

## CORPORATION BOARD MEETING

### CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 10 OCTOBER 2017 AT 5.30 PM, ROOM D21A, CCN, IPSWICH ROAD, NORWICH NR2 2LJ

#### **Present:**

Matt Colmer (Chairman), Bree Sherwood, Rebecca Perry Andrew Barnes, Corrienne Peasgood (Principal), Andrea Blanchflower, Jill Lanning, Luke Mitchell, Ian Webb, Clare Johnson

#### **Attendees:**

Jerry White (Deputy Principal), Helen Richardson-Hulme (Director of Student Services), Sue Millions (Assistant to the Company Secretary)

---

## **1. Student Presentation**

Cameron and Darcey, two students on the 14-16 Alternative Curriculum course, joined the Board to update Governors on their experiences and why they enrolled at CCN.

Cameron informed Governors that he has always been home educated and joined CCN last year to complete his Maths GCSE which he passed and this year he is undertaking English, Performing Arts and Media courses. He explained that he would like to enrol on a Level 1 Performing Arts and Catering course next year.

Cameron was asked how his experience at CCN varied from home and he informed Governors that the first few weeks were difficult but everyone has been sharing and friendly and the transition from home to CCN has been fine.

Darcey explained that she suffered from anxiety and panic attacks whilst attending Thorpe St. Andrew High School and she is currently undertaking her Maths and English GCSE in Year 10. She hopes to enrol on other courses next year, possibly Law, Business and or Sociology.

When asked about her experiences, Darcey informed the Governors that at high school she was pressured by rules and was unable to be an individual, be myself, something that she has found better at CCN, with support and people who she feels equal to.

The Principal asked if there was a week's induction in July would it have helped with their transition and both agreed that it would.

When asked by the Chair if there is anything that the College could do better, both said that they couldn't think of anything and the differences between College and school / home education was amazing.

Both students said that they are comfortable with visiting the Advice Shop if they have any concerns or issues and staff are approachable.

The Chair thanked both Cameron and Darcey for their input and wished them the best of luck with her future studies.

## **2. Apologies for Absence**

Apologies were received from Zak Virgin.

### 3. Declaration of Interest

Jill Lanning informed the Board that she has been appointed to the Board of Certa, a national awarding organisation and access validating agency.

Bree Sherwood informed the Board that she has enrolled on a ten week Adult Leisure Course at CCN.

### 4. Minutes of the Meeting held on 10 July 2017 (Paper 02)

The minutes of the meeting held on 10 July 2017 were agreed as a true record of the meeting and signed by the Chairman.

### 5. Matters Arising from the Previous Minutes (Paper 03)

Action 1 (Board 4): *Jerry White and the Principal to prepare a timeline in light of the Annual Provider Review for discussion of the HE Report at C&S Committee Meeting throughout 2017/18. Andrea Blanchflower informed the Board that she has provided paperwork from UEA regarding the HEFCE AVR process and discussions will continue at the C&S Committee Meetings throughout 2017/18.* The HEFCE Annual Return was discussed at the C&S Meeting which took place on 19 September. Action completed.

Action 1 (Board 6): *A score of 3 on the Self-Assessment Summary to be descriptive and contain information as to why a score of 3 was given. One item is still to be finalised.*

**Action on-going.**

Action 2 (Board 6): *C&S Committee's Terms of Reference to be brought the next CCN Board Meeting taking place on 10 October 2017 for approval. Please see agenda item 9.4.1.* Action completed.

Action 3 (Board 6): *Re-appointment of Governors information to be forward to the TEN Board for final approval. The appointment of Luke Mitchell and the re-appointment of Matt Colmer were confirmed at the TEN Board on 24 July 2017. Action completed.*

Action 4 (Board 6): *The Clerk to the Corporation agreed to amend the Schedule of Business. Action completed.*

### 6. Chairman's Remarks

The Chair welcomed Governors to the new academic year and asked for his thanks to be put on record to the Principal, Jerry White and Martin Colbourne and the whole team involved in the on-going merger of Paston College with CCN.

The Chair highlighted the excellent FE Awards Event and reminded Governors of the forthcoming Graduation Ceremony taking place on 21 October 2017.

### 7. Principal's Update

The Principal highlighted the number of end of year activities which have taken place recently, including:

- The excellent set of A level results and the increased pass rates at GCSE. On enrolment, FE exceeded expectation and HE were not quite there this year.
- The deadline for expressing an interest to the DfE in the Strategic College Leadership Fund is 31 October 2017.
- T Levels – Panels are to be set up for each of the routes based on £250 per students with implementation by 24 November.

It was agreed by the Board that the position on work placements for T Levels will be updated at the next C&S Meeting taking place in November.

- The Principal and Jerry White has been out and about to keep up-to-date and spread knowledge in the organisation.
- Ofsted guidance for 2017/2022 has been provided to Colleges.
- NTS is now in administration and CCN has picked up some of the apprenticeships, via the alternative provider review.

**Action 1: The current position on work placements for T Levels to be discussed at the next C&S Meeting taking place on 21 November 2017 (CP / CJ).**

## 8. Section A

### 8.1 Quality Report

(Paper 04)

Governors were asked to scrutinise the tabled report, previously circulated, and raise any issues that may need further work or clarification. The report presents key data and analysis of the current performance of the College and the work being undertaken to enhance the quality of provision. The Curriculum and Standards Committee have reviewed the full version of the paper and fully scrutinised it accordingly and a number of actions are now underway as a consequence. Only actions RAG rated Red are presented in the version to the full Board.

The summary of the key points was highlighted as follows:

- The final position on retention is static at 94% for 16-18 provision and 19+ saw a small 1% increase compared to the previous year's data.
- Functional skills still needs improvement and this will be given attention by the College, going forward.
- The national student survey results have been reviewed by the C&S Committee and the HE self-assessment reviews are going into detail and looking at the survey results and how the open questions contributed to courses' support and challenge to ensure nothing is missed.

Jill Lanning informed the Board that the C&S Committee have reviewed HE provision and after the completion of the annual monitoring reports an update will be brought to the full Board in December.

**Action 2: HE Provision to be discussed at the next full Board Meeting taking place on 12 December 2017 (CJ).**

The Full Report was received and noted.

#### 8.1.1 HEFCE Annual Accountability Return

(Paper 05)

The HEFCE Annual Accountability Return documentation, previously distributed, was discussed at length at the last C&S Committee Meeting and the following key points were noted and discussed:

- Jerry White informed Governors that the quality assessment return is required from the Governing Body of the College to ensure that they are seen to scrutinise areas of quality related to student experience and student outcomes.
- This year's signed declaration is required by 1 December 2017.
- As of today's date, Jerry White stated that 2017/18 guidance has not yet been received so the review has taken a similar format to last year.

- The recent HEFCE visit to the College took place on 27 September 2017 when representatives met with students, as well as College management, and a representative from the UEA. The Principal informed the Board that they fully understood the current staffing issues and were very positive and complementary on services provided and they also understood that a number of issues come from communication issues which need to be fed back in a more robust way.
- The C&S Committee agreed that Governors need to demonstrate that they have viewed and robustly tackled all information produced by the College relating to the relevant areas of scrutiny and understand, for example, why the results of the NSS are a concern and understand the interventions being undertaken. All papers setting out the process now clearly explain how the different inputs support the AMR. The current Action Plan has been placed in CCN's BoardPad Reading Room.

Jill Lanning informed the Board that the discussions took place at the last C&S Committee Meeting on how approval can be obtained from the full Board as all documentation needs to be submitted by 1 December and it was agreed that documents will be finalised, and all current documentation included, following the AMR Review Meeting on 9 November, reviewed and scrutinised at the next C&S Committee Meeting taking place on 21 November and approval can then be obtained, and documentation signed, at the Joint Board Meeting with Paston, taking place on 28 November 2017. This was unanimously agreed by all present.

## **8.2 Finance Report**

**(Paper 06)**

The Finance Report and Executive Summary was presented as previously circulated.

Andrew Barnes informed the Board, that the Business Committee had thoroughly scrutinised all reports, looked at challenges raised and are happy and comfortable with the current position which is tracking to budget. No changes have been made since the review at the Business Committee took place on 3 October.

The external audit will commence next week.

### **8.2.1 Month 12 2016/17 Draft Outturn**

**(Paper 07)**

The Month 12 2016/17 draft outturn was presented as previously circulated. The income and expenditure account information, including commentary, was tabled at the meeting and the key points were highlighted as follows:

- The staffing costs show an incredible story, being very close to budget.
- Discussions are on-going on HEFCE on the additional income and release of 2015/16 income due to funding review.
- The building maintenance line reflects the current timeline and the team are much more on top of this with no building issues at present. Savings continue to be made.

The full financial picture will be finalised in the coming days and KPMG will be working with the team for the next three or four weeks when budgets will be prepared for Audit Committee consideration in December and at the Full Board Meeting taking place on 12 December 2017.

### **8.2.2 Debt Update**

**(Paper 08)**

Please see confidential minutes.

### **8.2.3 Loan Covenants**

(Paper 09)

The Loan Covenants and the resolution from Lloyds Bank, were presented as previously circulated and the content noted. The following was highlighted by Martin Colbourne:

All the loan covenants have no concerns and are well within their boundaries.

The Board, are asked to formally consider the four amended headlines within the Clauses 7.2. Martin Colbourne expressed his view that he is comfortable for the Board to sign the resolution and it was unanimously agreed to approve the resolution that is made on due process by all Governors present.

### **8.2.4 Finance Report Update**

(Paper 10)

The Finance Update Report was previously received, the content noted and the following highlighted:

- Positive month 12 outturn position for 2016/17 has been noted and the external audit will begin on 16 October 2017.
- TPS 1617 certificate audited and submitted with no adjustments.
- SAH was successfully exited on 29 August 2017.
- Paston financial due diligence (both ways) is being finalised.
- The new Catering contract, awarded to Edwards and Blake, has shown a positive start, with sales up a third already on this time last year.

### **8.2.5 Paston Due Diligence Reports**

(Paper 11)

Please see confidential minutes.

### **8.3 Student Voice Report**

(Paper 12)

The Student Voice Report from Luke Mitchell and the Student's Union, was previously received, the content noted and the following highlighted:

- Two podcasts on sexual health and mental health has been undertaken recently with the NHS and when produced, Luke Mitchell agreed to inform Governors.
- The Clubs and Society Officer, Jess Crowley, was awarded the Students' Union Award for Enhancing the Student Experience.
- Luke Mitchell informed the Board that he will be visiting the NUS Zone Conference in Sheffield in October which will feed into the National Conference taking place in April 2018.
- Equality and Diversity events are planned until December in the main foyer of the Norwich Building.

The Chair thanked Luke Mitchell and his team for an excellent start to the new term.

## **9. Section B**

### **9.1 Well-Being and Inclusion Report**

(Paper 13)

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, with the following additional information highlighted:

- There were no urgent items to report to Governors and no new referrals to the LADO.
- The safeguarding team have had most referrals around mental health issues, making it necessary to contact parents.
- There has been one referral to the MASH team for physical and psychological abuse.
- Referrals and cases have been getting busier, earlier in the new term, which is positive.
- The team have been focusing on settling students in and giving them a good focus and understanding of Prevent. A good bank of resources is available to support staff in the delivery of Prevent.
- The college monitor and filter systems to ensure that students are safe when accessing the Internet in College.

The Full Report was received and noted.

The Chairman thanked Helen Richardson-Hulme for her very full and helpful report.

The Safeguarding Annual Report was previously received and the content noted. This annual report is an amalgamation of the full year and gives the full breakdown to Governors of all referrals made.

The Safeguarding Report's content was fully noted.

## **9.2 Merger Update**

(Paper 14)

Please see the confidential minutes for a full update on the due diligence process.

The Principal informed the Board that all Paston staff have had 1-2-1 interviews with CCN HR team and asked their thoughts on the merger and where they would like to end up. They have also been introduced to TEN Rewards.

CCN and Paston are now looking at what happens after 1 December 2017. Pay roll will remain in place until at least 25 December 2017 and will be run by Norfolk County Council until an agreement is reached. Data sharing agreements will remain in place until 1 December 2017.

## **9.3 TEN Group Update**

The Principal highlighted that following the resignation of the Group CEO, with effect from 31 December 2017, adverts have been placed for an Executive Principal of the MAT / UTCN and a part time Executive Chair of TEN. Interviews for the Executive Principal are taking place on 17 and 18 October.

It was agreed to bring back in the New Year when all appointments and future plans are known.

## **9.4 Governance Matters**

### **9.4.1 C & S Terms of Reference**

(Paper 15)

The Terms of Reference reviewed at the last Curriculum and Standards Committee Meeting have been amended and the proposed document was presented, as previously circulated, for approval by the full Board. This was agreed by everyone present.

#### **9.4.2 Corporation Sealing Register Update**

(Paper 16)

The CCN Sealing Register, previously circulated was discussed and the full content noted.

#### **9.4.3 Committee Self-Assessment Summary with Attendance**

(Paper 17)

Corporation Performance Review Summary 2016-17, previously circulated and the content noted. Following discussion, the following was highlighted:

Average scores were discussed and noted.

Jill Lanning, Chair of the C&S Committee questioned whether the Committee does discuss the curriculum offer as she believes that the wording in blue is not accurate and that the Principal and Vice-Principal review curriculum offers, etc. Following discussion, it was agreed that the wording would be changed.

The annual attendance summary of all the meetings which took place in 2016/17 was noted.

**Action 3: No 6 of the Self-Assessment Summary to be amended, as discussed (CJ).**

#### **9.5 5 Minute Training Update Ofsted Strategy 2017/2022**

The Principal explained that the 5 minutes update gives a feel of where the common inspection framework will be in 2019. It will remove from the framework any measures that do not genuinely assess quality of education, training and care.

The focus for improvement will be through intelligent, responsible and focused inspections and regulations and underpinning the core values of children and students first, independence and accountability and transparency.

A full copy of the PowerPoint presentation and the new Ofsted Strategy for 2017/22, published by Ofsted have been uploaded onto BoardPad, for your information.

Ian Webb asked if Governors could have a clear understanding of Pupil Premium and Social Mobility Measures in College and it was agreed to bring this back to the next full Board Meeting as a 5-minute update.

**Action 4: Social Mobility measures to be the topic for the next 5-minute update (CP / CJ).**

#### **9.6 Curriculum Link Proposal 2017/18**

(Paper 18)

Jill Lanning informed Governors that following a review of the current Governor Curriculum Links scheme at the last C&S Committee Meeting, she is proposing that a new approach would better meet the different expectations of the role. This suggestion could be combined with more time being given by C&S Committee to key curriculum themes which will include governor feedback and give better recognition of the time given up to visits by Managers and Governors.

The new approach would include:

- Development Governors' understanding of the college.
- Providing more insight into an area of the college that is of special interest to a Governor, ensuring Governor input to identified areas of college activity.

- The C&S Committee will look at student progress and progression in addition to the link governor areas. The Committee will consider information from the College management and a contribution from the link governors will be in the form of a written report and / or by attending the committee meeting.

The Board were asked to consider and approve the improved approach for 2017/18 and the proposed schedule for the coming year.

Ian Webb suggested that the Committee could also look at good areas to better understand and improve the on-going issues.

The Chair asked the Board if they felt that the five areas for the coming year were the right five and this was agreed.

Board members are asked to volunteer and inform the Principal, via email, if they would like to volunteer to visit a particular area of interest to them. It was noted that adult education would involve an evening visit and sixth form would be during the day.

The full proposal was previously circulated, the full content noted and approval was given by the full Board to go ahead with the new approach.

**Action 5: Governors to inform the Clerk, Principal or Jill Lanning, via email, if they are interested in being a link governor (all Governors).**

## **9.7 Annual Health and Safety Report and Fire Action Plan** (Paper 19)

The full report and action plan were fully discussed at the recent Business Committee Meeting. The report was previously circulated and the content noted and Governors were informed that a further visit is being arranged by the Fire Officer to check the actions are now being met.

The Business Committee will fully review the action plan following the Fire Officer's visit and report back to Governors, where applicable.

Andrew Barnes, Chair of the Business Committee, informed Governors that there is currently lots happening around health and safety but the paperwork is not keeping up with actions. Governors were reassured that this is being monitored fully by the Business Committee.

## **10. Other Urgent Business**

The Principal informed the Board that this will be the last meeting for Rebecca Perry who has been appointed as a HMI Ofsted Inspector from January 2018. The Chair thanked Rebecca for her excellent insight into Ofsted and reiterated that she will be a big loss to City College, but wished her well for the future.

## **11. Section C**

### **11.1 Minutes of Previous Committee Meetings** (Papers 20-22)

The minutes from Committee Meetings were previously circulated and the content noted.

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



**12. Confidentiality**

It was agreed to keep agenda item 8.2.2 and 8.2.5 confidential.

**13. Date of Next Meeting**

- Board: Tuesday 12 November 2017 at 5.30 pm.

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

Signed ..... Date .....  
(Chairman)