

**CONFIRMED MINUTES OF THE MEETING OF THE CORPORATION BOARD
HELD ON FRIDAY 28 APRIL 2017
HELD IN THE COMMITTEE ROOM, MIDDLESBROUGH CAMPUS**

Present

Graham Robson	Chairman
Jane Rapley	Independent Member
Ian Swain	Independent Member
Sarah Fawcett	Independent Member
Kieron Goldsborough	Independent Member
Tim Bailey	Independent Member
Ian Butchart	Independent Member
Andrea Goodall	Staff Member
Martin Raby	Principal

Also in attendance

Stuart Slorach	Vice Principal Resources
Jackie White	Clerk to the Corporation
John Waddington	Head of FE
Mike Wheaton	Head of HE Curriculum

16.112 WELCOME AND INTRODUCTIONS

The Chairman welcomed members to the meeting.

16.113 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Denise Ogden, Patrick Smith, David Hughes, Robin Simmons and Phil Trotter Independent Members, Marius Hanzak, Student Member and Pat Chapman.

16.114 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.

16.115 DECLARATIONS OF INTEREST

No additional declarations of interest were made.

16.116 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on Friday 17 March 2017 were agreed as an accurate record with the following amendment:

Page 1, Present, Ian Butchart, Independent Member was present and should be include in those present.

16.117 **MATTERS ARISING**

The following matters were raised:

16.017 - HE TEACHING AND LEARNING OVERVIEW OF APPROACH – this item is still outstanding and will be picked up at a future meeting.

Clerk

16.030 - MEMBERS ISSUES FROM SEARCH COMMITTEE – on agenda under item 5.1.

16.070 - MEMBERS ISSUES - complete.

16.072 - LGF UPDATE PHASE 1 – review of phase 1 to be carried out in May.

16.096 - PRINCIPAL'S REPORT - complete.

16.099 – KPIs – complete.

16.104 - Whistleblowing policy – complete.

16.106 - FEEDBACK FROM THE REMUNERATION COMMITTEE - the Principal confirmed he was taking this forward to discussions with UCU.

Principal

16.106 - FEEDBACK FROM THE REMUNERATION COMMITTEE – complete.

16.107 - REVIEW OF MEETING CONDUCT AND ITEMS FOR INCLUSION IN THE RISK REGISTER – complete.

16.118 **MEMBER'S ISSUES**

The Chairman offered members the opportunity to update the Board on issues not covered under the agenda and advised members that he had met with Jane and discussed the DHLE results and how it is completed and reflected on this when considering the results from our students. They discussed the new building and had picked up that there was some concern regarding the time to move in for the shows.

Ian Swain discussed that he had met with his buddies, Ruth and Jane and Caroline from Textiles had also participated. Ian advised there was a good feeling from staff buddies around the new courses, new building and conversion from FE to HE on some courses. Ian commented that they talked about attendance and work being undertaken and he was interested in the princess tiara concept if you have full attendance. There was concern raised regarding funding and lack of materials and that staff were excited about the change in examining body.

Ian Butchart met with his buddies John and Mike and again they were excited about the new courses being developed. They discussed how to encourage students to move from

preconceptions to a wider view of life and how to encourage creativity. There was discussion on student interest in particular equipment and what this leads to and how to break this down into a wider understanding. Good relationship between buddies. Ian Butchart advised that they discussed higher needs students and that the staff buddies have worked with an autistic student and discussed the support they gave to the student. Mike has been to look at building and is excited to move in but slightly concerned with some of the finishing touches. Good feeling around FE student numbers. Great positivity around change of examining body.

Kieron Goldsborough commented that he had met with Frances, Tom and Olivia, who raised concern regarding recruitment for year 1 graphics and the frustrations around this. There was a discussion on the perception of facilities, university lifestyle and ability to work on live briefs. Kieron discussed how it is possible to create a point difference for that course and things we could do and there is a desire to work closely with other departments and programmes. A further push with marketing might help with recruitment but staff acknowledged that this had greatly improved. There was a discussion on getting in front of students at UCAS stands. Overall a good conversation.

Tim Bailey met with Tony and Martin and talked about moving into the new building. There was discussion on the model making course and discussed the utilisation of models in industry, with TV and Film use being on the up but down in architecture. Tim discussed that he is meeting with Thomas Poots and Lauren Campbell (Northern Stage School) to show them the sound studios and they are really interested in a project and getting better links with CCAD around understanding what the pipeline is for technical craft but also the art component.

Jane Rapley discussed that she had met with Carole and there was positive news on recruitment which was up to 8 with a possible 3 more. Only 2 have come from CCAD and Jane thinks this is good for the first cohort. Jane commented that the validation meeting on Wednesday sounded interesting. Jane discussed that Carole had made some interesting industry connections, and there were ongoing staff issues. There is a particular issue with the outgoing cohort (next year's final) at HE, as they are not adjusting well.

The Chairman thanked members for their updates.

16.119 **PRINCIPAL'S REPORT**
Confidential Report

16.120 **LGF UPDATE PHASE 1**
Confidential Report

16.121 **LGF UPDATE PHASE 2**

Confidential report

16.122 **KPIs**

The Vice Principal Resources spoke to the previously circulated report and drew member's attention to the supporting narrative.

Members noted that levels of firm applications are increasing, both HE and FE are making good progress at this time and retention is holding up at the moment which is encouraging. He felt that we are in a reasonable position for recruitment and retention for the year. Nothing of concern.

The Corporation Board RECEIVED the KPIs

16.123 **AUB INSTITUTIONAL VALIDATION**

Confidential Report

16.124 **PUBLIC VALUE STATEMENT**

The Principal spoke to his previously circulated report and members noted that the College needs to review its Public Value Statement regularly. The Statement was last reviewed about a year ago, and the current review is timely as the College moves towards updating its Strategic Plan. The Current Public Value Statement reflects the College's Vision and Mission.

Jane Rapley suggested that staff should be moved up the list contained under College Wider Community. The Chairman commented that it would be good to capture the Royal Naval Museum and Sarah Fawcett made a comment regarding the tense of the sentence on line 3.

The Corporation Board APPROVED the Public Value Statement

Clerk /
Principal

16.125 **MATRIX**

John Waddington spoke to his previously circulated report and members noted that Matrix Accreditation has been a condition of funding for any institution receiving SFA funding since 2015. In 2015 the College received a Matrix Assessment of its FE Information, Advice and Guidance Services. Following successful achievement of the accreditation the College has had two further desk based reviews in 2016 and 2017. In March 2018 the College's current accreditation will expire and the College will require a full review of its services if the accreditation is to be retained.

The Chairman asked what the SFA funding for the College is and John confirmed that this is around £40k.

The Principal advised members that the EF and SFA have merged to become ESFA.

Sarah Fawcett discussed the comment on the last line regarding whether the College wished to limit the review to the FE curriculum or broaden the scope to include HE? and John confirmed that we could do it in FE and HE but that we wouldn't get any funding for the HE element and that the current processes do already spill over into HE.

Jane Rapley asked if there were any issues which might need picking up and John advised that there had been some office changes to create a careers hub space but that good careers advice is provided on each course so that it is not essential to develop a traditional careers hub.

The Corporation Board NOTED the update on the MATRIX

16.126 **BUDGET CONTEXT 2016-2018**

The Vice Principal Resources spoke to his previous circulated report and members noted that the College is currently in the process of compiling the financial budgets for the coming 2 years. As part of this exercise there are a number of factors which have emerged as being fundamental to the setting of those budgets. The key areas where the Board will need to focus attention on are identified as:

- Government policy
- BREXIT
- Local Area Review
- College investment plans
- HE recruitment
- FE recruitment

Banking covenants remain a key limiting factor and the budget will be drafted in the context of those constraints.

Sarah Fawcett asked for clarity on whether the combined authorities funding across boundaries and what percentage comes from outside of the Tees Valley, the Principal advised that this specifically related to the adult education budget and this was not a major issue for us.

Ian Butchart suggested that if the combined authority becomes an issue for the College then a briefing on the issue for the Board would be useful.

Jane Rapley commented on the two year plan and asked the Principal what prognosis for fee levels for HE was at the end of the two years. The Principal commented that the variable fee has been pushed back in the Bill but inflationary rises can be made.

The Board suggested that due to the update on the Area Review that this should be removed from the list but that the Election impact should be added.

The Corporation Board NOTED the Budget context update.

16.127 **MANAGEMENT ACCOUNTS**

The Board received the management accounts as a silent paper but noted that Year to date results to February for the 2016/17 financial year are showing an operating surplus of £225k which is better than the budgeted surplus by £146k. Cash balances are £1.4m due in part to receipt of cash in advance of claims from TVU.

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

The forecast position for the rest of the year is a small surplus.

16.128 **FEE WAVERS, BURSARIES AND ACCESS AGREEMENT FOR 2018/19**

The Vice Principal Resources gave a verbal update and members noted that there is no change from what we have had in the past in terms of financial arrangements. Paul Braine has pulled together a useful offer agreement which has been sent in. This demonstrates how we invest and engage in the community.

As far as financial arrangements go fees continue to be £9,250, scholarships for high grades £500 one off, maintenance grants year 1 and 2 £500 and £750 in year 3 and progression award of £500 for progressing from FE to HE.

The Vice Principal Resources confirmed that he had reviewed the market and feels that these are still competitive.

The Corporation Board NOTED the update

16.129 **RECOMMENDATIONS FROM THE SEARCH COMMITTEE**

The Chairman read a statement from the Vice Chairman Patrick Smith who was unable to attend and advised members that members of the Search Committee carried out interviews for the appointment of the HE staff governor at the end of March and would like to recommend to the Board the appointment of both Eyv Hardwick and Jane Havakin. The recommendation for recommending that the Board appoint both members of staff is that both interviewed extremely well and bring excellent skills to the role. The Search Committee feel that it would be beneficial to appoint both members as they bring knowledge and experience of the HE sector to support the Board in delivery of the strategic objective of growing HE. In addition members will note that the recruitment of a HE staff governor has been difficult and the board has not had a representative for 2 years.

In doing so the Search Committee are minded to recommend increasing the staff governor numbers from 3 to 4 to allow appointment of both Eyv and Jane and recruitment of a business support governor following Charly's resignation

Ian Butchart asked whether this was supported by the staff themselves and how would this be perceived. The Chairman commented that he would have thought there would be a management forum to have an opportunity to do this, such as programme leaders meeting.

The Corporation Board APPROVED the recommendations from the Search Committee

Clerk

16.230 **REVIEW OF THE ACADEMIC BOARD AND DELIBERATIVE STRUCTURE**

The Principal spoke to his previously circulated report and members noted that the purpose of this report is to provide an early indication of the effectiveness of the changes made to the College's deliberative structure at the start of the 2016/17 academic year.

Members noted that the Academic Board considered its effectiveness informally at its last meeting and considered that its functioning was evolving and improving. One member, who had expressed initial scepticism at the need for the proposed changes and concern at their potentially detrimental effect, expressed himself to be pleased with how things had operated.

Whilst there has been agreement that the new arrangements are an improvement, there have been proposals for further change which include amalgamating the HE Academic Committee responsibilities with those of Academic Board and extending the membership of Academic Board to include more academic staff, largely by including the academic staff who are HEAC members. Formal proposals with revised Terms of Reference will be considered by the Academic Board in June, and should then come to the Governing Body in July.

The Chairman asked if this was discussed at the AUB validation meeting and the Principal advised that it didn't in the session he was party to.

Ian Butchart suggested that the Principal may wish to raise the proposed changes when he visits AUB.

Jane Rapley commented that the changes seemed sensible but noted that as you go forward you may need to add in a teaching and learning committee.

The Corporation Board RECEIVED the report.

16.231 **RISK REGISTER**

The Vice Principal Resources advised members that there was no change to the risk register and that he is keeping an eye on the HE bill and election to assess the risk for the College.

The Corporation Board NOTED the update.

16.232 **REVIEW OF MEETING CONDUCT AND ITEMS FOR INCLUSION IN THE RISK REGISTER**
There were no comments regarding the review of the meeting and no further items for inclusion in the risk register.

16.233 **CONFIDENTIAL ITEMS**
It was agreed that the report on AUB, LGF and the Principals report was confidential.

16.234 **MINUTES OF THE SUB COMMITTEES**
The Corporation Board received the minutes of the LGF Project Board and Academic Board for information.

16.235 **ANY OTHER BUSINESS**
There were no further items of business.

16.236 **DATE AND TIME OF NEXT MEETING**
The next meeting of the Corporation Board will be held on Friday 19 May 2017

Clerk

All

Signed:
Name:
Date: