

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 04 FEBRUARY 2020 AT 4.00 PM IN WHITEHOUSE BOARDROOM, EASTON HALL, EASTON COLLEGE, BAWBURGH ROAD, NORWICH, NR9 5DX

Committee members:

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

In attendance:

Alan Hepburn (REAL Consulting) – agenda item 1 only, Martin Colbourne (NES MD), Jerry White (Deputy Principal), Clare Johnson (Clerk to the Corporation), Sue Millions (Administrator)

1. Digitech Update from Steering Group Meetings (Paper 01)

Please see confidential minutes.

2. Apologies for Absence

Apologies were received from Denise Troughton.

It was noted that a quorum was present, and the meeting had been convened in accordance with the articles of association of the company.

3. 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.

The Principal informed the Committee that she has been appointed as a Trustee of the Norfolk and Norwich Festival.

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

4. Draft Minutes of the Meeting held on 10 December 2019 (Paper 02)

It was noted that the agenda item 9.2, page 5, should have read, ESFA and not ESDA as typed.

The draft minutes of the meeting held on 10 December 2019 were then agreed as a true record of the meeting and will be signed by the Chairman at the next meeting.

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

Action 1 (Business 6): *Martin Colbourne to present a report on the key risks of the 2019/20 Budget at the second meeting of the Business Committee taking place on 10 December 2019. It was noted that the report will be presented to the next Business Committee Meeting taking place on 4 February 2020. Please see agenda item 6.2. Action completed.*

Action 1 (Business 2): *The Principal to review the Modern Slavery Statement and provide the full Board with an update for approval at their meeting taking place on 17 December 2019.* Action completed.

Action 2 (Business 2): *The full Modern Slavery statement to be uploaded onto the College's website and can be viewed at: www.cc.ac.uk/corporation-documents.* Action completed.

Action 3 (Business 2): *The Principal to contact the ESFA to discuss the February 2020 deadline for financial returns.* The Principal has written to the ESFA and is awaiting a reply.

Action on-going.

Action 4 (Business 2): *Self-assessment feedback to be reviewed at the next Strategy Day.* Action completed.

Action 5 (Business 2): *Number of Committee and Board members to be discussed at the Strategy Day.* Action completed.

Action 6 (Business 2): *Governors to complete a Skills Matrix before the Strategy Day being held on 17 January.* Action completed.

Action 7 (Business 2): *The Principal to contact other Colleges to ascertain the number of Fire Marshalls and First Aiders they have in place.* **Action on-going.**

6. Section A

6.1 Finance Reports

(Papers 04-08)

Please see confidential minutes.

6.2 2019/20 Budget Risks

(Paper 09)

Following a request by Governors, Martin Colbourne presented a report, previously circulated on the key risks of the 2019/20 budget and the following details was highlighted:

- 16-18 recruitment – CCN and Paston number stands at 4613 at the Census date and Easton students are between 914 and 950. A full report and check is expected soon.
- Apprenticeships are doing very well.
- Th pressure on adult classroom volumes and the Local Authority contribution to high cost ALS students was discussed.
- HE recruitment and retention to be watched.
- Staff costs are currently over budget and the challenge remains the combining of staffing costs post Easton integration.
- Focus on the approval mechanism for agency spend is being reviewed.
- Non-payroll pressures are forecast to be within £10k of the original £11.6m budget – a good result.

Following discussions, it was agreed that Budget Risk update will be reviewed again at the Business Committee Meeting taking place on 12 May 2020.

Action 1: Business Risk Update to be provided for the Business Committee Meeting taking place on 12 May 2020 (MC / CJ).

6.2.1 Debt Action Plan

(Papers 09-10)

The update on the 2018/19 to 2019/20 Debt Action Plan was previously circulated and the following noted:

- The actual debt for 31 July 2019 and the targets for 31 July 2020 were discussed and the proposals explained.

- Jerry White informed Governors that most proposed targets mirror those set the previous year.

It was noted that following debt review meetings to review student, employer, nursery and sundry debts and one to review Student Loan Company debt a more detailed update will be provided at the next Business Committee Meeting taking place on 24 March 2020.

Action 2: A detailed Debt Action Plan to be discussed at the next meeting taking place on 24 March 2020 (JW / CJ).

6.3 Fee Policy Principles

(Paper 11)

The paper, previously circulated to Governors, proposes a set of principles which provides the framework for the work required to set fees for the merged College. Lengthy discussions followed, and the following suggestions were made:

- It was agreed that a third bullet point would be added to the overarching principles to inform that the College will apply inflation uplifts, so the statement is clear on market ability.
- Noel Bartram suggested that the Consumer Price Index is used to set fees.
- It was noted that Easton Sports Academy fees will be reviewed and made clear that charges will be made as part of the programme.
- It was suggested that a category for residential fees is included in the policy.

The College recommended to Governors that students entering Easton College HE provision in September 2020 will be charged what has been advertised and it was proposed that HE tuition fees for September 2021 entry will be finalised by April 2020 so that students at all sites are covered by the same policy and tuition fees are aligned. Following discussion, this was fully agreed by all Governors present.

Action 3: Jerry White to make the proposed changes to the draft Fee Policy and further discussions will take place at the next Business Committee on 24 March for formal agreement at the full Board Meeting taking place on 31 March 2020 (JW / CJ).

7. Section B – papers in Section B are for discussion only if requested by Governors

7.1 Workforce Development Report

(Paper 12)

The Workforce Development Report was previously circulated and thoroughly discussed and the following highlighted:

- Absence due to stress and anxiety was discussed and it was noted that strategies are in place to support staff. Senior manager are working with individuals and offering counselling, one-to-one meetings, etc.
- The Bradford Factor scores compare well with the public and education sectors and comparisons are made once a year.
- Return to Work interviews are being followed up at Easton.
- Teaching qualifications data was discussed, and it was noted that full investigations are taking place on where the college are and CCN and Easton will be reviewed together.
- It was noted that 24% of staff who signed up to attend Health and Safety training did not attend and it was agreed that this will be followed up on.

- Health and Safety and Safeguarding Core Training is currently under 90% and 100% compliance will be worked on.
- A concern was raised that 100% of staff have not completed their Keeping Children Safe in Education Compliance and it was noted that the Leadership Team have an overview of all core training data.

The full content of the report was noted.

8. Section C

Papers presented in Section C are for information only.

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

9. Other Urgent Business

The question was asked as to whether the College has a Vaping Policy and it was noted that students are allowed to vape outside of buildings but away from doors and main entrances. This will continue to be monitored following NHS guidelines.

The Principal informed Governors that Brexit is on the College's radar and no risks, so far, have been received from either the AoC or Government, who continue to keep educational establishment up to date via their comprehensive briefing notes. The Principal agreed to respond accordingly should guidelines be issued and will keep Governors up to date of any changes proposed.

10. Summary of the Meeting

10.1 Review of Meeting Against Strategic Aims

It was noted that discussions throughout the meeting were appropriate to the five strategic aims and success indicators.

10.2 Items Identified for the Full Board

Following discussions, it was agreed that the following will be brought to the full Board's attention:

- Digitech
- Management Accounts and debt action plan
- Fee Paper
- HR Workforce Update
- Tendering – Insurance and Firstcare
- Estates and Facilities Report

10.3 Any Changes or Additions to be Considered for the Risk Register

Following discussion, it was agreed that no risks need to be changed or added to the Risk Register following today's meeting.

11. Confidentiality

Agenda items 1, 6.1, 12.1, 12.2 and 12.3 are tabled as confidential.

12. Confidential Items

12.1 Insurance Renewal 2020 (Paper 13)

Please see confidential minutes.

12.2 Absence Management Tender (Paper 14)

Please see confidential minutes.

12.3 Easton Compliance (Paper 15)

Please see confidential minutes.

13.1 Union Colleagues Meeting Minutes (Papers 16-17)

The confirmed Union Colleagues Minutes from the meetings held on 12 November 2019 and 18 December 2019 were previously circulated and the content noted.

13.2 Norwich Staff Forum Meeting Minutes (Paper 18)

The confirmed Norwich Staff Forum Minutes from the meeting held on 9 October 2019 were previously circulated and the content noted.

13.3 Paston Staff Forum Meeting Minutes (Paper 19)

The confirmed Paston Staff Forum Minutes from the meeting held on 8 October 2019 were previously circulated and the content noted.

14. Date of Next Meeting

The next Business Committee is scheduled to take place on Tuesday 24 March 2020 at 5.30 pm in the Thetford Building.

- Please note that the meeting will take place at 5.30 pm and not the new time of 4.00 pm for this meeting only.

Action 4: Calendar invitations to be amended and forwarded to all Governors regarding the timing of the next meeting (CJ).

All business having been concluded, the meeting finished at 6.35 pm.

CHAIRMAN:
(signed)

DATE: