

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 22 JANUARY 2019 AT 5.30 PM IN ROOM D21A, IPSWICH ROAD, NORWICH

Committee members:

Andrew Barnes (Chairman), Corrienne Peasgood (Principal), Luke Mitchell, Denise Troughton, Travis Plane

In attendance:

Martin Colbourne (NES MD), Jerry White (Deputy Principal), John Pollitt (Deputy Managing Director), Jacky Sturman (Interim Clerk to the Corporation), Sue Millions (Administrator)

The Chair welcomed Travis Plane, HE Student Governor and third year Hospitality and Events Management student, to his first meeting.

1. Apologies for Absence

Apologies were received from Ian Webb and Julia Buckland for the meeting.

It was noted that a quorum was present, and the meeting had been convened in accordance with the articles of association of the company.

2. Declaration of Interests

There were no new declarations of interest received at the meeting.

3. Draft Minutes of the Meeting held on 27 November 2018 (Paper 02)

The minutes of the meeting held on 27 November 2018 were agreed as a true record of the meeting and will be signed by the Chairman at the next meeting.

4. Draft Confidential Minutes of the Meeting held on 27 November 2018 (Paper 03)

The confidential minutes of the meeting held on 2 October 2018 were agreed as a true record of the meeting and will be signed by the Chairman at the next meeting.

5. Matters Arising from the Previous Minutes (Paper 04)

Action 1 (Business 3 – 23.01.2018): *The Principal agreed to use the Code of Governance to check Terms of Office renewals. The Clerk to the Corporation and Principal are meeting on 27 March 2018 and it was agreed that this will be carried forward to the next CCN Business Committee meeting taking place on 8 May 2018. The Principal has asked the Head of Professional Services to speak with the TEN Chair regarding a TEN Group Policy confirming length of service. This will be presented to CCN Board when available. Action on-going.*

Action 1 (Business 3): *A review of how Debtor Days are measured to take place before next year's budget is set. This will be completed during the budget setting process in Spring 2019. Action on-going.*

Action 2 (Business 3): *Agreement to be voted upon, via Passageways, to the Annual Accountability Return to the Office for Students before signing by the Principal.* Action completed.

Action 3 (Business 3): *The Principal to explore the appointment of a new Governor with property experience.* A verbal update was presented to the Committee under agenda item 6.3. **Action on-going.**

Action 4 (Business 3): *The Principal to review the new AoC Guidance for Governors before the next Business Committee Meeting taking place on 22 January 2019.* The Committee were notified that a paper is being prepared for the next Board Meeting taking place on 5 February 2019. **Action on-going.**

Action 5 (Business 3): *Health and Safety Policy to be indexed and hyperlinked before publication.* It was noted that the work has been completed and the Policy will be published imminently. Action completed.

Action 6 (Business 3): *Health and Safety Policy to be presented to the next full Board Meeting for approval.* Action completed.

Action 7 (Business 3): *Modern Slavery Statements to be discussed at the next full Board Meeting and approval sought from Board members.* Action completed.

Action 8 (Business 3): *The Clerk to the Corporation to amend and present the PRP table to the full Board for agreement and implementation.* Action completed.

Action 9 (Business 3): *The Principal to liaise with Hilary Bright on adopting the new AoC guidance with regard to Senior post-holder remuneration.* Please see Action 4 above.

Action on-going.

Action 10 (Business 3): *Ofsted Guidance to be reviewed following the release of the new Framework.* Ofsted are consulting on the new Education Inspection Framework and the five-minute update will cover this topic at the next full Board Meeting. **Action on-going.**

Action 11 (Business 3): *The Chair to liaise with the Principal to analyse Target 1.* Action completed.

Action 12 (Business 3): *The Chair to liaise with the Principal on her 2018/19 targets.* Please see Action 4 above. **Action on-going.**

6. Section A

6.1 IT Update

(Paper 05)

The IT Update Report was presented as previously circulated and the full content noted. The following information was highlighted by John Pollitt:

- ITT to be issued for new network infrastructure investment at CCN, Paston and Norfolk House. Revenue will be allocated for Solid State Drives to stretch the life of PCs for a further two years. It was noted that this will make a short-term improvement to approximately 500-600 machines and the log-in time will be decreased to around a minute. Luke Mitchell informed the Committee that the Students Forum has informed him that students would prefer an upgrade to Wi-Fi. It was agreed that better communication is needed regarding Eduroam as some staff and students are unaware of this facility.
- Managed Print Contract expires on 31 July 2019 and the procurement process is underway. Further analysis is being undertaken on volumes and possible consolidation to minimise the number of printers leased.
- Review of physical and fire security server rooms is on-going and a Testing Day is scheduled to take place on 20 February, during half term week, and it was agreed that this process will try to find the reasons behind the outage that took place last term. Communications will be unavailable to staff throughout the day.

- Commercial income has been generated through the recent ATS HE systems installation and there is also the prospect of selling the Risk Management System locally. Both establishments are very impressed by the in-house system available.

John Pollitt left the meeting at 6.00 pm.

6.2 Finance Reports

(Papers 06-08)

The monthly management accounts for the four months to November 2018, as previously circulated, were discussed and the full content noted, with the following highlighted:

- Operating surplus for the month November 2018 - a deficit of £179k compared to a budgeted surplus of £29k, producing an adverse variance of £208k.
- It was noted that staffing costs are at a high level of spend during this period. The adverse variance against sessional contracts and staff structure changes are still being finalised.
- Information has been provided to allow management to analyse in detail and it was agreed that pay will be the single focus going forward.
- The emerging picture was explained by Martin Colbourne and the content and amendments discussed. The Chair agreed that remedial action is needed to ensure the figures become favourable going forward.

The weekly CCN debtor's report was presented as previously circulated, the full content was noted for information and the following was highlighted by Martin Colbourne:

- The total debtors' balance as at 17 January 2019 stands at approximately £4,407,200, this is approximately £300,000 lower than the same period last year.
- Jerry White and Martin Colbourne have met recently to review student, employer and sundry debts and a further meeting is scheduled to take place on 8 February to review the Student Loan Company debt, after which a more detailed update will be provided at the March Business Committee Meeting and Governors will be asked to review the sundry debt prior to 2014 as following legal recovery the debts are still outstanding. The Chair agreed that some level of debt is an occupational hazard and the College is continually learning lessons.

The weekly CCN cash flow forecast was presented as previously circulated and the full content noted for information.

The full content of the Finance Report was noted.

6.3 Governance and Search Update

Confirmation has been received of a new appointment and a start date is yet to be finalised. The Committee agreed to wait for the new appointment to join the Committee.

It was agreed at the last meeting to approach possible new Governors with property expertise and it was noted that Andrew Barnes and Corrienne Peasgood have a shortlist of two possible Governors and discussions will take place shortly.

The Principal informed the Committee that Jill Lanning has agreed to attend Audit Committee meetings until a new appointment is made.

Link Governors were discussed and it was noted that the following has been agreed at the C&S Committee:

- Higher Education – Jill Lanning.
- Maths – Andrea Blanchflower.
- English – Aron Whiles.
- Adult Education – Nikki Gray.
- Apprenticeships – Bree Sherwood.
- Student Use of Feedback – for regular review by the Committee.

It was confirmed that Andrew Barnes agreed to continue as the Safeguarding Link Governor.

6.4 Business Annual Review of Risk Register

(Paper 09)

The Business Annual Review of Risk Register paper was previously circulated, and the current headlines discussed and the following highlighted:

- The Principal informed the Committee that all risks have been reviewed by the risk owners and mitigating actions are continuing.
- The update provides Governors with a breakdown of all risks and their level of risk.
- The top 10 risks currently are as follows and it was agreed that the majority of them would be reviewed by the Business Committee.
 - Reduced funding for Higher Education provision.
 - Pension costs.
 - Failure to meet recruitment targets.
 - GCSE maths and English success rates.
 - Loss of funding for 19+ provision.
 - Lack of capital investment.
 - Loss of key personnel.
 - Reduced funding for 16-18 provision.
 - Reduced funding for apprenticeships.
 - Reduced funding for Additional Learning Support.

Following discussion, the on-line Risk Register was viewed on screen and its capabilities shown to those present.

The top 10 risks can be drilled down and mitigations, risk score, future actions and planned level of risk viewed. Individual risks can be drilled down further with planned actions, notes, assurance and the timeline available to read. Those people who can make changes to each risk are named within the risk.

The Principal informed the Committee that the Risk Register is used to set the external audit schedule and is reviewed regularly by Martin Colbourne and members of Scrutton Bland Auditors.

The Principal will ask the Audit Committee to check risks on a regular basis and update Committees.

Following discussions, it was agreed that the Principal will review the Risk Register process and bring a brief to the Board on risk reviews since the last meeting.

The Chair thanked the Principal for presenting the Risk Register and expressed his view that it is an interesting process and a great tool; one which enables Governors to see such a high level of content and gives reassurances to all Governors.

Pension costs were discussed and it was noted that the AoC have put out their response to the current consultation and Martin Colbourne is in the process of reviewing how the paper affects CCN. The AoC documentation has been circulated to the CCN and NES Management Teams for them also to give their responses. It was agreed that the Principal will circulate the AoC responses to all Governors for feedback.

Action 1: The Principal to review the Risk Register process and update the full Board at their next meeting taking place on 5 February (CP).

Action 2: The Principal will circulate the AoC responses to all Governors for feedback (CP).

6.5 Accident System – Near Miss Reporting System Review

It was agreed at the last CCN Board Meeting that the Accident and Near Miss Reporting System would be reviewed at the next Business Committee Meeting and the following was discussed and highlighted:

- The Principal informed the Committee that the on-line reporting system, developed in-house by the College's software team, is accessible via the College's Blackboard home screen.
- All staff have access to the process and can record the following:
 - Personal injury.
 - Near miss.
 - Property / equipment damage.
 - Vehicle related.
 - Other incidents.

The Principal completed a fictitious injury to show how the process works and explained that since the system was launched in October 2018, an increase in reporting has been noted. Denise Troughton asked if students had access to the reporting system to highlight accidents, near misses, etc and the Committee was informed that students do not record incidents but report them to a member of staff for them to complete the process.

6.6 Senior Post Holder Targets

It was agreed at the last CCN Board Meeting that the final Senior Post Holder Target would be monitored at the next Business Committee Meeting, however the relevant data has not yet been published and the Principal informed the Committee that a paper is being prepared for the next Board Meeting taking place on 5 February 2019. Please see Matters Arising from the Previous Minutes above - Action 4 (Business 3).

7. Section B

7.1 Workforce Development Report

(Paper 10)

The Workforce Development Report was presented as previously circulated and the full content noted.

Denise Troughton asked if the sickness data can be drilled down through age and the Principal explained that HR can do this, but the College prefers to look at the College as a whole, departments and individual levels only.

8. Section C

8.1 Staff Forum Minutes (Papers 11-12)

The minutes from the Staff Forum Meetings which took place on 10 October 2018 and at Paston on 17 October 2018 were presented as previously circulated and the full content noted.

9. Other Urgent Business

10. Principal's Summary for the next Full Board Meeting

It was agreed to prepare a short update of today's meeting for the next full Board Meeting, linked to the Strategy Aims to include:

Aim 2: infrastructure investment.

Aim 3: accident reporting system.

Aim 4: commercial income, potential growth of IT, work on staffing budget.

The Principal asked that the Strategic Aims and Objectives document be uploaded to each agenda so that Governors can assess these links at the meeting.

11. Confidentiality

11.1 Union Meeting Minutes (Paper 13)

The minutes from the Union Meeting which took place on 11 January 2019 were presented as previously circulated and the full content noted.

12. Date of Next Meeting

Business Committee: Tuesday 19 March 2019 at 5.30 pm

All business having been concluded, the meeting finished at 7.15 pm.

CHAIRMAN:
(signed)

DATE: