

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 02 FEBRUARY 2021 AT 4.00 PM, VIA MICROSOFT TEAMS

Committee members:

Andrew Barnes (Chairman), Corrienne Peasgood (Principal), Jonathan Barnard, Noel Bartram.

In attendance:

John Pollitt (Head of IT Services) – present for agenda items 1-6, Martin Colbourne (NES MD), Jerry White (Deputy Principal), Clare Johnson (Clerk to the Corporation), Sue Millions (Administrator)

1. Apologies for Absence

Apologies were received from Denise Troughton and Emily Staley.

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

Governors and Committee members are requested to make known any relevant pecuniary interests relating to any items on the agenda and it was noted that all declarations will be recorded.

There were no further declarations of interest given at the meeting.

3. Draft Minutes of the Meeting held on 08 December 2020 (Paper 02)

The draft minutes of the meeting held on 08 December 2020 were amended and then agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

4. Draft Confidential Minutes of the Meeting held on 08 December 2020 (Paper 03)

The draft confidential minutes of the meeting held on 08 December 2020 were amended slightly and agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

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

Action 5 (13.10.2020): *The Principal to contact Bree Sherwood to ascertain the skills she requires from additional Audit Committee members and then contact appropriate Governors to attend the meeting taking place in November.* Membership is agreed as Bree Sherwood, Philip Richardson and Jill Lanning. The Principal is in discussion with one further Governor.

Action on-going.

Action 01: *An update to be provided at the next Business Committee Meeting on the number of Fire Marshall requiring refresher training.* An update was provided to the Committee by Julie Jarvey. Please see item below. Action completed.

Action 2: *The College's Modern Slavery and Human Trafficking Statement for the financial year ending 31 July 2020 to be presented and approved by the full Board at their next meeting taking place on 15 December 2020.* Approval by the full Board was confirmed at their last meeting. Action completed.

Action 3: *The full Modern Slavery statement to be uploaded onto the College's website.* It was confirmed that the statement has been updated onto the College's website. Action completed.

Action 4: *When further government guidance is received, the Modern Slavery and Human Trafficking Statement are to be reviewed and approved by the Business Committee and a full Board by the end of September 2021.* It was confirmed that this action has been included on the Schedule of Business for 2021/22. Action completed.

Action 5: *Insurance Renewal to be discussed at the next full Board Meeting taking place on 15 December 2021.* It was confirmed that the Insurance Renewal was confirmed at the last CCN Board Meeting. Action completed.

Action 6: *The formal reappointment of Andrew Barnes for a further four year period to be approved at the next CCN Board Meeting taking place on 15 December 2020.* It was confirmed that the formal reappointment of Andrew Barnes was confirmed at the last CCN Board Meeting. Action completed.

Action 7: *Jerry White to present an update on the fee policy proposal for international / EU students to the CCN Board Meeting taking place on 15 December, as part of the Business Committee's summary.* Action completed.

Action 8: *Martin Colbourne to prepare a paper on the in-year position of debt for the Business Committee Meeting taking place on 16 March 2021.* **Action on-going.**

Action 1 Update: Health and Safety Report from Julie Jarvey

Following a request at the last Business Committee Meeting, requesting an update on the number of Fire Marshall requiring refresher training, an update was written by Julie Jarvey, previously circulated and the following information highlighted:

- Martin Colbourne informed the Committee that fire safety is currently being reviewed and the fire safety policy has been updated and is now ready for review by the H&S Committee. It was noted that the policy identifies what the organisation does to manage fire safety.
- A good autumn term was noted, and it was confirmed that there is still work to be done to increase numbers.
- Fire evacuation drills were undertaken successfully across all sites in December apart from Easton which was postponed to January 2021 due to unforeseen circumstances.
- The process of reviewing the Fire Risk Assessment has begun and gaps have been identified in what is being documented against the control measures currently in place. Discussions are ongoing with Consultants regarding a three-yearly cycle of external fire Risk Assessment and the H&S team re undertaking an annual internal review. It was noted that a very thorough, in depth, room by room risk assessment is undertaken internally, and it was confirmed that the team continue to work on remedials and oversee all the testing and maintenance of the fire systems.
- Governors asked if Consultants are always brought in and it was confirmed that they are and other agencies come onto site from time to time, including Norfolk Fire Officers.

6. Section A

6.1 IT Update

(Paper 06)

The Chair welcomed John Pollitt to today's meeting.

The IT Update, previously circulated, were discussed and the following highlighted by John Pollitt:

- General support for all staff and students around remote working and delivery to students has continued apace, including VLE, Skype, Microsoft Teams, Collaborate and conferencing tools.
- COVID Testing - a large piece of work has been undertaken to book, process and record who has been tested and to allow the data to be hooked into both IT and HR so that management are able to act accordingly.
- Laptops are being provided from the Government Scheme to 16-18 year olds and any students with an EHCP. To date, 806 devices have been received and need to be linked to the internal system, before distribution. It was confirmed that those 16-18 year olds who have previously received a CCN laptop will be asked to return them so that they can be redistributed to 14-16 year olds who require them. Around 50 free data SIM cards have also been received, giving students' free access to Broadband for three months.
- It was noted that around 50 members of staff used the help to buy laptop scheme during the first lockdown and the take up is slightly lower this time. It was agreed that this is because staff can now come into work if required. Around 60 staff are delivering their lessons on-site.
- Digitech requirements for IT & AV specs, power, networking, and cooling requirements are being discussed at length tomorrow with John Pollitt
- Re-wiring data and electrical services for the IT Helpdesk area are being upgraded at the present time whilst most staff and students are off site.
- John Pollitt confirmed that the storage review and tender process will take place shortly as a pre-cursor to the backup and business continuity review.
- Security was discussed and it was confirmed that a review of password policies is currently taking place with the intention to move to more secure and complex passwords. These would be changed annually rather than quarterly, and it is planned that the College will move to multi factor authentication.
- Scrutton Bland will be undertaking the internal audit of GDPR and Information Security, commencing on 22 February 2021.

Before John Pollitt left the meeting, the Principal reiterated that the IT team and the whole of City College are all coming to terms with the very sad news of the death of their IT colleague, who had worked at the college for nearly 20 years. The college's thoughts are with his family and colleagues at this very sad time. Condolences were noted from all Governors.

The full content of the IT Update was noted.

John Pollitt left the meeting at 4.30 pm.

6.2 Finance Reports

(Papers 07-08)

Please see the confidential minutes.

6.3 Absence Management Tender

(Paper 09)

Please see the confidential minutes.

6.4 Governance Matters

6.4.1 Review of Committee and Board Memberships and Terms of Office

(Paper 10)

The finalised document noting the Committee and Board Memberships, and their terms of office, was previously circulated for governor information and the full content noted.

There are no reappointments due in 2020/21 and the document will be reviewed again in 2021/2022.

6.4.2 Recommendations Relating to Appointments

It was noted that the Student Union President role was extended to December 2020 due to the pandemic and following the recent SU President elections, Emily Staley was re-appointed as the president until June 2022. Governors agreed to Emily's Staley's re-appointment until the end of June 2022 at the last Board Meeting which took place on 5 January 2021 and the Business Committee were asked to formally approve this appointment.

All governors present formally approved the re-appointment of Emily Staley to the Business Committee and Board.

6.4.3 Role Descriptions for the Chairman, Governor and Clerk

(Paper 11)

The Clerk informed governors that at the recent Governance Audit, the role descriptions for the Chairman, Governors and Clerk were reviewed and it was agreed to amend the job description for Governors to identify the number of meetings to which governors should attend annually.

Following discussions it was agreed that the job description will highlight which meetings individuals would be expected to attend, i.e. Board, Strategy Days and one committee.

It was also agreed that when the strike-off of TEN has been completed the Code of Governance will be reviewed and refreshed and any references to TEN will be removed.

Action 1: Clare Johnson to amend the Governor job description to highlight the number of meetings governors are expected to attend annually (CJ).

Action 2: Governors' role descriptions to be reviewed and refreshed after the TEN Group strike-off to remove references to them in the document (CJ).

7. Section B

Papers presented in Section B are for discussion only of requested by Governors.

7.1 HR Update

(Paper 12)

The full content of the HR Update, previously circulated for information, was noted.

The update provides information on the current position with occupational health, flu vaccinations, coronavirus and testing.

The Principal provided an update on coronavirus cases since the report was written to inform Governors that Norfolk County Council have confirmed that all staff in complex needs schools will be offered the vaccination and 60 doses have been made available to CCN staff directly involved with inclusive learning.

8. Papers presented in Section C are for information only.

There were no papers tabled in this section of the meeting.

8.1 Union Colleagues Minutes

(Papers 13-14)

Please see confidential minutes.

9. Other Urgent Business

Please see the confidential minutes.

10. Confidentiality

Agenda items 6.2; 6.3; 8.1 and 9 are tabled as confidential.

11. Date of Next Meeting

The next Business Committee is scheduled to take place on Tuesday 16 March 2021 at 4.00 pm, via Microsoft Teams.

All business having been concluded; the meeting finished at 5.15 pm.

CHAIRMAN:
(signed)

DATE: