been undertaken by Tricia McKenzie in pulling the document and evidence together and members commended her for this work.

Mark confirmed that the HE Academic Board had received a draft of the SED and that they had considered this in detail prior to submission.

The Corporation Board RECEIVED the SED.

GB15 008 SELF ASSESSMENT REPORT (SAR) AND QUALITY IMPROVEMENT PLAN (QUIP)

John Waddington, Head of School spoke to the previously circulated report which provided members with a summary document setting out the College's FE academic performance for the year together with the College's formal judgement of the grades that it believes would be applied if an Ofsted inspection were to take place. Members noted that this year the College's assessment is that it should be graded 'Outstanding'.

The Quality Improvement Plan (QUIP) sets out the actions that should be undertaken by the College to address any issues identified in its SAR.

Members noted the key changes were in relation to retention rates improvements which have seen overall success rates increased by 4%.

Sarah questioned how the final scores were established and if the course level scores had been used as a basis of the final scores. John confirmed that course level scores were considered but the final scores were based on the College improvement as a whole discussing that it was felt that we are still outstanding given our analysis. The Principal confirmed it was about the volume of activity and weighting for each subject.

The Chairman asked how programmes are monitored and John confirmed that this is through OLT meetings, monitoring, programme leaders and programme performance meetings.

Ian questioned photography and that it looked out of place with all other subjects and has done for a while based on the course level scores. John commented that retention was poor as was course management, however the management has changed along with the course leader and tutor and retention rates for first year have much improved. Mark commented that he had received similar feedback through is buddy link.

Jane asked if there was an action plan for the work to improve photography and John advised that there was but this had been omitted.

The Principal discussed that retention and success rates are down to the hard work that John and Mike Wheaton have been doing since they started at the College.

Finally John advised that the independent reviewer of the SAR had given good feedback on the initial draft report.

Denise commented that she thought that HBC could support the College on the Prevent and Work experience areas.

The Corporation Board APPROVED the SAR and QuIP

GB15 009 SAFEGUARDING ANNUAL REPORT

The Vice Principal Academic spoke to the previously circulated report which provided members with an annual update in relation to safeguarding issues and safeguarding arrangements within the College.

Members noted the risk issues associated with Safeguarding and the Prevent Duty and that the Policy included reference to these areas.

Sarah commented that she had met with Teresa Latcham, Student Services Manager prior to the Board meeting and discussed the Governor link role and attendance at key meetings and review of key documents such as this one.

The Corporation Board RECEIVED the Safeguarding Report

GB15 010 RESULTS OF THE NATIONAL STUDENT SURVEY

The Vice Principal Academic spoke to the previously circulated report which provided members with the results of the National Student Survey (NSS) which is commissioned annually by the Higher Education Funding Council for England (HEFCE) and is undertaken independently. The survey is carried out early in each calendar year and is aimed at final year students. It asks

over twenty questions, but in many respects the key focus is overall student satisfaction.

The 'headline' result this year shows an overall mean satisfaction score of 4.1 (out of 5) and 84 per cent. This is marginally lower than the Creative Arts and Design sector figures of 4.2 and 86 per cent, but does not compare unfavourably with other Art and Design specialist institutions.

Sarah commented that during her previous buddy role students had raised concerns regarding anonymity and how this is assured. The Vice Principal Academic confirmed that this is a national survey for students in their final year and results come out when they have left. However she is assured that anonymity is protected at all times.

Ian Butchart questioned how the College receives feedback from courses not included in the national survey and the Vice Principal Academic confirmed that internal surveys are undertaken at both College and individual programme level with different issues being looked at.

Robin commented that Art and Design NSS tend to have poorer results than other areas but the results stood up well.

Jane asked whether feedback is provided to programme teams which have had good results and the Vice Principal Academic confirmed that she did give feedback.

The Corporation Board RECEIVED the results of the national student survey

Patrick Smith left the meeting.

GB15 011 EQUALITY AND DIVERSITY ANNUAL REPORT

The Vice Principal Resources spoke to the previously circulated report which was received to provide an overview of staff and student information together with details of activities undertaken during 2014/15 to support the Equality and Diversity agenda. The data collated provides the College with an evidence approach to equality and enables identification of priority areas on which to focus resources and activity required to meet the requirements of the Public Sector Equality Duty.

Members noted that the recent Matrix assessment identified that 'Equality and diversity, impartiality and professional integrity are visible across all aspects of service delivery and are a key strength of the College' and that an Equality and Diversity area has been developed on the staff Moodle site with a number of best practice guides and supporting information. Work had progressed in marketing, curriculum and student support. Student Information

In relation to student information, members noted that the data for this report has been presented differently from that of previous years. The figures shown are in year data specifically for 2014/15 and not cohort data covering several years as has previously been reported. This therefore shows student retention and achievement of their programme within each academic year which shows a more relevant picture in terms of Equality and Diversity data and enables trends to be more quickly identified and acted upon.

Robin commented that it would be good to include socio economic background information if this was available although not essential for this exercise, discussing his conversation with his buddies in terms of the cost of art and design equipment and being mindful of this. The Principal commented that this is an issue for the College and how we assess socio economic class on enrolment. It was agreed that Charly would look to see if we could capture and report on this information.

Charly
Butler

Mark commented that this was also discussed as an issue in his buddy meeting with regards progression to HE.

Denise suggested that the College could relook at fees and perhaps look at those who do not go into HE and what the issues area.

Principal

Jane Rapley left the meeting.

GB15 012 MARKETING UPDATE

The Principal spoke to the previously circulated report and members noted that he had taken over temporary line management of this area to allow the Vice Principal Academic to concentrate on the HER.

The Principal discussed the recent developments within the marketing strategy and the thinking currently underpinning the approach to marketing with particular emphasis on the HE provision. Members noted that during the autumn term the marketing team are looking to implement the recommendations of the Marketing Strategy. In particular this focused on 'content' marketing and the combined efforts of the marketing department and all staff teams regarding the 'messaging' underpinning our interactions with prospective students.

The Chairman commented that he was pleased to see targets and measurements in the report.

The Corporation Board RECEIVED the marketing update for information.

GB15 013 MANAGEMENT ACCOUNTS

The management accounts were received as a silent paper for information.

Sarah commented that she felt the budget surplus of £89k was low and whether the pay award was factored into this surplus. The Vice Principal Resources confirmed that the surplus was inclusive of the 1% pay increase and the College is generally in a good place.

Robin Simmons left the meeting.

GB15 014 **PAY AWARD 2015/16**

The Vice Principal Resources spoke to the previously circulated paper and members noted that the purpose of the report is to propose a 1% inflationary increase to members of staff for the 2015/16 financial year backdated to 1st August 2015. There was no inflationary pay award for staff in the 2014/15 financial year. The cost of this award is c.£45k.

The Corporation Board APPROVED the pay award for 2015/16.

GB15 015 **GOVERNOR TRAINING PLAN**

The Clerk presented the governor training plan which had been circulated with the papers. Members noted that participation in training is critical to success in a governor role. The Clerk advised that the learning and development programme was developed following consideration of national requirements and local response to appraisal outcomes.

Ian Butchart asked for some further advice regarding IT and accessing information which the Clerk agreed to arrange.

Clerk

The Corporation Board APPROVED the governor learning and development plan for 2015/16.

GB15 016 **BOARD SELF EVALUATION 2014/15**

The Clerk spoke to the previously circulated report which was presented for the governor's to consider the Board's self-assessment on its performance for 2014/15 and consider what improvements they would like to see in the Board's performance for the 2015/16.

Members noted that they needed to demonstrate in the annual report how they have evaluated the performance of the Board, its committees and individual governors.

The responsibility for self-assessment of the board rests on the shoulders of the Chair. The Clerk was given specific responsibility for overseeing the process and ensuring that the annual performance report is widely discussed and acted upon. The methods by which the self-assessment was conducted include:

- evaluation of meetings
- evaluation of the value-added by governors in a meeting to the overall performance of the college and to learner outcomes (from the Buddy programme)

- individual governor performance review
- appraisal of board Chair
- The Governance Self-Assessment Report and Quality Improvement Plan
- External verification

Due to the timing of the meeting, members were asked to consider the detail of the report and feedback at the next meeting on the recommendations.

Sarah commented that she felt disappointed that only 7 governors responded to the questionnaire.

The Corporation Board RECEIVED the Board Self Evaluation 2014/15 and agreed to revisit it at the next meeting

Clerk

GB15 017 **REPORT ON ATTENDANCE AND MEMBERSHIP**

The Corporation Board received the silent paper on attendance at meetings. The Clerk advised members that individual members had had contact where their attendance fell below the required level. Members also noted that Steve Blanks had agreed to resign but following contact from the Clerk on a number of occasions to submit a resignation in writing this had not been forthcoming therefore in line with the Policy on Attendance the Board agreed to use its powers to remove Steve Blanks from office and agreed the Clerk notify him of this removal.

Clerk

GB15 018 **REPORT ON THE USE OF THE SEAL**

The Corporation Board received the silent paper on the use of the seal.

Charly Butler left the meeting.

GB15 019 **COLLEGE CODE OF CONDUCT**

The Clerk spoke to the previously circulated report and College Code of Conduct. Members noted that the Code is intended as a guide, to indicate the standards of conduct and accountability which are expected of Cleveland College of Art and Design, to enable them to understand their legal and ethical duties and to assist them both in carrying out those duties and in their relationship with the Cleveland College of Art and Design and Principal as the Chief Executive.

This Code therefore is aimed at promoting effective, well informed and accountable college governance, and is not intended to be a definitive or authoritative statement of the law or good practice.

Sarah noted some inconsistencies within the report which the Clerk will amend.

The Corporation Board APPROVED the College Code of Conduct

Clerk

GB15 020 REVIEW OF MEETING CONDUCT AND IDENTIFICATION OF ITEMS FOR INCLUSION IN THE RISK REGISTER

Members felt that it had been a good meeting but noted that some members had left early which had an impact on items for decision within the agenda and whether this had been reported to the Clerk and Chairman. The Chairman confirmed that of the three members that had left, two had reported they needed to leave early. It was agreed to include the end time of the meeting on future correspondence with members and remind them of the process for attendance.

There were no items for inclusion on the risk register.

GB15 021 CONFIDENTIAL ITEMS

It was agreed that elements relating to the LGF and Area Review were to be maintained as confidential items.

Clerk

GB15 022 DATE AND TIME OF NEXT MEETING

The next meeting of the Corporation Board will be held on Friday 18 December 2015.

All

Signed:

Name:

Date: