

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 9 OCTOBER 2018 AT 5.30 PM, ROOM D21A, CCN, IPSWICH ROAD, NORWICH NR2 2LJ

Present:

Andrew Barnes (Chairman), Corrienne Peasgood (Principal), Jill Lanning, Noel Bartram, Andrea Blanchflower, Denise Troughton, Nikki Gray

Attendees:

Jerry White (Deputy Principal), Jacky Sturman (Executive Manager), Martin Colbourne (NES MD) – present for agenda 8.3 only, Sue Millions (Administrator)

The Chair welcomed Nikki Gray to her first meeting as a CCN Governor.

1. Student Voice

Andy, Amy, Cameron and Matthew, two students on the one-year Media Learner course, part of the Phoenix Programme and two students who are part of the Alternative Provision course, joined the Board to update Governors on their experiences and why they enrolled at CCN.

It was agreed by both Andy and Amy that they had made a good start to their course and were well supported by their lecturers and treated like adults. It was noted that it is a practically based course with work experience linked to industry. The course is well-balanced and rewarding.

Cameron and Matthew informed Governors that they are progressing well on their courses and they are finding the course informative and helpful. Both reiterated that they believe that the College is very different from high school, but they are being treated like adults too. Cameron would like to undertake a high level acting course next year and Matthew undertake A Level Sociology.

All students present agreed that they felt comfortable around the College but asked if there could be provision provided for them at lunchtimes to relax and undertake work in a quieter environment.

Cameron highlighted that his friend had been “mis-gendered” by a member of staff and the Principal agreed to ensure that this did not happen again.

The Chair thanked all students for their commitment and attending and presenting a very positive picture of life at City College.

2. Apologies for Absence

Apologies were received from Bree Sherwood, Ian Webb, Helen Richardson-Hulme (Assistant Principal, Director of Student Services), Luke Mitchell and Julia Buckland (Vice Principal, FE Curriculum and Quality).

3. Declaration of Interest

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

Declaration of Interest forms for 2018/2019 were amended, where necessary, and signed by those present.

4. Minutes of the Meeting held on 10 July 2018 (Paper 02)

The minutes of the meeting held on 10 July 2018 were agreed as a true record of the meeting and signed by the Chairman.

5. Confidential Minutes of the Meeting held on 10 July 2018 (Paper 03)

The minutes of the meeting held on 10 July 2018 were agreed as a true record of the meeting and signed by the Chairman.

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

Action 5 (Board 2): *Ian Webb to work with the Principal on the staff survey questions, approval to be sought by the Business Committee and circulated back to full Board for agreement. Ian Webb and Corrienne Peasgood met on 8 May 2018 and approval will be sought at the next Business Committee Meeting taking place on 26 June 2018. It was noted that the re-wording has been agreed and will be presented to the next Full Board Meeting taking place on 9 October 2018. Action completed.*

Action 3 (Board 5): *Clerk to the Corporation to issue Outlook calendar invitations for 2018/19 Corporation meetings in the coming weeks. Invitations to be sent out as soon as possible by Governance Team. Action completed.*

Action 5 (Board 5): *The Chair to review and strengthen the Principal's job description. Action completed.*

Action 6 (Board 5): *The Chair to prepare a reactive Press Release with regard to the Principal's salary increase. Action completed.*

Action 1 (Board 6): *Martin Colbourne to circulate the CCN highlighted version of the KPMG Benchmarking Report to all Board Members. Action completed.*

Action 2 (Board 6): *The Clerk to the Corporation to circulate the TEN Board Report to all Governors. Action completed.*

Action 3 (Board 6): *5 Minute Training Update on Apprenticeships / Maths Pilot to be uploaded onto BoardPad for Governors. Action completed*

Action 4 (Board 6): *Outlook Calendar invitations to all Governors to be sent out in the coming weeks for meetings throughout 2018/19. Action completed.*

Action 5 (Board 6): *The Principal will contact Nikki Gray and await feedback from Toby Wilson and Mills and Reeve. Nikki Gray has joined both the full Board and Curriculum and Standards Committee. The Principal continues to liaise with Toby Wilson. **Action on-going.***

Action 6 (Board 6): *The Clerk to formally make changes to appoint Andrew Barnes and Jill Lanning as Chair and Vice Chair of the Corporation. Action completed.*

Action 7 (Board 6): *Clerk to the Corporation to upload the College Budget for 2018/19 and 2 Year Financial Plan papers onto Passageways. Action completed.*

7. Chairman's Remarks

The Chairman thanked everyone involved in the excellent financial turnaround and expressed his praise for how well the whole process has been managed and the lessons learnt going forward.

8. Section A

8.1 Curriculum and Standards Committee Report

(Paper 05)

Governors were asked to note that the Quality Report, previously circulated is for the Boards' information and has been seen by the C&S Committee and was reviewed in detail at their last meeting which took place on 18 September 2018.

A summary of the key points has been produced and the following highlighted:

- 600 students achieved their Grade 4 in GCSE English and / or Maths in the summer.
- In reviewing the Quality Report, the improvement in A level results at the Norwich site was noted. In relation to the vocational courses the changes in many qualifications, were noted, resulting from the introduction of external assessment. The C&S Committee had queried the low pass rate for Award qualifications and Jerry White informed everyone present that further clarification and analysis has now been completed along with further achievement being recorded and the position now stands at 83.7% achievement rate for Awards, up from the 55.8% presented at the Curriculum and Standards meeting and comparable with 2016/17 outcomes at 83.6%
- The Curriculum and Standards Committee also informed the Business Committee that, in some areas, pressure on rooming and resource have the potential to impact on the student experience across a number of provision types including HE courses.
- The Curriculum and Standards Committee noted the 'story' that can be seen for many curriculum areas within the TLA grid and would encourage all Governors to scrutinise it as it informs where the issues are and is a good snapshot of the first half term.
- GCSE English and Maths analysis was noted, and greater progress was noted by those students on the lowest prior attainment.
- DfE provisional performance tables have now been published and indicate significant improvement in the progress scores for both GCSE English and Maths, 0.05 and - 0.06 respectively. These figures place the College in the top 20% of FE Colleges on last year's performance. This shows an upward three-year trend, which the Principal believes Ofsted would be impressed by. It was noted that the College are not content with these results but are satisfied to see that students are making progress and hopefully next year, a further increase will be seen.

Jill Lanning informed the Board that the Curriculum and Standards Committee will continue to monitor the Quality Report at each of their meetings and hope that the new approach is both beneficial and informative. If any Board members have any additional questions, Jill Lanning informed the Board that she is happy to answer them, via email.

The full content of the report was received and noted.

8.2 Business Committee Report

The Chair informed the Board, that as Chair of the Business Committee, they had reviewed, in detail, all papers prepared for their meeting and the following detail was verbally highlighted:

- The Business Committee are pleased by the excellent financial position discussed by Martin Colbourne, with the cash collection improving considerably.
- IT – a comprehensive report was given by John Pollitt and a large number of projects completed. It was noted that the Skype for Business is very efficient and there has been good collaboration across the partnerships with supported sessions and briefings taking place.
- Eduroam Wi-Fi is being validated through the home institutions although this has not been officially launched on site. Students are happy.

- Jerry White is reviewing the IT Strategy and reviewing resources across the site. Cyber scrutiny will also be reviewed to ensure the College works in an inclusive way. Charging points throughout the site are an issue. The Chair asked that if anyone had any feedback to pass on their suggestions to either Jerry White or the Principal. Andrea Blanchflower suggested that, as part of the IT Review Strategy, Jerry White contacts Mark Barry, Director of IT at the UEA, who has a commercial background in IT.
- Campus redevelopment – the Chair informed the Committee that the College will be applying to the LEP for funding for a Skills Capital Project, digital based. The submission needs to be completed by the end of December 2018. The Conservative Party Conference today issued £38m capital funding for the delivery of 2020 T Levels and alongside 26 other Colleges, CCN can apply for funding for projects on site to help delivery. It has been agreed that a bid for construction funding will be made and the selection process will be made in January 2019 for the capital to be used for September 2020. Bids for both projects will be written quickly and a curriculum bid, led by Jerry White, will look at expenditure for the submission to assist with architects, consultants' fees, etc. and an update will be delivered to the next Business Committee Meeting. The Board asked what they could do to help with the LEP bid as the last LEP bid was not successful and it was suggested that individuals could lobby through their Government contacts. Governors informed the Board that they are happy to review the bids if they have had previously had experience in the area.

Action 1: Jerry White to discuss CCN's IT Review Strategy with Mark Barry, Director of IT at the UEA (JW).

8.3 2017/18 Financial Outturn Report

The Chair informed the Board that the monthly management accounts for the eleven months to June 2018, were discussed at the recent Business Committee Meeting and it was noted that:

- The operating surplus / deficit for the month June 2018 - a surplus of £97k compared to a budgeted deficit of £42k, producing a favourable variance of £55k.
- Surplus / deficit for the year to April 2018 – a deficit of £109k compared to a budgeted surplus of £187k, producing an adverse variance of £78k.

Andrew Barnes informed the Board, that the Business Committee had thoroughly scrutinised all reports and looked at challenges raised.

Martin Colbourne informed the Board, that as of today, the operating surplus stands at £212,000 and it was unanimously agreed that this was an excellent result and thanked Martin Colbourne, the Principal and everyone involved in the turnaround from the possible outturn position earlier in the year.

Headline figures noted were:

- Total income was recorded at £37,952m; staffing costs £21,861m; total payroll £27,470m; non-payroll is £10,269m – a good favourable variance.
- The Chair asked if Martin Colbourne would review the “probables, possibles and definites” information, provided earlier in the year, to check the College's confidence in their planning.

- It was noted that the cash increase has risen by £1m to £8m and the Paston College transfer will become a credit in income going forward.

The Principal and Jerry White will review the first cut of the financial outturn, with Martin Colbourne and give an update for review at the next Business Committee Meeting.

Martin Colbourne left the meeting at 6.10 pm.

8.4 Well-Being and inclusion Report

(Paper 06)

The Report informs Governors of safeguarding, wellbeing and equality, diversity and inclusion matters relating to staff and students throughout the year and the full report was received and noted. The report provides Governors with an update of the work undertaken recently and the following additional information was highlighted:

- Keeping Children Safe in Education (KCSiE) 2018 – Governors are asked to read this statutory guidance and along with Working Together to Safeguarding Children 2018, they remain the key Government guidance documents for Education. The Guidance has been updated for 2018 with inclusions to County Lines and Harmful Sexual Behaviour.
- It was noted that Chris Caddamy has been appointed the Safeguarding Lead for NES staff.
- Mental Health is already the highest referral topic into the Safeguarding team this term and it was noted that the College are not complacent and will continue to talk to those who can assist with this funding issue, e.g. Norman Lamb, MP.

8.5 Governance Matters – Appointments

- FE Student Governor vacancy - one nomination has been received for the FE Student Governor and it is hoped that they will be in position by the next Board Meeting.
- HE Governor vacancy – no nominations were received by the deadline, so the vacancy information will be re-issued.
- Toby Wilson, Grant Thornton – the Principal informed the Board that she will be seeking approval from the TEN Board for Toby Wilson's appointment before the next CCN Board Meeting.
- There is currently a vacancy on the Audit Committee and it was suggested that someone with a risk or estates background would be beneficial. Nikki Gray informed the Chair that she would ask a colleague, with this background knowledge, if they were interested and, if so, pass their details to Andrew Barnes.
- The Principal is still in discussions with Mills and Reeve to ask whether they wish to replace Zak Virgin as a CCN Governor.

8.6 Student Voice Report

(Paper 07)

The Student Voice Report, previously circulated was received and the content noted.

A summary of the activity undertaken since the beginning of term was highlighted and it was agreed that Luke Mitchell and his team have hit the ground running and have been very productive. The continuity from last year has had a very positive impact on the Student Union.

8.7 Annual Safeguarding Report

(Paper 08)

The Annual Safeguarding Report previously distributed informs Governors of safeguarding, well-being and equality, diversity and inclusion matters relating to both staff and students throughout the year.

It was important to note that all Prevent referrals are reported to the Curriculum and Standards Committee on a regular basis.

It was noted that the full content of the report is an amalgamation of all of last year's termly reports and the full content was noted by everyone present.

8.8 Annual Equality and Diversity Report

(Paper 09)

The Equality Statement and Objective Report, previously circulated, was presented to the Board and it was noted that the objective for 2016-2019 will be published on the College's website.

The priorities for 2018/19 was discussed and all priorities noted.

9. Section B

9.1 TEN Group Update

The Principal informed Governors that the TEN Board have requested a report from CCN at each of their Board Meetings and it was agreed that the Report will be provided to all CCN Board members, for information.

The Principal informed Governors that her report will contain the information discussed at today's meeting regarding: strategy, quality, finances, Estates and Infrastructure, #Love our colleges, 16-18 Education and Training, Adult Education and Training, Apprenticeships and Higher Education updates.

It was noted that Governors have no additional information to report to the TEN Board.

9.2 Governance Matters

Governors individual self-assessment and corporation self-assessment summary, review and update of Code of Governance, following the adoption of the AoC Code has been reviewed at the Business Committee, and was circulated for information to the full Board.

9.3 TEN Group Conflict of Interest and Loyalties Policy

(Paper 10)

The TEN Group Conflict of Interest and Loyalties Policy was previously distributed for information.

The full Policy has been reviewed by Jodie Mitchell, Head of Professional Services, and the full content noted by all Governors present.

The Policy will be reviewed every two years.

10. Section C

10.1 Minutes of Previous Committee Meetings

(Papers 11-12)

The minutes from Business Committee Meeting which took place on 26 June 2018 and the Curriculum and Standards Committee Meeting held on 12 June 2018 were previously circulated and the content noted.

The minutes from previous committee meetings, when confirmed, will be uploaded onto Passageways for information.

11. 5 Minute Training Update on Technical “T” Levels Update

The PowerPoint presentation was uploaded and presented by Jerry White and the following highlighted:

- 11 T Levels are now in development and three will be in the first phase from September 2020. These are: digital, education and childcare and construction. It was noted that Thorpe St. Andrew and Develop Enterprise will be developing Digital, alongside CCN.
- CCN are one of 54 national providers and selected as early adopters. Only 25 out of the 54 are FE Colleges.
- The challenge to CCN is to secure the content of the T Levels by February 2010.
- Delivery will be 900-1400 hours per year – this is double a normal A Level.
- Key challenges and opportunities was discussed and noted and it was agreed that there needs to be considerable engagements with the DfE, going forward, with industry pilots underway as soon as possible.

It was asked that the presentation is uploaded onto Passageways for everyone to read.

Action 2: The Principal to forward the presentation to Sue Millions for uploading into Passageways (CP / SM).

12. Other Urgent Business

UTCN – it was noted that a final decision is waited, and information will be made available when confirmed.

13. Confidentiality

There were no items deemed confidential discussed at the meeting.

14. Items to be Shared with TEN Board – please see agenda item 9.1.

15. Principal’s Meeting Summary

The Principal informed the Board that the Secretary of State for Education will be visiting the College on Friday.

The new Ofsted Framework – guidance for inspections will be published to all Colleges next week.

The Strategic Aims and Success criteria were discussed and the following agreed:

Aim 1 – English and Maths progress is positive, there is positive movement with NSS, which is moving in the right direction. Progress is being made, safeguarding and well-being are progressing positively.

Aim 2 – applying for DfE capital, primary teacher apprenticeships are taking place from September 2019; IT infrastructure is positive. Negative comments were around the lack of social networking spaces and the requirements of specialist staff.

Aim 3 – Skype for Business is working well which is limiting the impact on the environment, positive outcomes on debt.

Aim 4: Accident reporting system is now in place. There will be challenges around the implementation of T Levels.

Aim 5 – support from the LEP and the Secretary of State’s visit. Inclusion of stakeholders to be included, alongside employers.

It was agreed that any negativity will be discussed at the next Curriculum and Standards Committee Meeting and the inclusion of stakeholders to be reviewed at the next Business Committee Meeting.

Action 3: Curriculum and Standards Committee to review the negativity within the Strategic Aims and Success criteria (JL / CP).

Action 4: Business Committee to review Aim 5 on how stakeholders and employers can provide growth and how CCN continues to work with employers (AB / CP).

16. Date of Next Meeting

- Board: 11 December 2018 at 5.30 pm, followed by Governors’ Christmas Buffet.

All business having been concluded, the meeting was closed at 8.15 pm.

Signed **Date**
(Chairman)