

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON 13 FEBRUARY 2024 AT 4:00PM AT EASTON COLLEGE, JUBILEE BUILDING IN ROOM JB031

Present:

Andrew Barnes	ABn	Corporation Chair (until 6:22pm)
Jill Lanning	JL	Corporation Vice-Chair, Governor
Jerry White	JW	Principal, Governor
Noel Bartram	NB	Governor
Marcus Bailey	MB	Governor
Wayne Easlea	WE	Governor
Nikki Gray	NG	Governor
Sean Green	SGn	Governor (from 5:24pm)
Andrea Blanchflower	ABI	Governor
Shirley Barker	SB	Staff Governor
Laura Stewart	LS	Staff Governor
Josie Fryer	JF	Student Governor
Lewis Peppereil	LP	SU President, Student Governor

Attendees:

Martin Colbourne	MC	Deputy CEO (until 6:22pm)
Jo Kershaw	JK	Vice Principal (until 6:22pm)
Helen Richardson-Hulme	HRH	Assistant Principal (until 4:57pm)
Simon Perryman	SP	External Board Reviewer
Jodie Mitchell	JM	Director of Governance and Legal
Clare Johnson	CJ	Governance and Legal Assistant, minutes (until 6:22pm)

Apologies:

Seb Gasse	SG	Vice Principal
Phil Gormley	PG	Governor
Phil Pearce	PP	Governor

1. Apologies for Absence

Apologies were received and noted as above.

2. Declarations of Interest

No new declarations were made.

3. Draft Minutes of the Board Meeting held on 12 December 2023

The draft minutes of the meeting held on 12 December 2023, after minor amendments, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

4. Draft Confidential Minutes Set 1 of the Board Meeting held on 12 December 2023

The draft confidential minutes of the meeting held on 12 December 2023, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. Draft Confidential Minutes Set 2 of the Board Meeting held on 12 December 2023

The draft confidential minutes of the meeting held on 12 December 2023, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

6. Matters Arising

23/24 Board 1 ACTION 6: JW/MC to reconsider the car park charges. **ACTION ON-GOING**
Discussions will be held as part of the upcoming staff consultations and further options around the management of the Ipswich Road car park will be reviewed.

23/24 Board 2 ACTION 13: ACTION COMPLETE

23/24 Board 3 ACTION 1: ACTION COMPLETE

23/24 Board 3 ACTION 2: ACTION COMPLETE

Governors discussed the complexities of where internal audit recommendations are managed and if referencing within the QIP actions was appropriate.

23/24 Board 3 ACTION 3: JW / SG to consider the QIP under Leadership and Management.

ACTION ON-GOING

Further discussion required between JW and JK relating to SAR data systems and how they were helping CCN to monitor actions.

23/24 Board 3 ACTION 4: ACTION COMPLETE

23/24 Board 3 ACTION 5: ACTION COMPLETE

23/24 Board 3 ACTION 6: ACTION COMPLETE

23/24 Board 3 ACTION 7: ACTION COMPLETE

23/24 Board 3 ACTION 8: ACTION COMPLETE

23/24 Board 3 ACTION 9: ACTION COMPLETE

23/24 Board 3 ACTION 10: ACTION COMPLETE

7. Chairmans Remarks

The first Strategy Day for 2023/24 is scheduled for 27 February 2024 and papers for pre-reading will be sent out on Wednesday 21 February 2024; the day will be focused on strategic planning and financial recovery.

8. Wellbeing and Inclusion Update

The report was circulated prior to the meeting and taken as read. The following was highlighted as key themes for this half term:

- The complexity of cases and external support for some students has been very challenging, however systems and partnerships are working well.
- Data from the NCC vulnerable student list has been cross referenced to ensure we are offering appropriate support to all students.
- There has been a YOY increase on the number of referrals made to safeguarding.
- The Board discussed the wellbeing support available to staff dealing with difficult cases. HRH assured the Board that the teams are fully supported, and external support is given to the College via the External Supervisor, who has not raised any specific concerns. HRH confirmed that group supervision is being investigated to help support numerous staff who are working with any one student. ABn requested a further update from HRH on support schemes for staff.
- It was confirmed for Governors that the Principal is required to be a DSL.

- Concerns were raised relating to the completion of the Code of Conduct course for new starters in the 2023/24 academic year. It was noted that core training is being monitored by the Business Committee also and that the internal auditors have recently completed an inspection relating to core training; further updates will be provided when available.

ACTION 1: HRH to provide an update on Group Supervision for staff and any other information on support schemes for staff.

ACTION 2: JW to review how the completion of Core Training Statistics are presented to ensure accurate, up to date information for governors.

8.1 Mental Health Update

The report was circulated prior to the meeting and taken as read. The following was highlighted:

- Discussions and feedback have been obtained from colleagues at three local FE Colleges; all institutes are experiencing similar challenges or concerns.
- The collated information will be used as the basis of the lobbying with local mental health services and integrated care. An update will be provided at the next Board.

ACTION 3: JW to provide a further update on Mental Health Support lobbying at the Board meeting on 26 March 2024.

9. Key Updates and Approvals from Committee Meetings

9.1 Remuneration and Governance

The draft minutes of 11.01.2024 and recruitment paper were circulated prior to the meeting and taken as read. The following was highlighted:

- The Governor Recruitment process has been confirmed and the vacancy went live on the website on 2 February 2024. JM requested that all members share the advert with their networks.
- JW confirmed that the advert will be distributed to parents.
- JM thanked the Governors who have met with herself recently regarding induction, training, and development. Further updates on developments will follow.

HRH temporarily left the meeting at 4:57pm.

ACTION 4: JW to arrange for the Governor Vacancy to be shared with Parents.

9.2 Curriculum & Standards

The unconfirmed minutes of 23.01.2024 were circulated prior to the meeting and taken as read. The following was highlighted:

- A summary was provided relating to student attendance, GCSE resits, Curriculum reforms, the HE Institutional review, the HE ITTP market review. Governors passed on their thanks to Jacqui Waring, Director of NTTC, who is shortly leaving the organisation.
- It was confirmed the College has been awarded the 'FE College of Sanctuary' accreditation.

- It was confirmed that Ofsted had recently completed a visit to the on-site nursery and the draft report has been received.

9.2.1 TLA Strategy

The reports were circulated prior to the meeting and taken as read. Following recommendation from the C&S Committee, **the Board approved the TLA Strategy.**

HRH rejoined the meeting at 5:07pm.

9.2.2 Sustainability Report and Action Plan Update

JW provided a verbal update and confirmed that progress for the sustainability report has been slower than anticipated due to conflicting priorities. However, work is progressing, and a further update will be provided to governors in the summer term.

ACTION 5: 'Sustainability Report and Climate Action Plan' to be added to the June / July Committee and Board meetings.

9.3 Business

The draft minutes of 30.01.2024 and finance summary papers were circulated prior to the meeting and taken as read. The discussion was confidential and is recorded in the set 1 confidential minutes.

HRH left the meeting at 5:28pm.

SGn arrived at 5:30pm.

9.3.1 Latest Management Accounts and Finance Update

The discussion was confidential and is recorded in the set 1 confidential minutes.

9.3.2 Financial Recovery Plan

The reports were circulated prior to the meeting and taken as read. The FRP will be revisited in detail at the February Strategy Day.

9.3.3 Annual Approval of the Treasury Policy

The reports were circulated prior to the meeting and taken as read.

Following recommendation from the Business Committee, **the Board approved the Treasury Policy.**

9.3.4 Financial Rating Review

The discussion was confidential and is recorded in the set 1 confidential minutes.

9.3.5 EOC Enterprise – Transfer Agreement

The report was circulated prior to the meeting and taken as read. Following recommendation from the Business Committee, **the Board approved the EOC Enterprises Transfer Agreement.**

JW and ABn abstained from the approval due to conflicts of interest.

10. Students Union Update

The report was circulated prior to the meeting and taken as read.

- Feedback has been received from students via the FE Forums and on-line questionnaires, which have been mostly positive, however concerns around tutorial sessions were raised. It was noted there has been considerable changes with the Personal Development Coaches structure and the way in which tutorials are delivered. Governors welcomed the opportunity to observe some tutorials. Further information will be obtained from the student survey results at the end of the year and LP will continue to share feedback with the Heads of Area. Further updates will follow from the Student Voice strategic group.

ACTION 11: JM / JK to consider the opportunity for governors to observe tutorials.

11. Other Urgent Business

Governors were reminded of the Holiday Inn Takeover dinner being held on Thursday 16 May 2024, should they wish to attend please contact Tom Denney.

12. Meeting Review and Summary

The discussion was confidential and is recorded in the set 1 confidential minutes.

ABn, MC, JK and CJ left the meeting at 6:22pm.

13. CONFIDENTIAL ITEM – Appointment of the Chair and Vice Chair of the Corporation

The discussion was confidential and is recorded in the set 2 confidential minutes.

13.1 Role Description of the Chair of the Corporation

The discussion was confidential and is recorded in the set 2 confidential minutes.

13.2 Role Description of the Vice Chair of the Corporation

The discussion was confidential and is recorded in the set 2 confidential minutes.

14. Date of Next Meeting

The next Board meeting will take place on 26 March 2024.

All formal business having been concluded; the meeting closed at 7:00pm

Signed Date
(Chair)