

**CONFIRMED MINUTES OF THE MEETING OF THE CORPORATION BOARD
HELD ON FRIDAY 17 MARCH 2017
HELD IN ROOM 51, TV & FILM SEMINAR ROOM, HARTLEPOOL CAMPUS**

Present

Graham Robson	Chairman
Jane Rapley	Independent Member
Ian Swain	Independent Member
Charly Butler	Staff member
Phil Trotter	Co-Opted Independent Member
Robin Simmons	Independent Member
Sarah Fawcett	Independent Member
Kieron Goldsborough	Independent Member
David Hughes	Independent Member
Tim Bailey	Independent Member
Martin Raby	Principal
Marius Hanzak	Student member
Ian Butchart	Independent Member

Also in attendance

Stuart Slorach	Vice Principal Resources
Jackie White	Clerk to the Corporation
Patrick Chapman	Head of Employability and External Relations
John Waddington	Head of FE
Mike Wheaton	Head of HE Curriculum
Paul Braine	Academic Registrar for agenda item 5.2

16.089 WELCOME AND INTRODUCTIONS

The Chairman welcomed members to the meeting.

16.090 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Denise Ogden, Patrick Smith Independent Members and Andrea Goodwill, Staff Member.

16.091 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.

16.092 DECLARATIONS OF INTEREST

Declarations of interest were made by the Principal, Clerk, Charly Butler, Stuart Slorach, Patrick Chapman, John Waddington and Mike Wheaton for agenda item 5.3.

16.093 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 10 February 2017 were agreed as an accurate record with the following amendments:

Page 5, 16.027 LGF Update Phase 1, 9th para, 2nd line, insert "iron" before guarantee.

Page 6, 16.073, LGF Update Phase 2, 3rd para, insert," of £275k plus VAT. Latest estimates are that this would be nearer £378k plus VAT

Page 6, 16.073, LGF Update Phase 2, 10th para, the Vice Principal Confirmed that the budget did include the overspend.

Page 7, 16.075, Curriculum Developments FE, 1st para, 3rd line, applications to be changed to qualifications.

Page 8, 16.075, Curriculum Developments FE 5th para, Jane Rapley clarified that he had said Norwich University of Arts delivered this qualification not Newcastle College.

Page 8, 16.076, Curriculum Developments HE, 3rd para, 7th line, "staff" to be replaced with "student".

Page 8, 16.076, Curriculum Developments HE, 7th para, insert "said" after Pat.

Clerk

16.094 **MATTERS ARISING**

The following matters were raised:

16.017 - HE TEACHING AND LEARNING OVERVIEW OF APPROACH – To be scheduled into a future meeting - Mike Wheaton / Clerk

16.030 - MEMBERS ISSUES FROM SEARCH COMMITTEE – the Clerk advised that the HE staff governor interviews were scheduled for the 31 March 2017

16.070 -MEMBERS ISSUES - the Clerk circulate the article on MH.

16.070 - MEMBERS ISSUES - a list of acronyms was still outstanding

16.073- LGF PHASE 2 - the Vice Principal Resources increased the contingency by 10%.

16.082 - RISK MANAGEMENT POLICY – the Vice Principal Resources confirmed the risk rating with regard to the LGF Project is Amber.

16.083 - EQUALITY & DIVERSITY REPORT – The Clerk has confirmed that Board statistics be included in in future E&D

David Hughes asked that the following action within the minutes be added to the matters arising:

16.072 - LGF UPDATE PHASE 1- David Hughes asked if it is worth doing a formal internal review on what we need to learn

to move into phase 2 and other projects and the Chairman said this was very useful. Members noted that this was outstanding.

16.095 MEMBER'S ISSUES

The Chairman offered members the opportunity to update the Board on issues not covered under the agenda.

The Chairman discussed that he had met with his buddies and had a tour of the costume archive and looked at 1950 wedding photos and bridal gowns. The Chairman mentioned that his staff buddy, Jane had commented on the new building and the location of meetings which might need managing appropriately.

Kieron Goldsborough commented that he had met his buddies today for his first visit, in which he had had a good chat and listened to their concerns. Kieron advised that he was impressed with HE and FE graphics and that they were working together and HE illustration was linking in. Morale good and staff were excited about numbers but raised issues regarding pay. Overall good.

Ian Swain met with his buddy Jane Hemmings who had returned from maternity leave and discussed the new building and that textiles are moving down there and were excited. He discussed how they are refreshing the curriculum. Ian also met with Ruth and talked about Maths and English and whilst attendance is not as good as it could be he advised that it is good to see how we compare with our peers. Ian advised members that he was also pleased that they are well informed on issues within the College.

Robin Simmons advised members that he had met with his buddy Sue and talked about access to HE and Foundation provision. They also discussed recruitment, achievement, progression into HE and the indicators are looking healthy. Discussion on teaching and learning and the various groups of students she is involved with.

Sarah Fawcett discussed that she had attended the E&D and Safeguarding Committees and that Teresa has had good news on catalyst funding to do some creative work on safeguarding and hate crimes.

Jane Rapley discussed that she had met her Fashion buddy and things are moving along slowly. There are some concerns regarding the ability for changed thinking with some of the inherited staff. Very positive and good reaction with request for equipment. Not so happy about not moving into the new building.

David Hughes advised members that he had had a good meeting with photography buddies. They were enthusiastic with proposed changes with HE photography recognising that the commercial element might attract more local students but

fine art photography might attract out of the area students. Discussed transition and the difficulty of moving internally.

Ian Butchart met his Film and TV buddy, members noted that there are concerns regarding applications which are not particularly healthy at the moment. The buddies were optimistic around the proposed acting programme. Ian was pleased that his buddies will link in with him separately and invite him to student events. Ian advised that he was pleased to hear that FE students were on site today doing some work. Discussed sound stage and disappointment around the possible client.

Tim Bailey discussed that he had met his buddies today and had a general introductory talk about how long they had worked for the College and the positive work and discussed some common interests.

The Chairman thanked members for their updates.

16.096 PRINCIPAL'S REPORT

The Principal referred members to his report and drew member's attention that the FE and HE applications position remains positive, there are positive amendments to the HE Bill, which is progressing through the House of Lords, and that there had been an extended Principalship team away day which members thought was good. John Waddington commented that people came out feeling like a positive team and understood their contribution to the College.

The Principal advised members that Barbara Hackwood funeral was very well attended by staff from times present and past which was comforting to see. A reception was held back at College and the catering supplier of the College provided the cakes for free.

The Principal discussed with members that there is a good positive feel in College at the moment, seeing the new building and increase in numbers and he is keen to keep this going.

The Principal drew member's attention to his report and the section on the National Living Wage and Real Living Wage. Members noted that previously the College has committed to paying what has become the "real" Living Wage to members of staff other than cleaners and student ambassadors. The Government's National Living Wage was introduced on 1 April 2016 for all working people aged 25 and over, and is currently set at £7.20 per hour. In April 2017 it will go up to:

- £7.50 per hour – 25yrs old and over
- £7.05 per hour – 21-14yrs old
- £5.60 per hour – 18-10yrs old

Therefore, the Cleaners and some Student Ambassadors will be below the threshold.

The “real” Living Wage for 2017 has also been announced. The rate for UK workers has increased to £8.45 per hour instead of £8.25 per hour. This rate is not compulsory and is up to the College whether to introduce the new rate. Presently, Scale 2 staff (mainly caretakers and catering staff) have been paid the “real” Living Wage.

The issue was discussed at Principalship. The management preference is to increase rates of pay to reflect the increase in the “real” Living Wage, in addition to the necessary increase in the National Living Wage.

Tim Bailey commented that he would support approval of the national living wage and all other members agreed.

The Corporation Board APPROVED the pay scale changes set out on pages 15 and 16 to give effect to changes in the National Living Wage and “Real” Living Wage.

Clerk /
Principal

The Principal asked Pat Chapman to give an update on the name change and Pat advised that they had worked hard providing additional information, requesting support from stakeholders who were making explicit statements of support, however the news from officials was that the submission was not ready to go forward to Ministers yet. Pat advised he was alerted to a GFE request for a broad area name change which had just been turned down by the Minister so the civil servants wished to reframe the application focussing on the specialist aspect of the College. Pat advised members that we will hear back next week. They also suggested we now canvas MP support and this has been requested. The civil servant is keen to support this and on balance feels it is in the College’s favour.

Pat also advised that the College is once again leading the Festival of Illustration, this time with a larger series of events across the Tees Valley. In addition he also told the meeting that, working collaboratively with the 5 District Councils, Combined Authority, mima and smaller cultural organisations and the Tees Valley has been successful in attracting £1.3m in capacity building in the arts sector – the Greater Places scheme, one of only 16 successful bids across England. Pat advised members that this will be used for our outreach community work and will enhance the reputation and status of the College.

David Hughes commented that there was good progress made on the work around H&S and was comforted by the assurances given at Audit Committee. He also noted that the website again has made some good progress but that social media has had a few chatty social media posts. Pat Chapman advised that the chatty stuff is differentiated to the market place and the use of social media.

Sarah Fawcett commented that she noted the update on insolvency and confirmed with the Principal that he will pick this up when he has further information.

Ian Butchart asked if there was any impact on FE with regard to the cuts in schools. The Principal advised that it was too early to say. The Principal also discussed that the jury is still out on Technology Levels, and John Waddington advised that they are trying to revamp the whole of education and talk of students having an academic or technical qualification. There is an opportunity to explore this further. Robin Simmons commented that he suspects this will not be as radical as people think.

The Corporation Board NOTED the Principal's Report.

16.097 LGF UPDATE PHASE 1

The Principal spoke to his previously circulated report and members noted that the whilst the worst case position is now around £148k overspend, the range is around £70-148k, with the likely figure being around £103k additional cost. Turner & Townsend are working on the list with Esh. The position is that we haven't paid Turner & Townsend their last two invoices and they won't be raising their last invoice until around May, recognising the position with the project. Turner & Townsend are working hard with the two design teams to push back and get them to recognise the position and to come up with the solution on volunteering some costs back. It is early days in terms of this process but it is moving forward.

The Principal advised he had a positive meeting on Thursday with Turner & Townsend and they are working together to resolve this. Members noted that the Principal had asked the question how much the £103k was down to the College and whilst in reality 80% is down to the design team coordination issues, there is a provable programme delay with regard to providing information on IT and power, therefore there is a chunk of responsibility down to the College and around £40-50k of the 103k was down to the College due to this delay.

In reality the issues were around the design team rather than the College and we would probably be arguing around £50k which is also what we owe Turner & Townsend.

The Principal informed the board that there will be a lot of discussion over the next few weeks but we don't think there is any threat to the completion date. Issues are still emerging but they are at the lower end of cost impact. Turner & Townsend have knocked chunks out of the cost issues. It is a good quality building which we should be pleased with and the Principal is keen that the issues which have come up to don't cloud this position.

The Chairman discussed with members his conversation with David Gardner; whilst he has retained funds from HLP and

Cundalls he hasn't retained as much as he would have liked and the Chairman was anxious that he wanted a commitment that the amount of money attributed to be our problem was still under negotiation and as the headline figure came down so should ours. He confirmed he would do this.

The Vice Principal Resources commented that he had told David Gardner that change requests amounted to around £40k of the £180k increase in cost due to design changes despite the savings in costs where we have made compromises.

Tim Bailey commented that the tough stance on the money is correct and the pragmatic approach to getting finished is right. Tim advised that if Esh are being a bit more difficult it is worrying because they could build the design mistakes in, and these will be more difficult to put right after the event. This needs a careful eye on so there aren't additional issues to remedy later. These circumstances are not rare.

Tim said he thought that it is a great building, the shop front was really good, but he had one concern relating to the doors, the doors look like they will pick up bumps, marks etc and they are all the same throughout the building.

Phil Trotter asked if we have got a figure of the stuff that Esh is continuing with that is incorrect and will need putting right, the Vice Principal Resources advised we didn't.

David Hughes commented that he assumed that a good recommendation is worth a lot and therefore is the biggest commercial lever we have over the overspend.

The Corporation Board NOTED the LGF Update Phase 1.

16.098 **LGF UPDATE PHASE 2**

The Vice Principal Resources gave a verbal update on Phase 2, and members noted that we are starting to go through the costing elements such as quotes for library shelving etc. and developing a high level plan. The planning application has been undertaken by HLP at no charge and Turner & Townsend have recommended Nivens going forward. They have worked with the College previously. The Vice Principal Resources advised members that we are discussing fees with Turner & Townsend for their continued engagement and will press forward with this. IT and Estates teams are pulling plans together and the demolition tender should be going out today. Phase 2 is now picking up the pace now in order to get contractors in place.

The Corporation Board NOTED the LGT Update Phase 2.

16.099 **KPIs**

Charly Butler spoke to the previously circulated report and drew member's attention to the supporting narrative.

Members noted that FE is moving along well and targets should be hit or improved. HE on target but level 4 and level 5 in year retention rates are below those at the same point last year. This requires a little bit of investigation into this with Student Services, Registry etc. Mike Wheaton advised that this is a small core set of students which are driving this target down. Charly commented that there is also a stricter use of register marks which is being used. Mike also commented that they are in touch with all students who do not attend.

Tim Bailey commented that most of the targets are being met or exceeded but the HE attendance percentage is better than last year but not at target, and asked if this target is set deliberately high. Charly advised that the College did make it deliberately high this year.

The Chairman advised members that this was Charly's last meeting as she was off to a new job and wished Charly good luck. The Principal also thanked Charly as did Ian Butchart as past Chair of Audit Committee.

Referring members back to his report, the Principal commented that the College will need to update the College's offer agreement, and advised that we are not looking at any radical change so would ask for approval delegated to the Chair and Principal to agree this.

The Corporation Board RECEIVED the KPIs and AGREED to delegate approval to the Chair and Principal to agree the College Offer Agreement.

Clerk /
Principal /
Chairman

16.100 MATHS AND ENGLISH UPDATE

John Waddington spoke to his previously circulated paper and members noted that the College is required as a condition of funding to deliver Maths and English qualifications to all students on 16-19 programmes of study who have not previously achieved a grade C at GCSE. The report provides an early snapshot of GCSE Maths and English and Functional Skills examination results from the summer of 2016 and compares the College with the national MIDES benchmark. (Market Intelligence Data Exchange Service).

The MIDES report shows mean progress of +0.4 grades for CCAD students in both GCSE Maths and English, compared with negative mean progress for comparative groups.

John advised members that they are doing a lot of analysis around the students who are not passing functional skills and these appear to be high need learners. He is meeting with the Maths teacher and SEND Coordinator and actions are in place post Easter with interventions to support students.

Sarah Fawcett commented on figure 8 on page 5, deprivation tables, Charly and the Principal advised that the College do not

have enough enrolments to be able to identify students in this section as there will be less than 15.

Ian Butchart commented that we are making progress in this but asked how we compare with schools, John advised that about 50% of students are leaving schools without A-C. Ian went on to ask that Ofsted would expect in terms of achievement and John advised that they are disappointed with results.

Robin Simmons commented on Ian Butchart's comment and advised that it is difficult to compare schools and Colleges, but what research in Maths shows is that it is hard to get a resit student to go up more than one grade. All things taken into account the report is really good.

The Chairman commented that the position looks good and that the College is obviously doing something significantly different to others and asked John if he knew what it is. John stated that it is the ethos and principles of the College and they work hard promoting Maths and English to young people. We positively promote critical thinking, problem solving and this is critical to Maths and English. The challenge is about how we make this just happen without lots of hard work.

The Corporation Board NOTED the report on Maths and English

16.101 REFERRAL RATES ACROSS HE

Mike Wheaton discussed his report with members who noted that the report is to provide information in relation to HE referral rates. Members noted that the College is seeking to improve its HE student retention. As part of this drive, it has amended its approach to assessment, in an attempt to reduce referral rates and therefore, ultimately, student withdrawals.

In reviewing its approach, the College has:

- i. encouraged academic staff to provide more formative feedback to students as part of a more structured approach to tutorials; and
- ii. encouraged academic staff to that tutorials are more closely aligned to learning outcomes.

The College has also changed its approach at pre-Assessment Award Board meetings. Here, a full range of student data is reviewed. Problems such as:

- i. low student attendance; and/or
- ii. an initial student referral trigger an intervention by the Progression Tutor, Su Em Sans, who is well-regarded by students. Assistance from Su had helped to reduce referral rates.

Overall there has been a reduction in the referral rate (at this point in the year) from 6.9% to 4.6%.

Robin Simmons commented that these things tend to be based on local issues and different sets of students and this needs exploring with individual staff and groups but that the Strategy made sense.

Phil Trotter commented that we need to have consistency in standards across the programmes. If it wasn't the case that could also affect the grades.

Mike advised that if the students are engaged they do the work and when it comes to assessment the work is already done.

The Corporation Board NOTED the report on Referral Rates

16.102 DLHE SURVEY INTERIM REPORT

Pat Chapman spoke to his previously circulated report and members noted that each year the College, along with every other HE provider, is required to carry out the standardised Destinations of Leavers of Higher Education survey (DLHE). DLHE looks at the situation of each graduate (from the previous summer) on 12 January.

The report sets out the interim findings of the survey [note: data is still subject to verification and cleansing so figures cited are by nature subject to change].

The results show a likely marginal absolute fall in the headline rate to 94.4%. However all other measures have improved, some very significantly.

Robin Simmons asked if there are any trends in occupations, and Pat advised that self-employment status gets recorded as professional and the increase in self-employment is a driver for this. Pat advised that we have seen an increase in the number of managerial appointments in companies and whilst our overall headline DHLE has gone down slightly the number employed in creative jobs in creative organisations has gone up slight.

The Corporation Board NOTED the DLHE Survey Interim Report.

16.103 MANAGEMENT ACCOUNTS

Members received the management accounts as a silent paper. Members noted that year to date results to January for the 2016/17 financial year are showing an operating surplus of £149k which is better than the budgeted loss by £242k. Cash balances are £1.4m which is lower than planned as the College has delaying the drawing down of the £1.5m loan from Hartlepool Borough Council till as late as possible to defer interest costs until absolutely necessary. These funds were drawn down on 6th March 2017.

At this point in the year the majority of the varients remain due to timing differences between the budget and the actual transactions coming through the accounts.

The forecast position for the rest of the year was approved in February after the production of the January management accounts. The February management accounts will include the approved forecasted outturn.

16.104 **WHISTLEBLOWING POLICY**

The Clerk spoke to her previously circulated report which set out the Policy on Whistleblowing within the College. Members noted that the College wishes to promote high standards of honesty and integrity and a culture of openness in which all staff members act responsibly in order to uphold the reputation of the College and to maintain public confidence and feel able to raise issues of concern in a responsible way.

The College is committed to operating in accordance with its values. The aim of this policy and procedure is to provide staff members and governing body members with a means for raising genuine concerns of suspected bribery, breaches of the law and other serious wrongdoings.

Members noted that a video was available for staff and governors on implementing the policy.

The Chairman asked what public interest is and suggested that this needs to be a broad conception. Robin Simmons referred the Chairman to Section 7 – charity commission example and perhaps it needs to include a statement that the list is not exhaustive.

The Chairman suggested that there needs to be a section on roles and responsibility, timescales and appeals process. It was agreed that the Clerk would ensure this was included.

Clerk

The Corporation Board APPROVED the Whilst blowing Policy with the changes identified above.

16.105 **DRAFT COLLEGE CALENDAR AND DATES FOR THE MEETING AHEAD**

Paul Braine, Academic Registrar attended and presented the draft College calendar and dates for future meetings to members. Members noted that the HE/FE Academic Year Planner 2017/18 has been prepared with reference to external bodies, and in consultation with key members of College staff and the Clerk and Governance Advisor to the Board.

The HE/FE Academic Year Planner 2017/18 was reviewed by the Principalship and Extended Principalship Team.

Members noted that there was one change relevant to the Corporation Board members and that was that the Corporation

Board meeting in November would change from 10 November date to 17 November 2017.

The Corporation Board APPROVED the College Calendar

Jane Rapley left the meeting.

16.106 FEEDBACK FROM THE REMUNERATION COMMITTEE

Staff members declared an interest in this item and left the room.

Robin Simmons on behalf of Patrick Smith gave a verbal update on the issues which had been agreed by the Remuneration Committee at its meeting held early in the day.

CONTRIBUTION BASED PAY

Robin, with support from the Principal, advised members that the College has developed a proposal for Contribution Based Pay. This would allow it to recognise the contribution to the College's objectives of staff on more successful programmes, and to narrow the gap in remuneration between staff at the College and those at HEIs. The scheme has been developed with AoC advice and would require Corporation Board approval as well as negotiation with the union, UCU.

The Remuneration Committee APPROVED the Contribution Based Pay and recommend to the Corporation Board that the College adopt the proposals, subject to negotiation with UCU.

Kieron Goldsborough asked how it will be perceived by staff, and whether they will see this as a barrier or a positive contribution. The Principal commented that if we introduced this we would introduce for 2017/18 and impact would be in 2018. Members noted that the Principal would like to agree the proposal before the summer break. He discussed that there would be a careful communications plan in place to introduce this. Members noted that the College are trying to recognise the efforts of staff and pay them more. It may see staff remuneration go down but not below their starting point so no one will be disadvantaged.

Ian Butchart commended that he is struggling to understand if it is an individual or team based reward, and the second thing is the state of the market and whether as a principle we will give staff a bit more because we value them. The Principal advised that the Corporation Board are being asked to support the proposal in principle, subject to negotiation with the unions.

Phil Trotter commend that those on the Remuneration committee have seen some detail but it is not finalised. There was a debate about what the right batting order is and he suggested that we float the idea in principle ahead of discussion with the unions and ahead of agreement at the Board. Phil also advised members that because of where he had worked in the past I am comfortable with this approach.

Robin Simmons discussed that these kinds of arrangements are not usual, however given the way the organisation is positioning itself it needs to make itself able to make the transition and this is a way of doing that.

Ian Butchart commented that he fully accepts that we want to retain staff and reward effort, but the other aspect is the collegiate one, that we are all in this as a team.

David Hughes advised that he is in support of this approach and it works well. He discussed that we already have a management appraisal system and once money is put on this it becomes more important and therefore it is important that this system can support this process and that a communication plan is in place to manage this.

Ian Swain commented that performance related pay runs right throughout business and he can't see any reason why it doesn't apply to an education organisation and we are in a situation where we need our people to up the game and improve performance and in this situation it is an ideal way of achieving this.

The Corporation Board APPROVED the Contribution Based Pay proposal in principle, subject to negotiation with UCU and further detailed development.

Clerk /
Principal

PAY SCALES

Robin with support from the Principal advised members that the College is only able to pay staff on the basis of pay scales agreed by the Corporation Board. Consequently, given current College pay scales the remuneration of the Vice Principal Resources is effectively capped at present. Members noted that nationally there are additional agreed pay points in operation, and were asked to make a recommendation to the Corporation Board for their adoption within the College.

The Remuneration Committee APPROVED the use of points 32-37 and recommend to the Corporation Board that it be adopted

The Corporation Board APPROVED the use of the points 32-37.

Clerk /
Principal

SENIOR STAFF RETENTION

Robin with support from the Principal advised members that the achievement of the College's key medium-term objectives is challenging and will require very significant commitment and effort from Principalship members, who are presently operating very effectively as a team. Loss of a member of the team would have a significant impact on the College's ability to achieve its objectives in a timely manner. It is suggested that a bonus scheme linked to achieving transfer to the HE sector and TDAP would be beneficial in motivating and retaining senior staff.

The Principal confirmed that this specifically referred to Patrick Chapman, Stuart Slorach, Mike Wheaton and John Waddington.

The Remuneration Committee APPROVED the proposal and Recommended its adoption to the Corporation Board.

The Corporation Board APPROVED the Senior Staff retention proposal.

The Principal and Clerk declared an interest in the next two items and left the meeting. The minutes reflect feedback from Phil Trotter, member of the Remuneration Committee.

REMUNERATION OF PRINCIPAL

Robin advised members that no incremental or inflationary pay award had been made last year to the Principal and that the Principal was not requesting a pay increase this year. The Remuneration Committee APPROVED that the Principal should receive the inflationary rise awarded to staff last year and recommended approval by the Corporation Board.

REMUNERATION OF CLERK

Robin advised members that no incremental or inflationary pay award had been made last year to the Clerk and that she was not requesting a pay increase this year. The Remuneration Committee APPROVED that the Clerk should receive the inflationary rise awarded to staff last year and recommended approval by the Corporation Board.

The Corporation Board APPROVED that the Principal and the Clerk should be awarded inflationary rise awarded to staff last year and this should be backed dated as appropriate.

Robin Simmons left the meeting.

16.109 REVIEW OF MEETING CONDUCT AND ITEMS FOR INCLUSION IN THE RISK REGISTER

Members felt the meeting had gone well.

It was agreed that the DLHE process to be added to risk register.

16.110 CONFIDENTIAL ITEMS

It was agreed that the Remuneration update was confidential.

16.111 MINUTES OF THE SUB COMMITTEES

The Corporation Board received the minutes of the LGF Project Board, Audit Committee and Academic Board for information.

16.112 ANY OTHER BUSINESS

There were no further items of business.

Clerk /
Principal

Clerk /
Chairman

Clerk / VP
Resources

Clerk

16.113

DATE AND TIME OF NEXT MEETING

The next meeting of the Corporation Board will be held on Friday 28 April 2017, Hartlepool Campus

All

Signed:

Name:

Date: