

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 23 JANUARY AT 5.30 PM IN ROOM D21A, IPSWICH ROAD, NORWICH

Committee members:

Andrew Barnes (Chairman), Corrienne Peasgood (Principal), Matt Colmer, Luke Mitchell

In attendance:

Martin Colbourne (NES MD), Steve Thorpe (Assistant Principal), John Pollitt (Deputy Managing Director), Clare Johnson (Clerk to the Corporation), Sue Millions (Assistant to the Company Secretary)

1. Apologies for Absence

Apologies were received from Ian Webb and Jerry White (Deputy Principal).

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. Unconfirmed Minutes of the Meeting held on 28 November 2017 (Paper 02)

It was noted that two amendments are required to the previous minutes: Item 5 – Action 1 should read covenant and Item 6.1, bullet point 4, to be changed to read; “The College is working on in-year recruitment to close the gap”.

The minutes of the meeting held on 28 November 2017 were then agreed as a true record of the meeting and will be signed by the Chairman at the next meeting.

4. Matters Arising from the Previous Minutes (Paper 03)

Action 7: *The Principal to liaise with Paston Governors to ascertain if any member would like to join CCN Governors (CP). An expression of interest has been received from a Paston Governors and Matt Colmer and Corrienne will arrange to meet them as soon as possible. The induction of the new Governor is scheduled to take place on 31.01.2018. Action completed.*

Action 1: *Update on SA, IA and EA Targets to be tabled onto the agenda of the next Full Board Meeting taking place on 12 December 2017. Please see Annex 1 of Quality Paper. Action completed. (CJ).*

Action 2: *Modern Slavery Statement to be recommended for approval by the Full Board at their next meeting taking place on 12 December. Action completed.*

Action 3: *NES Service Level Agreement to be formally recommended for adoption by the full Board Meeting taking place on Tuesday 12 December 2017. Action completed.*

5. Section A

5.1 Finance Report

(Paper 04)

Please see confidential minutes.

6. Section B

6.1 Merger Update

The Principal gave a verbal update to the Committee on the current position at Paston and the following was noted:

- The Principal informed the Committee that CCN have now completed the staff consultation at Paston and recruitment commenced on 8 January 2018.
- It was noted that seven voluntary redundancies and two compulsory redundancies were given. Three staff were deployed into CCN vacancies, eight to Paston based College roles and three to Paston based NES roles. Paston will now move to an operational model and notice periods for old jobs will be issued, ranging from two weeks to 30 April 2018. New contracts have been issued from 1 February 2018.
- The Operations Manager posts have been filled with Paston staff.
- As part of the rationale for merger, the College is committed to exploring ways of protecting and potentially developing the delivery of minority and specialist A level subjects and to this end sessions, held on both sites, will be arranged.
- Let's talk about A Level provision sessions between 26 January and 1 February at both sites have been arranged.
- The Principal noted that staff are taking on board the new ethos and this is having a positive impact on students.
- A Futures Day will take place on July to refocus and energise and a Year 8 STEM Day, funding by North Norfolk District Council is being planned.

Discussions followed on whether a merger update should remain on the Business Committee agenda, and this was agreed and a further review will take place at the end of the academic year, or earlier, if appropriate.

6.2 Workforce Development Report

(Paper 05)

The Workforce Development Report was presented as previously circulated, received and noted.

The Principal informed the Committee that the full report has been scrutinised at the Executive Meetings and the following highlighted:

- Overall compliance with core training has decreased by 3% from the previous month. The addition of newly transferred staff from Paston and the imminent release of the new Data Protection module, incorporating information on General Data Protection Regulations, (due for release on 25 May 2018), have contributed to the decrease.
- Return to Work Interviews are being completed and the number of outstanding RTWIs have decreased by over a third this month.
- Difficulty in recruiting have led to the need to use agency staff and over £55,000 has already been spent this academic year. A recruitment event held in January has picked up staff and it was confirmed that this is national concern and the approach to recruitment needs to be managed.

- Core training sessions continue and engagement is high.
- There are currently 28 vacancies across the colleges and Curriculum Services will be trialling an eight-week notice period and if this has an impact on recruitment this will be reviewed.
- Staff Survey – discussions still to held between the Principal and Ian Webb to ensure correct areas to focus on.

The full content of the report was noted.

6.3 IT Update

(Paper 06)

John Pollitt presented the IT Services Update, previously circulated to everyone present and the following additional information was highlighted:

- The Skype for Business is currently in transition and over 400 staff have now been trained, with the remainder to be completed by February half term.
- It was noted that areas of high risk, e.g. Debut restaurant, will be given phones to use if they are not logged onto the system.
- The lifecycle management system from HR is now fully embedded giving the right access to the right areas of the system.
- Paston College IT changeover is on-going. iTrent is now in use and badges, payslips and holidays have all been changed over.
- Online prospectus and applications project is on-going with meetings convened every two months between the Principal and John Pollitt with monthly executive feedback. This is now an acceptable way of engagement and the online process has grown. This is a similar position across other Colleges, but the Principal explained that CCN always send an acceptance letter to all new students. The Chair agreed with this process and asked for feedback at regular intervals on how the project is progressing.
- A new accident reporting system is being developed which will be easy to use and can be adopted by Norfolk Academies. It will be a Group wide reporting system.

The Chair thanked John Pollitt for his thorough and excellent report.

6.4 Update on SA, IA and EA Targets

There was no progress against targets reported at the meeting and the targets were approved at the Full Board Meeting which took place in December.

7. Section C

7.1 Staff Forum Minutes

(Paper 07)

The Staff Forum minutes, from the meeting held on 13 December 2017, were presented as previously circulated, received and noted.

7.2 ESFA Funding Letter for 2018/19

(Paper 08)

The Education and Skills Funding Agency annual letter, for the academic year 2018 to 2019 for students aged 16 to 19 and students aged 19 to 25 with an education health care plan, was presented as previously circulated, received and the full content noted.

8. Other Urgent Business

There was no urgent business tabled at the meeting.

9. Confidentiality

Please see confidential minutes for information with regard to agenda item 5.1.

9.1 Union Meeting Minutes (Papers 09-10)

The Union Meeting minutes were presented as previously circulated, received and noted.

The final Monthly Joint Union Meeting will take place next month.

10. Search Function

10.1 Review of Committee and Board Membership and Terms of Office (Paper 11)

The list of CCN Board Appointments, as at 16 January 2018, was presented as previously circulated and the full content noted.

- Nikki Gray (Audit Committee) term of office comes to an end on 21 May 2018 and the Business Committee agreed to the term of office being renewed for a further year.
- Matthew Colmer (Chair) term of office had been renewed until the end of December 2017 previously by the Business committee. The TEN Board approved a further term of 4 years at the July 2017 meeting. Confirmation is required regarding term of office for the Chairman with the Principal.
- Zak Virgin (Board) term of office comes to an end on 11 December 2018. The Business Committee were informed that he has now completed three full terms as a Governor. The Principal agreed to use the Code of Governance to check whether a fourth term of office can go ahead.

Action 1: The Principal agreed to use the Code of Governance to check Terms of Office renewals (CP / CJ).

10.2 Recommendations Relating to Appointments

The Committee were informed that the appointment of Max Roberts, as the FE Student Governor, has been approved by the TEN Board.

Noel Bartram, currently a Governor at Paston College, has asked to be considered as a new Governor on the CCN Board. The Principal and Clare Johnson are meeting with him next week to ask if he would like to join both the Board and the Audit Committee as he has an interest in Risk. If agreed, final ratification will be sought at the next TEN Board Meeting taking place on 5 February 2018.

The current Governance model will be reviewed by the Chair of the TEN Board and when finalised CCN will look at the appointment of additional Governors, if appropriate.

11. Date of Next Meeting

Business Committee 13 March 2018 at 5.30 pm

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

CHAIRMAN: **DATE:**