

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE BOARD MEETING HELD ON TUESDAY 26 NOVEMBER 2019 AT 6.00 PM IN THETFORD BUILDING BOARDROOM, CCN, IPSWICH ROAD, NORWICH NR2 2LJ

Present:

Andrew Barnes (Chairman left the meeting at 6:35pm), Corrienne Peasgood (Principal via Skype call), Jill Lanning (Chaired the meeting from 6.35 pm), Noel Bartram, Andrea Blanchflower, Bree Sherwood (left the meeting at 7:05pm), Jonathan Barnard, Sophie Gray, Denise Troughton

Attendees:

Jerry White (Deputy Principal, joined at 6:45pm), Julia Buckland (Vice Principal, FE Curriculum and Quality), Clare Johnson (Clerk to the Corporation)

1. Apologies for Absence

Apologies were received from Martin Colbourne, Helen Richardson-Hulme, Emily Staley and Nikki Gray.

2. OfS Assurance Return

JL noted this meeting was to agree the Office for Student return for December 2019. CP noted this is the first time we have been governed by Office for Students and in November we received a letter (supplementary document 1) confirming our registration and that we have no conditions applied.

The CCN application has been approved for 5 years. JL queried if post-merger with Easton and Otley College (E&O) if we are required to re-register as this was discussed at the AoC Conference? CP confirmed that the OfS have confirmed we are not required to re-register. NB queried if E&O college are registered and have we seen the supporting documents? CP confirmed they are and currently with no conditions. ABI confirmed that UEA have worked closely with E&O on their application.

JL confirmed the OfS are not expecting a formal return this year but for Governors to have gone through a rigorous scrutiny process. For the academic year 2020/21 this will be completed in January 2021.

JW joined the meeting.

ABI confirmed the OfS asked for the UEA's last 10 years governing body reports specially around quality and standards. ABI queried if all the quality and standards reports should be delegated to C&S with only recommendations to Board? Should these have been seen at Board also? CP confirmed that we currently are not required to make a formal return and it is regularly minuted at C&S and Board what we have reviewed. We are required to scrutinise the information provided as if we are completing a return and provide challenge where necessary.

Supplementary document 4 was reviewed and the following noted:

- ABI noted Condition B3 needs to be tied in with UEA, potentially at JBOS
- Under condition F3 it states 'See Data Returns Tab for details of requirements' – this have not been included

- ABI noted that all B items need to be included in Page 2 of the grid and provided to Governors

ACTION 1: CJ to update the 'Annual cycle of monitoring and review of OfS Conditions of Registration' to include Data Sheets.

NB queried what the severity of any of the shortcomings are and how do we fill them adequately? CP noted we have looked at this through the C&S link governor scheme with JL as the HE link governor. JL will be specifically investigating the matrix in detail and will share with other governors as required.

JW noted that comparator organisations have received numerous conditions or enhancements and Governors should be reassurance we have achieved well, which ABI supported.

JL noted the importance of our 'evaluation capability' to assess the impact of the APP. The expectations of the OfS around impact is very high; JW confirmed Simon Rhodes has been working with the data analysis team and developing the data output.

ABI noted again the importance of Board receiving some quality data and JL confirmed she would review this.

3. Merger Update

CP provided a tabled paper to share with the Board what information and documents will be shared for the 17th December Board meeting.

CP confirmed 4 governors have been joining the fortnightly meetings taking place on Fridays. All Due Diligence (DD) reports will be collated and shared via passageways for Governors to scrutinise.

To date there has been no issues raised from the DD completed on CCN. The DD on E&O has raised some issues which are currently being resolved and will be highlighted in the DD reports.

CP confirmed once the Business Transfer Agreement (BTA) is signed by all parties the merger is formalised; NES are not required to sign it. Signing and sealing of the documents take place on 18th December 2019 but will be implemented as of 1st January 2020. This will lead into formal merger resolution drafted by Mills and Reeves.

Documents will be available in advance for Governors to review fully; the first board meeting will be for Suffolk New College on 12th December 2019.

NB highlighted that governors need to be assured the merger finances are clear; CP confirmed the Deloitte report details all of this and finances are detailed within the business plan, these were all required to assure Lloyds bank.

CP confirmed all DD reports will have an executive summary.

ABI noted there must be an opportunity to review and for good discussion. All governors must be clear on the implications as this is a complicated process.

4. Other Urgent Business

4.1. Governance Matters for Discussion and Action

4.1.1. Appointment of New Governors

AB welcomed SG and JB. The board formally approved their appointment as CCN Governors.

5. Confidentiality

No items.

6. Date of Next Meeting

The next CCN Board Meeting is scheduled for Tuesday 17 December 2019 at 5.30 pm and will take place in the Thetford Building Boardroom, followed by the Christmas Buffet in the Debut Restaurant.

JL thanked governors for their input, all business having been concluded and the meeting was closed at 19.10pm.

Signed Date
(Chairman)

DRAFT