

**CONFIRMED MINUTES OF THE MEETING OF THE CORPORATION BOARD
HELD ON FRIDAY 21 MARCH 2014
IN THE COMMITTEE ROOM, MIDDLESBROUGH**

Present

Graham Robson	Chair, Independent Member
Phil Trotter	Independent Member
Ian Butchart	Independent Member
Ian Swain	Independent Member
Sarah Fawcett	Independent Member
Mark Stokeld	Independent Member
Charly Butler	Staff member
Andrea Goodwill	Staff member
Jamie Macdonald	Staff member
Lucy Bannister	HE student representative
Carolanne Bernard	FE student representative
Martin Raby	Principal

Also in attendance

Jill Fernie-Clarke	Vice Principal Academic
Stuart Sloach	Vice Principal Resources
Jackie White	Clerk to the Corporation
Jo Matthews	Soil and Soul UK Ltd

WELCOME AND INTRODUCTIONS

The Chairman welcomed members to the meeting and introduced Jo Matthews, Facilitator from Soil and Soul UK who was supporting the Governance and Search Committee on the Board evaluation.

GB13 1609 **DECLARATIONS OF INTEREST**

Declarations of interest were made by Martin Raby, Jackie White, Charly Butler, Jamie Macdonald, Andrea Goodwill, Lucy Bannister and Carolanne Bernard for item 2.4 of the agenda. Sarah Fawcett declared interests in respect of the student accommodation item within agenda item 1.6.

No other declarations were noted.

GB13 1610 **APOLOGIES FOR ABSENCE**

The following apologies for absence had been received:

Patrick Smith, Independent Member
Patricia Oswald, Independent Member
Bob Kerr, Independent Member

GB13 1611 **MINUTES OF THE PREVIOUS MEETING.**

Action

The minutes of the previous meeting held on 13 December 2013 were recorded as a true and accurate record.

GB13 1612 MATTERS ARISING

Min Ref GB13 1572 - The Vice Principal Resources confirmed that a paper will be brought to the next Board meeting setting out how risk is escalated and to which committee including the Board.

Vice
Principal
Resources

Min Ref GB13 1578 – The Principal confirmed the College was still waiting for the NUS Governance Team to attend the college to discuss the SU Constitution. This was being followed by the Student Services Manager.

Principal

Min Ref GB13 1587 – The Principal confirmed an appointment to the Quality Manager post had been made in January and Margot Skelton was working hard on the SAR.

Min Ref GB13 1588 – the Clerk confirmed that the scheme of delegation and reservation was still outstanding. It was agreed to bring the scheme to the next meeting of the Board for approval.

Clerk

Min Ref GB13 1589 – the Principal confirmed that the Academic Registrar will be providing a report on how policy escalation would occur to the next Governance and Search Committee who would update the Board at the next meeting.

Vice
Principal
Academic

Min Ref GB13 1575 – The Vice Principal Academic confirmed that the item had been discussed at the Finance and Resources Committee and a report on the investigation into the issues was shared with members. The issue has now been resolved.

GB13 1613 PRINCIPAL'S REPORT

The Principal referred members to his previously circulated report drawing members' attention to the following:

Retention rates for FE and HE. Members noted that student success rates are a key performance indicator. The Principal confirmed that the College delivers success rates at or above national benchmarks for Level 1, Level 2, AS/A2 level and Foundation Diploma qualifications but slightly below benchmarks in respect of the Level 3 Extended Diploma (ED). In terms of academic results the College's average point score per full time equivalent (FTE) student is 957.9 points. This is on the 92nd percentile nationally. Members discussed that there is an issue with FE retention rates and shifts in provision due to the funding changes. The Principal advised members that he is working with course leaders on programmes and this will be monitored through the Quality and Academic Standards Committee.

Ian Butchart questioned whether the College had managed to secure access to Yarm School which had always been difficult to gain access to. The Principal confirmed that access is tricky and the College hadn't particularly been successful.

Sarah Fawcett asked for clarity regarding the difference between applications and applicants. The Principal confirmed that applicants could apply for more than one course. Sarah thanked the Principal for the clarification.

Applications - FE Applications are down, offers and acceptances are holding up well, taking into account the drop in Year 11 pupil numbers. In terms of HE applications these are up for 2014 by 7.69%. This compares with an increase of 3.81% nationally. The College has received (as at 10 March) 84 firm acceptances. This compares with 54 firm acceptances at the same week in the cycle last year. It was noted that the College is offering a BA Fine Art programme for 2014 entry for the first time, and so far this has attracted 50 applications.

Phil Trotter discussed that it is disappointing that the number of textiles applications were low. The Principal advised that he would look into this area in further detail.

Student Accommodation - Members noted that construction work on the new student accommodation is slightly behind schedule due to the particularly poor weather in the last month, however this is not a risk at present and work is back on track. All flats are full and deposits are being collected in respect of the allocated. In addition members were advised that the College has submit 2 bids for funding from Tees Valley Unlimited (the local LEP). These 2 bids cover the following:

- Rebuild of Church Square main building at a cost of £9.3m
- Refurbishment of Green Lane site at a cost of £3.2m

These projects are for inclusion in the Tees Valley Strategic Plan which is due to be submitted to Government on 31 March. The College will receive feedback from TVU in April. If successful this funding will be release in April 2015.

Sarah Fawcett questions whether the College had a financial plan in place if we were successful to demonstrate that the College can afford the associated costs. The Principal confirmed that the costs associated with the bids would be a factor in 2014/15 budgets.

HE Development - The Principal advised members that Jill Fernie-Clarke, Vice Principal (Academic), has been assessing the current state of the College's HE Academic Infrastructure. She has identified several issues as impacting upon the HE academic staff and looked into possible solutions to address these which are being costed up with Finance at present.

The Chairman commented that he understands the difficulty of heading towards TDAP and the rewards and benefits of this.

Phil Trotter commented that following the presentation on TDAP he understood the issues more clearly and recognised the significant work that was required to take the project forward.

Jamie Macdonald discussed with members that the HE development is a welcomed approach to subject areas and progression of the HE agenda.

Hartlepool Borough Council - The Principal discussed that he had met with Hartlepool BC who were keen to work with the College on developing a cultural and creative networks around Hartlepool in line with the Strategic Plan for the College and the vision for Hartlepool. The Vice Principal Resources advised members that he was keen to work with Hartlepool Borough Council on a shared library, giving greater use of Church Street space. He confirmed that a range of options were being discussed.

Ian Butchart advised the Vice Principal Resources to move forward with caution as he had experienced both good and not so good examples of shared Libraries. The Principal confirmed that this information was useful and agreed that the Vice Principal Resources would liaise with Ian Butchart on the options as they progress.

The Principal confirmed that as part of the development of new communication channels he was due to meet a team of staff next week.

Phil Trotter discussed that he felt the Hartlepool Partnership work was good but also that there was a need for greater governor involvement in the community and what potential was there for Corporation Board members to be involved in the discussion. The Principal confirmed that at the moment it was a management to management discussion, however it would be appropriate for members to meet with Councillors from the Council and this could be possible at the Graduation Ceremony.

Public Value Statement - The Principal advised members that the Governance & Search Committee has discussed the creation of a Public Value Statement for the College. Work continued via a small sub-group and members were asked to consider and approve the Statement which was appended to the Principals report. The Principal confirmed that Governance and Search Committee had asked the Principal to provide information on what activities the College undertook which could demonstrate public value and an example of these activities were appended to the statement.

Phil Trotter advised members that it would be useful to receive a regular update on these activities at the Board and the Principal and Chairman confirmed that this would be possible.

The Principal discussed the financial and risk implications

highlighted in this report, advising members that the level of HE student applications will have a direct bearing on the College finances.

In addition to the above items the Principal advised members that the Graduation Ceremony would take place on 1 July 2014 about 11.00 am. All Governors were welcome to attend.

The Principal also advised members that a position as a Board member had become available on Thirteen, the group previously known as Hartlepool Housing. The Principal discussed with members his interest in applying for the position and following discussion the Corporation Board supported the Principals application.

The Chair thanked the Principal for his report which was formally noted and received by members.

GB13 1614 MANAGEMENT ACCOUNTS FOR PERIOD ENDING JANUARY 2014

The Vice Principal Resources presented the Management Accounts for the period ending January 2014 which had been circulated previously, drawing the Boards attention to the following:

- Operating Surplus for month of Jan-14 was £105k which was £58k behind budget
 - Income £29k behind – mainly relates to Tuition Fees
 - Payroll related expenses £36k less than budget
 - Non-Pay expenses £65k more than budget
- Year to date operating surplus of £47k which is £95k ahead of budget
 - Income £195k behind – mainly due to Tuition Fees (£92k) and Additional Support income (£72k)
 - Pay expenditure is £186k less than budgeted and is mainly in the Teaching and Teaching Support areas
 - Non-Pay expenses are £104k less than budget and covers a number of areas across the College
- Full Year forecasted outturn of break-even is still considered the most likely outcome

The Board APPROVED the Management accounts for period ending January 2014.

GB13 1615 MANAGEMENT ACCOUNTS FOR PERIOD ENDING February 2014

The Vice Principal Resources provided a verbal update for members identifying that the operating surplus for the month was £239k and £292k year to date. This is better than budget by £84k in the month and £185k year to date. He confirmed that there is no new issues identified month on month and HE student numbers continues to be why we are behind on income

and better on staffing and we did not recruit as a result. Finally the Vice Principal Resources advised that at this stage the College is still envisaging that the end of year outturn will be breakeven or better.

The Corporation Board **APPROVED** the Management Accounts for the period ending February 2014.

GB13 1616 FEE WAIVERS, BURSARIES AND ACCESS AGREEMENTS FOR 2015/16

The Vice Principal Resources spoke to the previously circulated report and highlighted that the fees for the 2014/2015 Academic Year have been set at £8,750. Currently there are no indications that the £9,000 ceiling will change and this matter has been discussed at Principalship and there is a recommendation that the fees for 2015/2016 remain at the £8,750 level.

In terms of Fee Waivers, Bursaries and Access Agreement for 2015/2016 the following was highlighted:

- Access Agreements for 2015/16 need to be submitted to the Office for Fair Access (OFFA) by 1 May 2014.
- It is proposed that the current Access Agreement is reviewed and amended – an approach which has been confirmed as acceptable by OFFA.

Key elements to the Access Agreement for 2014/15:

- National Scholarship Programme – this is no longer available going forwards and will only apply to 2014/15 entrants
- Student Bursaries:
 - High grades - £500 p.a.
 - Full maintenance grant - £500 p.a.
 - Progression from CCAD FE to HE - £500 p.a.
 - CCAD - Residential Accommodation - £500 one off payment
- Currently Bursaries are being reviewed more closely in terms of affordability and relevance. Investigations are also ongoing into what bursary provision is provided by other institutions such as Sunderland University which may provide some fresh ideas.

The Vice Principal requested the Board delegate authority to the Chairman and Principal to approve an acceptable Access Agreement for 2015/16 as a rapid response to changing circumstances which may be required before the OFFA deadline of 1 May.

The Corporation Board **APPROVED** the Fee Waivers, Bursaries and Access Agreement update and **APPROVED** delegated authority for the Chairman and Principal to approve the Access Agreement.

GB13 1617 ANNUAL EQUALITY AND DIVERSITY REPORT

The Vice Principal Academic spoke to the previously circulated Equality and Diversity report. Members noted that the report has been reviewed and recommended by the Finance and Resources Committee and aims to show how the college performs against its legislative duties and the equality and diversity policy.

Sarah Fawcett advised members that she had provided some written comments on the report for the Vice Principal Academic and Student Services Manager to consider for future version of the report, the comments were particularly relevant to the format and content. The Chairman confirmed that as the comments related to how we can proceed and improve for next year, members should consider that the report is received for approval by the Corporation Board.

Following discussion the Corporation Board **APPROVED** the Equality and Diversity Report for 2013/14.

GB13 1618 SENIOR POST HOLDERS REMUNERATION

In line with the register of interests the following staff withdrew from the discussion – Martin Raby, Jackie White, Charly Butler, Jamie Macdonald, Andrea Goodwill, Lucy Bannister and Carolanne Bernard.

Upon return the Clerk noted that the Corporation Board had **APPROVED** the recommendations made by the Remuneration Committee.

GB13 1619 UPDATE FROM COMMITTEES

The Chairman introduced the update from Committees paper which had been produced by the Chairs of the Committee's and Clerk identifying key issues for the Boards attention.

The Chairman questioned members on their views of the report and members felt that it was a useful document, noting that there was some duplication with section 5 of the agenda – minutes from Committee meetings.

The Corporation Board **DISCUSSED** and **NOTED** the update from Committees.

GB13 1620 FEEDBACK FROM THE BOARD EVALUTAION AND AGREE NEXT STEPS

The Chairman introduced Jo Matthews who had been engaged by the Governance and Search Committee to undertake a Board evaluation. Jo spoke to a presentation to members which provided feedback from the questionnaire completed by members and some initial feedback on the conduct of the meeting so far.

The Principal questioned how typical the responses were and Jo confirmed that the issues raised were typical of Corporation Boards who look at the same issues as CCAD, going on to

advise that what was important was realigning the agenda towards the strategic objectives. Taking a 30%/70% split with 70% of the agenda looking forward and 30% looking back.

The Principal suggested that it may be relevant to have an away day for the Corporation Board looking at the Strategic Plan and the full report of the evaluation.

Ian Butchart suggested that it was important to quantify the time spent on Governor activities including reading and preparing for meetings. Jo advised that this was a valid point.

Phil Trotter suggested that an away day would be best spent on looking at the issues which have come out of the board evaluation and how and what needs to be taken forward.

The Chairman summarised the presentation and emerging issues and confirmed that additional feedback was being completed by Jo and this would be circulated to all members along with the presentation. The Chairman confirmed that a plan for taking forward the issues would be presented to Governance and Search at its next meeting.

The Chairman thanked Jo for attending and looked forward to receiving the final report.

The Corporation Board **DISCUSSED** and **NOTED** the presentation.

GB13 1621 **SAR**

The Vice Principal Academic presented the SAR which had been produced aligning it to the Common Inspection Framework. It was noted that an external consultant had reviewed the SAR and was satisfied that it included an appropriate amount of judgments and supporting evidence to justify grades. The consultant advised that due to being so far through this academic year that the college now progress onto constructing a position statement in preparation for a potential Ofsted inspection. All departmental and course quality improvement plans will be reviewed and progress against them reported on to inform the content of the position statement.

The Corporation Board **RECEIVED** the SAR for information.

GB13 1622 **MINUTES OF THE COMMITTEE MEETINGS**

1. **Unconfirmed minutes of the Audit Committee Meeting held on 28 February 2014** - The Corporation Board **RECEIVED** the minutes of the Audit Committee.
2. **Unconfirmed minutes of the Governance and Search Committee held on 14 February 2014** – The Corporation Board **RECEIVED** the minutes of the Governance and Search Committee.
3. **Unconfirmed minutes of the Quality and Academic Standards Committee held on 21 February 2014** – the

Corporation Board **RECEIVED** the minutes of the Quality and Academic Standards Committee.

4. **Unconfirmed minutes of the Finance and Resources Committee held on 7 March 2014** – The Corporation Board **RECEIVED** the minutes of the Finance and Resources Committee.
5. **Unconfirmed minutes of the HE Academic Board held on 12 March 2014** – The Corporation Board **RECEIVED** the minutes of the HE Academic Board.

GB13 1623 ANY OTHER BUSINESS

There were no items of any other business.

GB13 1624 CONFIDENTIAL ITEMS

It was agreed by the Corporation Board that there were no confidential items.

GB13 1625 DATE AND TIME OF NEXT MEETING

The next Corporation Board will take place on Friday 4 July 2014, 1.30 pm at Middlesbrough.

All

A Learning and Development Session on Risk Management would take place prior to the Corporation Board meeting. The time would be confirmed at a later date.

Signed:

Name:

Date: