

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 11 DECEMBER 2018 AT 5.30 PM, ROOM D21A, CCN, IPSWICH ROAD, NORWICH NR2 2LJ

Present:

Andrew Barnes (Chairman), Corrienne Peasgood (Principal), Jill Lanning, Noel Bartram, Denise Troughton

Attendees:

Jerry White (Deputy Principal), Martin Colbourne (NES MD), Helen Richardson-Hulme (Assistant Principal, Director of Student Services), Julia Buckland (Vice Principal, FE Curriculum and Quality), Sue Millions (Administrator)

1. Student Voice

Jack, Cameron, Jess, Ash and Josh are all on one-year courses, two students on the one-year carpenter course (Level 1), two on the painting and decorating course (Level 1) and one on the Level 3 bricklaying course. All explained that they had learnt hand skills; improved their own skills; been helped with their self-esteem; been prepared for the real world and been given them a good overview of the course.

It was unanimously agreed that all teaching staff have been supportive, and the right balance of work and help has been achieved. It was agreed that all had chosen CCN, above other Colleges, as it is a good environment and best for construction courses. Experiences have been achieved both on and off site.

Next year, two students hope to undertake apprenticeships, one will gain employment and the other two will complete their Level 2 courses. All agreed that they understand what they need to do to get to the next level and the process is clearly explained to them.

When asked what the College could do better, the cost of travel was discussed and a request for more heaters in workshops was suggested. The question was raised as to where students go if tutors are absent and Julia Buckland agreed to check and communicate back to those students present.

When asked for one word to describe their time, so far, at the College, the following were noted: helpful; opportunities; alright and it was agreed that they would recommend their experiences to others.

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 Andrea Blanchflower, Bree Sherwood, Ian Webb, Luke Mitchell, Nikki Gray, Travis Plane, Jacky Sturman (Executive Manager) and Emily Staley.

3. Declaration of Interest

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

4. Minutes of the Meeting held on 09 October 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. Matters Arising from the Previous Minutes

(Paper 03)

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. Toby Wilson will join the main Board and Business Committee and a further Governor will be sought with possible property management background. Governors are asked to forward the names of any possible appointments to the Principal. Action on-going.*

Action 1 (Board 1): *Jerry White to discuss CCN's IT Review Strategy with Mark Barry, Director of IT at the UEA. Jerry White informed the Board that he has contacted Mark Barry, who is very keen to share ideas and challenges, and arrangements will be made to meet in the new year. Action on-going.*

Action 2 (Board 1): *The Principal to forward the presentation to Sue Millions for uploading into Passageways. Action completed.*

Action 3 (Board 1): *Curriculum and Standards Committee to review the negativity within the Strategic Aims and Success criteria. Please see agenda item 7.8. Action completed.*

Action 4 (Board 1): *Business Committee to review Aim 5 on how stakeholders and employers can provide growth and how CCN continues to work with employers. The Principal informed the Board that herself and Jerry White are reviewing Aim 5 in a more planned way. Action on-going.*

6. Chairman's Remarks

The Chairman informed the Board that he recently attended the AoC Annual Conference, which is the main event of the year in FE, and over the two days the programme provided a mix of keynote speakers from the sector, motivational speakers, break-out sessions and plenty of time to network.

The Chair explained the event was worthwhile attending and was an excellent in-sight into the sector. It gave a feeling of what is happening in the FE sector and the frustrations felt by many in terms of funding. Lessons were learnt from guest speakers and the summary provided to the Board gives a brief summary of the key points of interest for governors.

Governor training is being made available and it was noted that the Chair is attending a two-day course. A pilot for other Governor Training is being further investigated and it was agreed it was important for individual Governors to work out what training they would like to undertake in order to optimise their contribution.

Information on the one-day Governors' Summit Conference which is taking place in March 2019 is available from Jill Lanning.

The Chair informed other Governors present that along with the Principal and Denise Troughton he had taken part in a Campus Walk which focussed on social learning places, also alongside Jerry White, Julia Buckland and Helen Richardson-Hulme. Some areas were impressive, and some areas need to be reviewed. Other Governors will take part in Campus Walks throughout 2019.

7. Section A

7.1 Curriculum and Standards Committee Report

(Paper 04)

Governors were asked to note that the Quality Report, previously circulated is for the Board's information and has been seen by the C&S Committee and was reviewed in detail at their last meeting which took place on 29 November 2018.

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

- The final achievement rates for FE and Apprenticeship provision in the 2017/18 academic year provided some good improvements in GCSE but A level progress was tempered by some continued challenges in Adult and Apprenticeships achievement rates.
- The College's aviation provision was reviewed, and the Committee focussed on what lessons have been learnt from managing the complex partnership arrangements that this work has required. Information was given pertaining to some very positive likely employment destinations of the first cohort of students.
- Outcomes of the Self-Assessment Report (FE and Apprenticeship) and Annual Monitoring Report (HE) processes were looked at to ensure that judgments were sound, and actions identified for improvement robust.
- The completion of the 2017/18 School of HE Improvement and Enhancement Action plan, much of which was based on the results of the National Student Survey. Good progress in the monitoring and improvement of HE provision was noted, and the College was congratulated on successfully achieving the registered status with the Office for Students.
- Discussions took place about the proposal that the College enter the Teaching Excellence Framework process in the coming weeks, and the Committee supported the idea that the College should progress with that work.
- The HE OfS Annual Assurance return was discussed, and the Committee was supportive of its submission.

The full content of the report was received and noted.

7.2 Business Committee Report

(Paper 05)

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:

- Jerry White explained how the request from the UEA had come about and how their request to share data on CCN students is to support NEACO and the widening participation activities. The data requested includes personal details, e.g. address, date of birth and includes special category data. It was noted that the data will be shared as required by the UEA, but the College will formally record their disquiet about the proposed approach which the College feels is outside the spirit of GDPR.
- Operating surplus for the month September 2018 - a surplus of £125k compared to a budgeted surplus of £117k, producing a favourable variance of £8k. It was noted that the challenge going forward is that the LAG funding will not be funded next year and the finance team are focussing on the future and hope to have a good handle on the staffing budget by mid-January and it was noted that the student numbers are shaping the marketing approach. Jill Lanning asked if the College are short on numbers and it was noted that regionally numbers are low, but CCN has done better than others and has maintained the market share of students. 2019/20 funding will be calculated in January 2019.

- The weekly CCN debtor's report was noted for information.
- The total debtors' balance as at 22 November 2018, stands at £4,645,184, this is approximately £300,000 lower than the same period last year.
- The weekly CCN cash flow forecast was presented, and the forecast indicates a closing cash flow balance of £87m as at 30 September 2018, and actual cash of £8m.
- Budget KPIs were discussed at the Business Committee and it was noted that 80% of the financial health checks are graded Green. The Committee agreed that the Debtor Days were lower than last year but had not hit the proposed target of 80%. It was therefore agreed that a review of how Debtor Days are measured will take place before next year's budget is set. The cash and operating surplus were marginally close and rated as Good.
- The Loan Covenants Update was discussed, and the Committee was comfortable with all covenants as there are no concerns and they are all well within boundaries set.
- It was noted that in accordance with the Education and Skills Funding Agency approach to assessing the financial health of Colleges, the assessment grades, based on the College's Financial Plan submitted were graded as Good for 2017/18 and Good for 2018/19.

Please see confidential minutes for further information.

It was agreed that there are lots of positive things happening around the site.

7.3 External Audit Memo (Paper 06)

The full report to the Audit Committee was previously distributed for information and it was noted that the report was unchanged by the Audit Committee at their last meeting and a clean opinion was received.

The full content of the report was received and noted.

7.4 Regularity Self-Assessment (Paper 07)

The regularity self-assessment questionnaire, previously circulated was noted and the full content agreed.

It was agreed that the responses are correct, and it was noted that the questionnaire will be signed by both the Chair of Governors and the Accounting Officer (the Principal).

7.5 Annual Report and Financial Statements 2017/18 (Paper 08)

The Annual Report and Financial Statements for the year ended 31 July 2018 was previously distributed and followed discussions all Governors present informed the Chair that they were content with the full content.

The Business Committee proposed the Annual Report and Financial Statements for full Board approval and Governors were therefore asked to formally approve the accounts. This was proposed by Jill Lanning, seconded by Noel Bartram and unanimously agreed by everyone present.

All documentation was signed by the Chair and Accounting Officer and will be sent to KMPG by 31 December 2018 and filed with Companies House by the end of May 2019.

The Principal thanked Martin Colbourne and his team for an excellent work throughout the financial year.

7.6 Letter of Representation (Paper 09)

The KPMG Letter of Representation, previously distributed, was taken as read, and the full content was agreed and noted as a standard letter.

7.7 Audit Committee Annual Report 2017/18 (Paper 10)

The Annual Report was previously circulated, and the content noted. The Audit Committee is required to submit an annual report on its work for the year under its own Terms of Reference and the full report gives an overview of the work undertaken by the Committee in 2017/18.

7.8 College Self-Assessment Report 2017/18 (Papers 11-13)

The College Self-Assessment Report for 2017/18 was previously circulated for information and the full content noted.

Governors were asked to consider the information previously presented and challenge, if required, the recommendations and agree the self-assessment grades.

Following discussion, the full report and self-assessment grades were fully endorsed by those present and the self-assessment report for 2017/18 will be submitted to Ofsted.

7.9 2018/19 College Targets (Paper 14)

The 2018/19 College Targets were previously circulated for information and the full content noted. The following was discussed and highlighted:

- It was noted that the College Self-Assessment Reports, previously discussed lead into this year's targets and they have been reviewed with further review taking place at both Curriculum and Standards and Business Committee Meetings.
- Strategy 6 - "majority of staff agree or strongly agree that leaders and managers are considerate of my workload and well-being" – the question was asked as to whether this is two questions and it was agreed that the College need to make staff aware of the question and give them an understanding. It was agreed to add a comment box for staff to complete, if required.
- The improvement section highlights what the College needs to do to maintain its Good grade.
- Enhancement 10 – understanding what factors influence students' perceptions of safety ... - it was agreed that students needs to be made aware of why it is safe. Discussions followed on their perceptions of safe, with many them coming from schools that were gated and monitored.

The Board agreed the documentation and it was agreed that further detail will be available the next Board Meeting.

Action 1: 2018/19 College Targets to be discussed again at the next Board meeting taking place on 5 February 2019 (CP).

7.10 Student Voice Report (Paper 15)

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

In the absence of Luke Mitchell, Jerry White updated the Board on the activities of the Students' Union, including their progress towards the "Quality Students Union" mark.

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.

7.11 Well-Being and inclusion Report (Paper 16)

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.

Safeguarding and wellbeing report was formally reviewed, and the full content noted.

7.12 Tender Approvals

7.12.1 Medical Cash (Paper 17)

Please see confidential minutes.

7.12.2 Occupational Health Tender (Paper 18)

Please see confidential minutes.

7.12.3 Insurance (Paper 19)

Please see confidential minutes.

7.12.4 Recycling Tender (Paper 20)

Please see confidential minutes.

8. Section B

8.1 TEN Group Update (Paper 21)

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.

8.2 Modern Slavery Statement (Papers 22-23)

Pursuant to Section 54 of the Modern Slavery Act 2015, the College have been asked to review and update their Modern Slavery Statements for this financial year. Both short and full Statements, previously circulated, need Board approval.

It was noted that the Business Committee has discussed and approved the Statements and are seeking full approval from the Board.

Following discussions, the Board agreed all the recommendations and the Modern Slavery Statements was signed by the Principal and will be uploaded onto the College's website.

Action 2: The signed Modern Slavery Statement to be uploaded onto the College's website (Governance).

8.3 Health and Safety Annual Report and Policy (Papers 24-25)

The Annual Health and Safety Report was previously circulated for information and the full content noted.

The draft Health and Safety Policy was distributed prior to the meeting for information.

The Report and Policy has been scrutinised full by the Business Committee and changed made before today's presentation to the full Board. It was noted that the Policy has been re-written from scratch and approved by the Health and Safety Group and NES. The Policy now complies to the current and most up-to-date Health and Safety regulations and follows a simple structure with common language used throughout. It was unanimously commended for clarify by those present.

It was noted that near misses will be reported upon in the same way as accidents and will be included in the Policy before publication. It was agreed that the Accident System will be reviewed at the next Business Committee Meeting.

Discussions followed and those present informed the Chair that they were happy with the content.

It was noted that all policies referred to throughout the Health and Safety Policy are also up-to-date.

The Policy was approved by the full Board and will be reviewed annually.

Action 3: Accident System and Near Miss Reporting to be reviewed at the next Business Committee Meeting taking place on 22 January 2019 (CP / Governance).

8.4 5 Minute Training Update on the Education and Inspection Framework (Paper 26)

It was agreed to carry forward this agenda item forward to the next Board Meeting when the full Framework will have been received.

Action 4: 5 Minute Training Update on the Education and Inspection Framework to be included on the agenda of the next full Board Meeting taking place on 5 February 2019 (CP / Governance).

9. Section C

9.1 Minutes of Previous Committee Meetings (Papers 27-28)

The minutes from Business Committee Meeting which took place on 2 October 2018 and the Curriculum and Standards Committee Meeting held on 18 September 2018 were previously circulated and the content noted.

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

9.2 School Council and Student Parliament Update (Papers 29-35)

The School Council and Student Parliament Minutes from the meetings which took place in November 2018, have been uploaded onto Passageways for information.

The full content of the minutes was noted.

10. Other Urgent Business

There was no other urgent business tabled at the meeting.

11. Principal's Meeting Summary

11.1 Report Against Strategic Aims October – November 2018 (Paper 36)

The Report Against Strategic Aims October – November 2018 was previously circulated and the full content noted.

11.2 Meeting Summary Against Strategic Aims (Paper 37)

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

Aim 1: Governors have become more involved.

Aim 2: Social learning spaces.

Aim 3: Governors are challenging processes; clean audit opinions.

Aim 4: Governor Training available for everyone; 16-18 numbers being followed up on for future sustainability.

Aim 5: Completion of annual audit report.

12. Items to be Shared with TEN Board

Please see agenda item 8.1.

13. Confidentiality

Please see the confidential minutes for agenda items 7.2 (part of); 7.12.1; 7.12.2; 7.12.3; 7.12.4; 13.1; 13.2 and 13.3.

Denise Troughton, Martin Colbourne, Jerry White, Helen Richardson-Hulme and Julia Buckland left the meeting at 7.40 pm.

13.1 Senior Post Holder Targets (Paper 38)

Please see confidential minutes.

13.2 Senior Post Holders and Remuneration (Paper 39)

Please see confidential minutes.

Corrienne Peasgood left the meeting at 7.55 pm.

13.3 Principal PRP Targets

(Paper 40)

Please see confidential minutes.

14. Date of Next Meeting

The next CCN Board Meeting is scheduled for Tuesday 5 February 2019 at 5.30 pm in D21a.

All business having been concluded, the meeting was closed at 8.10 pm.

Signed Date
(Chairman)