

**CONFIRMED MINUTES OF THE MEETING OF THE CORPORATION BOARD
HELD ON FRIDAY 29 APRIL 2016
HELD IN THE COMMITTEE ROOM, MIDDLESBROUGH CAMPUS**

Present

Graham Robson	Chairman
Patrick Smith	Vice Chairman
Jane Rapley	Independent Member
Robin Simmons	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
Marius Hanzak	HE Student Member
Shakira Moore	FE Student Member

Also in attendance

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

WELCOME AND INTRODUCTIONS

The Chairman welcomed members to the meeting and expressed his thanks to Mark Stokeld, Independent Member who had completed 22 years in post, this being his last meeting. Mark thanked everyone for what had been a great opportunity for him, he discussed that he had seen the College progress over the years and become much more professional. He wished the College and Governors good luck.

GB15 087 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Denise Ogden Independent Member and the Principal.

GB15 088 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.

GB15 089 DECLARATIONS OF INTEREST

No further declarations were raised with regard to the agenda.

GB15 090 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 18 March 2016 were agreed as a correct record subject to the following amendments:

Page 3, GB15 069 Principals Report, 5th para to read “with regard to property issues the Principal commented that the new build is expected to be finished on time. The Principal suggested the lease for Lime Crescent to be 5 years with a 2 years extension which was approved by the Board.

Page 7, GB15 074 Scholarly and Research Activity, 6th para, second line, replace on with from.

Clerk

GB15 091 **MATTERS ARISING**

The following matters were discussed:

GB15 082 Health & Safety Matters – members noted that H&S matters are covered on the annual cycle of business and the 1974 H&S Act is still the most relevant legislation for H&S.

GB15 092 **MEMBER’S ISSUES**

The Chairman offered members the opportunity to update the Board on issues not covered under the agenda. This week independent members had met with their buddies and gave updates as follows:

Safeguarding – E&D and Prevent - Sarah Fawcett discussed that she had met Teresa, Catherine and Jess in Student Support, and had asked for insight into that office, including what other issues get brought to their attention other than Safeguarding. Sarah commented that she thought that a fantastic service was provided, great breath of issues dealt with including eating disorders, suicidal thoughts, mental health issues and advised members that 8.5% of CCAD students have a disclosed mental health problem. A third of students at initial screening have moderate or high level dyslexia. Sarah discussed that she felt that the team were doing a great job. One issue Sarah felt was important to raise was that some awareness training had been offered on a voluntary basis to the staff body but that it should be made mandatory such as autism, mental health and dyslexia. Shakira Moore commented that she has had good feedback from her peers on the service and Marius Hanzak discussed that the HE service is good. Ian Butchart referred members to the last minutes regarding adding E&D and Safeguarding to the Internal Audit Plan in the future and asked Sarah whether her conversations today reinforced this and Sarah confirmed that this was the case. It was agreed that the Clerk would ensure this was included on the Internal Audit plan.

Clerk

Film/TV (FdA) - Interactive Media (FE); Ents Production (BA) - 3D (FE) - Ian Butchart fed back that he had joined with Patrick Smith again and commented that staff buddies are very

pleased with the recent purchases which had been made by the College, which included a 3D printer. Ian commented that they had discussed poor student recruitment which was a disappointment and poor progression between FE and HE. The Vice Principal Academic advised that HE did previously look to establish a 3D course but it did not have any interest. A HND course has been developed for next year and the College are currently looking to recruit students to this course. Ian suggested that perhaps a part time course rather than full time course may attract a wider market.

Photography (BA) / Photography (FE); Graphic Design (BA)/ Graphic Design (FE) Mark Stokeld discussed he had had a general discussion regarding Maths and English with his buddies, the impact on students and whether the students understood the need to have these basic requirements. He discussed they talked about FE and HE progression and that HE needs to have an offering that the FE students wish to go to as the students are very switched on and if the HE course is not up to scratch the students will not progress through this route. Mark advised that some students have identified that parental pressure has had an impact on decision making in particular choosing more highly known institutions. He described lots of discussions regarding creating a hub for students in Hartlepool linked to the student accommodation success. Marius discussed college opening hours were an issue and extending these perhaps to 24 hours as the same as other universities as there is nowhere in Hartlepool to go once the College has shut.

Patrick asked if there is a focal point in Hartlepool, such as a student bar and Marius commented that there isn't one. There is a mobile bar which comes out into the canteen.

Ian Butchart discussed that it is important to identify whether extending the opening hours of the College was for social or study and asked Marius if there was a need to have libraries open longer. Marius discussed that the access issues do relate to study.

Robin Simmons commented that at his University at certain times of years they do extend hours so that students who wish to work longer have access to do so.

The Vice Principal Academic advised that an idea for Phase 2, Church Square building would be to house studio space, library, IT and some shared spaces which could be open later. The Vice Principal commented that she is concerned with Health & Safety and supervision if students are on site.

Fashion & Textiles (FE) - Jane Rapley met with Fashion, and commented that they had had similar discussions to previous meetings. Jane advised that they had discussed students coming into FE and the challenges of student life. Also discussed progression from FE to HE and the challenges

which will continue. Some of the brighter students wish to leave the area or go to local competition and the parents are having an influence on whether or not to stay at CCAD. Jane advised that marketing needs to think about outside the local area, thinking about the culture scene in Hartlepool which are significant challenges which should be picked up at the Strategy day. The new direction for HE fashion course is interesting and challenging. There is concern by the staff that the College will not invest in the equipment that is required, concerned regarding student numbers and possible cancelling of courses with low numbers.

Illustration (BA) -Foundation Diploma (FE) - Robin Simmons met with Ben, BA illustration and congratulated Ben on the recent award and discussed the end of year show in London and various other efforts to improve the provision and recruit students, the one issue which came out was the tension between teaching, administration and scholarly activity in particularly those engaged in HE and to drive programmes forward with limited time. Robin also met with Sue Dewey from Foundation and discussed the notable difference of students ambitions and what they might do in the future. Those who indicated going to London were from different backgrounds to those who wished to stay local. Robin commented that they talked through the implications of fees for access students which are around £5,000. They discussed affordability and debt and also continuing to study and retain students. Robin commented that there was a need to explore issues with growing student numbers through Access courses and space allocation and constraints as these students tend to do experimental projects which can often be large pieces.

Shakira discussed that Access students are able to use a larger space on a Friday.

Textiles (BA) - A-level (FE) - Ian Swain commented that he had attended the Fine Art exhibition which was enjoyable. He met with Ruth who looks after A level provision FE and there are ongoing issues with attendance with Maths and English. Engagement with first year students and HE was identified as good. Clare Baker, discussed the new prospectus, which is a significant improvement on previous versions. There had been some budget pressures which she had been dealing with and concerned with recruitment levels this year. Management information provided to Programme leaders and would be useful for Governors.

Ents Production (BA) - 3D (FE) – Patrick discussed that he is not finding that the growth around HE is great and this needs to pick up at Strategy Day.

Costume (BA) - Design Crafts (FE) Graham Robson met with Jane and discussed communication with regard to the new building, student recruitment and staff review process. Staff review process was fine, positive about Mike Wheaton's

accessibility and communications with the Principalship and the Principals breakfast meetings. In terms of student recruitment there was a feel that the drop in FE to HE recruitment was around the personalities involved as well as programmes. Good feedback on Liam. With regard to new building, very positive about communication around this area.

The Chairman asked members on their views regarding how best the Board captures this information in future as the depth of knowledge and understanding regarding the programmes is increasing. The Clerk discussed that she shares the information with the Heads of School in order to support the regulation and inspection regimes and also to pick up any issues highlighted by members which are best dealt with by management. The Chairman asked members to consider and agreed to pick this issue up at the Strategy day.

Clerk

No other issues were raised.

GB15 093 PRINCIPAL'S REPORT

The Vice Principal Resources referred members to the Principals report and discussed with member's HE applications, offers and acceptances and members noted that there have been fewer late external applications this year so far, compared with 2015, as applications are now only marginally up; the rate of internal firm acceptances this year has increased by 10 %, possibly as a result of improved interview processes; the rate of external firm acceptances has also increased; and overall, firm acceptances are up on the previous year by 12.5 % at this point in the cycle.

With regard to HE retention it was noted that although the current College cohort retention shows a marked decline at 73.5 % when compared with prior years, it is close to the Teesside University benchmark (74.2 %); Level 4 retention is improving and if there is no significant decline in the remainder of the academic year then the outcome will represent good performance. Retention will be considered by the Academic Board no later than the first meeting of the 2016/17 cycle

Presently the number of firm acceptances matches 2014 for FE applications and FE retention is at 93.6% which is very positive.

The Vice Principal Resources drew member's attention to the Strategic Planning section on pages 6 to 11 in preparation for the Strategy Day.

Sarah commented that in relation to the AOC College insolvency details she is not reassured by the statement and wished for the Vice Principal Resources to keep this under review in terms of governor personal liability arrangements.

Vice
Principal
Resources

With regard to HE Sector Green Paper, Robin advised that he had attended a briefing on the issue and would provide an

update if required to members. It was agreed that Robin provide a presentation at the Strategy Day.

Clerk

The Corporation Board RECEIVED the Principal's Report.

The Chairman discussed that he is in favour of the Board concentrating on HE numbers and keen to set the scene for understanding what our property strategy is for the next 5 years as growth in HE will require further accommodation at the Strategy Day.

GB15 094 KPIs

Charly Butler spoke to the previously circulated KPIs and members noted that retention looking healthy, cohort retention taking some impact, applications whilst disappointing on track to meet budget.

The Corporation Board RECEIVED the KPIs.

GB15 095 LOCAL AREA REVIEW

Confidential Report.

GB15 096 FEE WAIVERS, BURSARIES AND ACCESS AGREEMENT FOR 2016/17

The Vice Principal Resources spoke to his previously circulated report and members noted that it was proposed for the HE fees to remain at £9,000 for the September 2017 intake. With regard to Student Bursaries these should be:

- High grades - £500 (one-off payment)
- Full maintenance grant - £500 p.a. for 2 years if applicable increasing to £750 in year 3 to assist with final year projects
- Progression from CCAD FE to HE - £500 (one off payment)

This has been approved in advance of the Board meeting by the Chairman and Principal to meet the deadline with OFFA

The Corporation Board APPROVED the Fee Waivers, Bursaries and Access Agreement.

GB15 097 PUBLIC VALUE STATEMENT

The Vice Principal Resources spoke to the Principals paper on the public value statement. 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.

Depending upon the outcome of work that is ongoing to update the Strategic Plan, this statement may need to be revisited in July.

Ian Butchart commented regarding community and measuring our contribution which he suggested needed to be considered at the Strategy Day.

Sarah suggested that a repository is required to provide evidence of how we demonstrate our public values which Robin supported.

The Chairman discussed that there are a lot of College values and perhaps these need to be a bit smarter.

The Chairman also commented that we engage with other employers and these should be added to the list not just creative sector industries.

The Corporation Board APPROVED the Public Value Statement

GB15 098 **BUDGET CONTEXT 2016-2018**

The Vice Principal Resources spoke to his previously 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 including BREXIT
- Local Area Review
- Hartlepool construction project
- Cash flow and banking covenants
- HE recruitment
- FE recruitment

Ian Swain questioned what the budget timetable is and the Vice Principal Resources advised that the first draft is completed and a session was held last week with the Principalship and it looks like a breakeven position at the moment. Financial Health and Covenant are looking good. The budget will be presented to the Board in July for approval.

Ian Butchart asked if the financial covenant has been signed off and the Vice Principal Resources advised that confirmation from the Bank has been received.

Ian Butchart asked if there is a change in the budget over pensions and the Vice Principal Resources confirmed that this had been factored into the budget.

The Corporation Board RECEIVED the Budget Context paper.

GB15 099 **MANAGEMENT ACCOUNTS**

The Corporation Board RECEIVED the Management Accounts as a silent paper and there were no comments.

GB15 100 HEALTH AND SAFETY UPDATE

The Vice Principal Resources gave a verbal update on the position in light of the internal audit report and update given to Board at the last meeting. Members noted that the H&S Policy in place, H&S group has been reformed with new membership and will meet again next week. An Inspection programme is underway monthly across both sites. Lots of training has been identified and so far training has been offered on asbestos, basic H&S, manual handling, working at height for specific staff. Further training is being organised.

The Vice Principal Resources has met with the H&S advisor and there is a lot of work to undertake regarding risk assessment and follow up work.

Marius requested further training opportunities to learn how to safely use other equipment not on a students course and had raised this at student council. Members felt this was a good idea.

Ian Butchart suggested including an update at the Audit Committee next meeting.

The Corporation Board RECEIVED the H&S update.

GB15 101 GOVERNOR RECRUITMENT PLAN

The Clerk spoke to the previously circulated report and members noted that the Corporation Board has four vacancies for independent members. One of these vacancies includes Mark Stokeld's post which came to an end on 31 March 2016 following 22 years of service. In light of this and following an unsuccessful recruitment campaign to fill the vacancies the Board agreed to reinstate the Search Committee to look at the recruitment plan. The Search Committee met on 15 April 2016 and the DRAFT minutes are attached for information. The minutes set out actions in relation to revising the Advert, Job Description and Person Specification (which are attached for information) and arrangements for advertising and targeting of individuals.

Clerk

Members should note that all Board members are responsible for the search and recommendation of new members.

Three key documents were attached for approval by the Corporation Board including the updated succession plan and process for appointing members to the Board and a new recruitment plan.

The Chairman advised members that there had been a suggestion to change the name of governor to Board members by Phil Trotter which had been supported.

Jane suggested practitioners join the board and has given some thought to who this might be.

Ian Swain commented that the Board shouldn't lose sight of those who may be displaced as part of the LAR process.

Ian Butchart commented on the rules of office and advised that the Board should consider some discretionary points – perhaps under normal circumstances the term of office would apply but there may be circumstances where after a period of time it might be healthy to bring back a previous member. The Corporation Board agreed with this approach and asked the Clerk to explore a form of words.

Clerk

The Corporation Board APPROVED the recruitment plan, succession plan and process for appointing members.

GB15 102 REVIEW OF MEETING CONDUCT AND IDENTIFICATION OF ITEMS FOR INCLUSION IN THE RISK REGISTER

The Chairman suggested that feedback from members was a high quality piece of communication and we need to be able to capture and track where these issues go which needs further exploration in Strategy meeting.

There were no items for inclusion in the risk register.

GB15 103 CONFIDENTIAL ITEMS

It was agreed that elements relating LAR, LGF and Finance were confident.

Clerk

GB15 104 ANY OTHER BUSINESS
Confidential Report.

Site Visit

It was proposed and agreed that a site visit take place prior to the next Board meeting in Hartlepool.

DATE AND TIME OF NEXT MEETING

The next meeting of the Corporation Board will be held on 1 July 2016 and Strategy Day 20 May 2016, Graduation 5 July 2016.

All

Strategy Day meeting 20 May 2016, Hartlepool.

Signed:

Name:

Date: