

CCN BUSINESS COMMITTEE MEETING

**CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY
26 JUNE 2018 AT 5.30 PM IN ROOM D21A, IPSWICH ROAD, NORWICH**

Committee members:

Andrew Barnes (Chairman), Ian Webb, Matt Colmer, Corrienne Peasgood (Principal), Luke Mitchell, Denise Troughton

In attendance:

Martin Colbourne (NES MD), Jerry White (Deputy Principal), Steve Thorpe (Assistant Principal), Clare Johnson (Clerk to the Corporation), Jill Lanning (C&S Committee Chair), Jon Bonham (Director of Estates and Facilities) present for agenda item 7.4 only, Sue Millions (Administrator)

The Chair welcomed Jill Lanning, Chair of the Curriculum and Standards Committee, to the meeting as an observer.

1. Apologies for Absence

There were no apologies received 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. Unconfirmed Minutes of the Meeting held on 08 May 2018 (Paper 02)

It was noted that agenda item 6.1 of the minutes should have read, £265,000, and will be amended accordingly. The minutes of the meeting held on 08 May 2018 were then agreed as a true record of the meeting and will be signed by the Chairman at the next meeting.

4. Unconfirmed Confidential Minutes of the Meeting held on 08 May 2018 (Paper 03)

The confidential minutes of the meeting held on 08 May 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): *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 5): *Student Poll on IT equipment to be carried out by Jerry White.* Planning for student poll is underway and will be published during the summer and autumn terms. Action completed.

Action 2 (Business 5): *The Clerk to the Corporation agreed to make the changes to the Paston Staff Forum Terms of Reference.* Presented to Board. Action completed.

Action 3 (Business 5): *Ian Webb to share “workforce for the future” papers with the Principal.*

Action on-going.

Action 4 (Business 5): *Martin Colbourne to liaise with Bree Sherwood with regard to the renewal of the Scrutton Bland Internal Audit Contract for a further 12-month period.*

Discussions took place at the Audit Committee meeting which took place on 19 June 2018. Action completed.

Action 5 (Business 5): *Martin Colbourne to produce a contract renewal grid for discussion at the next CCN Business Committee Meeting taking place on 26 June 2018.* Please see agenda item 7.1. Action completed.

Action 6 (Business 5): *Confidential item – please see Clerk.* Action completed.

Action 7 (Business 5): *The Clerk to the Corporation and Matt Colmer to prepare a remuneration paper for the full Board Meeting taking place on 22 May 2018.* Action completed.

Action 8 (Business 5): *Confidential item – please see Clerk.* Action completed.

6. Section A

6.1 Finance Report

(Paper 05-07)

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

- Operating surplus / deficit for the month April 2018 - a surplus of £134k compared to a budgeted deficit of £32k, producing a favourable variance of £174k.
- Surplus / deficit for the year to April 2018 – a deficit of £99k compared to a budgeted surplus of £89k, producing an adverse variance of £188k.
- It was noted that the emerging picture of an operating deficit projected to be £265,000 is very encouraging. More accurate information will be known by the end of this week and the updated balance summary will be presented to the full Board at their next meeting. As always, the budget remains a financial challenge but if the excellent discipline continues, it is hoped to breakeven. Martin Colbourne informed the Committee that the original “possibles and probables” have now moved into reality.

It was noted that the merger of Paston is included in the April 2018 set of accounts, with a net asset of £963k. The revaluation of the land at point of transfer has not been reflected in the accounts, to date.

The Principal informed the Committee that correspondence via email and letter with the Vice Chancellor of the UEA has taken place to seek a resolution to the outstanding issue with UEA in relation to HE funding and it is hoped this will be resolved imminently and satisfactorily.

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

- The total debtors’ balance as at 21 June 2018, stands at £959,152, this is the first time it has fallen below the £1million mark.

- The student debt total now stands at £174,092.
- The employer, nursery and other debts remain broadly static, all having decreased.
- The SLC debt was discussed and it was noted that, a letter having been issued regarding the pre-2012 debt, a conversation had been held with the Student Loan Company and, subsequently, two payments totalling £123k, had been received.

The 2017/18 Debt Action Plan was previously circulated and discussions followed on the Post 2012 debts. It was noted that following the completion of the work on debts outstanding from 2013/14 of £97k and 2014/15 of £21k, the College is unfortunately now in a position to recommend to Governors that these balances, totalling £118k of advanced learner loans, are written off. The balances have been fully provided for in the bad debt provision and it was confirmed that there will be no financial impact on the I&E account. Following further discussion, the proposal was unanimously agreed by everyone present.

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.

6.2 College Budget for 2018/19 and 2 Year Financial Plan (Paper 08)

Please see the confidential minutes.

6.3 KPMG Benchmarking Report 2016/17 (Paper 09)

The Further Education Financial Statements prepared as part of the audit service provided by KPMG were previously circulated and full content noted.

The Principal confirmed that a detailed commentary will be prepared for the next full Board Meeting.

The full content of the report was noted.

Action 1: A detailed commentary, on KPMG Benchmarking Report for 2016/17, to be prepared for the full Board Meeting taking place on 10 July 2018 (CP / CJ).

6.4 Governance Update

6.4.1 Review Committee Terms of Reference (Paper 10)

The Committee's Terms of Reference, which oversees the general business matters of the College, was previously circulated to all Governors and the following change was agreed:

- Assistant to Company Secretary to be amended to Administrator.

The Committee agreed that the remaining content required no change.

The Clerk to the Corporation agreed to amend the current Terms of Reference.

Action 2: The Clerk to the Corporation to amend the current Terms of Reference for the Business Committee (CP).

6.4.2 Review Role Descriptions (Chairman, Governors and Clerk)

(Paper 11)

The current job descriptions, previously circulated were agreed upon with one change to the Role of Chairman:

- The Chair of the Board sits on the Board of Trustees for the TEN Group.

The full content of all distributed job descriptions was noted.

Action 3: The Clerk to the Corporation to amend the job description for the Chairman (CJ).

6.4.3 Business Committee Self-Assessment

(Paper 12)

The Committee self-assessment was completed and following discussions it was agreed that all items listed scored 4.

The Clerk agreed to update the self-assessment accordingly.

Action 4: The Clerk to the Corporation to update the self-assessment scores following the committee's discussion and agreement (CJ).

7. Section B

7.1 Contract Renewal Log

(Paper 13)

The Contract Renewal Log was presented as previously circulated, received and noted.

Martin Colbourne informed the Committee that the renewal dates have been deliberately staggered for procurement purposes and currently NES are keeping a close eye on the cleaning contract.

The insurance will be referred back to the market annually and cyber service has been included, but currently there is no sign, to date, of a reduction in service levels.

7.2 Merger Update

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

- Two staff development days took place last week which were very successful, and included: safeguarding; health and safety; IT systems, Blackboard. All sessions gained "a cheer" and were inspiring and engaging.
- Communications for next year to both staff and students at Paston is being rolled out.
- Organisation Days jointly across both sites are being arranged for teams to get together.
- Staff Develop sessions have been held throughout the year to support staff.
- Workforce Strategy for 2021 is to be led by Jerry White and further detail will follow.

The Chair thanked the Principal for the very positive feedback.

7.3 Workforce Development Report

(Paper 14)

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

It was noted that the full report has been scrutinised at Executive Meetings.

The full content of the CCN HR Information Report was noted.

7.4 Campus Services Update

(Paper 15)

Jon Bonham, Director of Estates and Facilities, presented the Campus Services Update, previously circulated and the full content was noted, with the following information highlighted:

- The Fire Policy has been reviewed and is now ready for adoption for CCN, Paston and Norfolk House. The Policy has been redrafted and is now bespoke to individual buildings on campus.
- Asbestos Management – Jon Bonham and the Principal have been reassured by the Compliance Manager that all regulations, for all buildings, are in place and the plan is now in the adoption process.
- A new Accident and Incidents reporting system is in development and will hopefully be rolled out from September. This replaces the original third-party provider and has been designed in-house.
- Marketing will be moving from the Elmhurst Building to the Thetford Building.
- Edwards and Blake will be taking over catering at Paston from September 2018.
- Cleaning – the contractor performance is being closely monitored by the Estates and Facilities team and KPIs are being enforced to hold them to task.

The Principal informed the Committee that the DfE are releasing money from their capital pot to provide equipment needs to support T Levels until 2025. Managers have been asked to provide “a wish list” and the information will be captured in a spreadsheet.

It was noted that the “live” comprehensive tracker, which sits behind the headlines discussed, can be found in SharePoint through Office 365. The link is: <https://studentccnac.sharepoint.com/sites/CCNCompliance/SitePages/CCN-FM-CONNECT.aspx>

The Chair thanked Jon Bonham for his extensive report.

Jon Bonham left the meeting.

7.5 Update on SA, IA and EA Targets

There was no update on SA, IA and EA Targets tabled at the meeting.

The Principal informed the Committee that the finance KIs are currently under review.

8. Section C

8.1 Staff Forum Minutes

(Paper 16)

The minutes from the Staff Forum Meeting which took place on 25 April 2018 were presented as previously circulated and the full content noted.

9. Other Urgent Business

Trial of the new on-line system to replace BoardPad – the Principal informed Committee members that the new system which is being trialled to replace BoardPad is working well. It is easier to access and navigate around and is also much easier to log-on to. A final decision on its implementation will be decided upon soon.

Steve Thorpe – the Chair thanked Steve Thorpe for his commitment to the Committee and wished him well in the future.

10. Confidentiality

Please see confidential minutes for information regarding agenda items 6.2 and 10.3.

10.1 Cost of Living Increase – Proposal

Please see agenda item 6.2 – confidential minutes.

10.2 Union Meeting Minutes

(Papers 17-18)

The Union Meeting minutes, from the meetings held on 22 March 2018 and 14 May 2018, were presented as previously circulated, received and the content noted.

The Principal informed the Committee that good progress has been made on policies and procedures with the Big 5 Policies being agreed by Unions.

10.3 Paper from Principal

(Paper 19)

Please see the confidential minutes.

11. Search Function

11.1 Governor Vacancies

(Paper 20)

Governors were asked to review the vacancies and reappointments information, previously circulated. The full content was noted and the following discussions and decisions made:

Re-appointments:

- Nikki Gray (co-opted) – Term of office expires on 21/05/2018. Governors agreed the re-appointment as a Governor of Nikki Gray for a further four years.
- Luke Mitchell – Term of office expires on 30/06/2018 – Luke Mitchell has been reappointed as SU President and Governors confirmed Luke Mitchell's reappointment as a Governor for 2018/19.

Departing Governors:

- Matt Colmer – 10th July 2018 - appointment of a new chair to be discussed at Board on 10th July.
- Zak Virgin – 10th July 2018 – following over 11 years of service Zak will be departing Board and Audit Committee following his resignation.
- Lauren Callaghan-Bates – 10th July 2018 - Lauren's term of office as HE Student Governor will expire on 10th July but can stand again for nomination in 2018/19.

The following vacancies were noted:

- Board – two vacancies are required to replace Matt Colmer and Zak Virgin. FE and HE Student Governor – due for renewal July 2018 - September 2019.
- Audit Committee – two vacancies are required to replace Zak Virgin and one open vacancy.
- Curriculum and Standards - FE and HE Student Governor – due for renewal July 2018 - September 2019.

The Principal informed the Committee that she is in dialogue with Mills and Reeve to make suggestions for a replacement for Zak Virgin. If there is no take-up, she will follow up on. Discussions have taken place with Grant Thornton UK, for Toby Wilson, a Director and Auditor, to join the Board from October 2018, with community focus. Further information will be made available when finalised.

It was noted that Nikki Gray has confirmed that she is happy to be appointed as a full Governor and the Principal agreed to liaise with her.

The potential to recruit additional Governors was agreed by the Committee.

Action 5: The Clerk to the Corporation to amend Governors details accordingly to changes agreed (CP).

Action 6: The Principal to hold discussions with Nikki Gray regarding her joining the full Board (CP).

12. Date of Next Meeting

Business Committee 2 October 2018 at 5.30 pm

All business having been concluded, the meeting finished at 8.05 pm.

CHAIRMAN: **DATE:**