

## **CORPORATION BOARD MEETING**

### **CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 05 FEBRUARY 2019 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, Andrea Blanchflower, Bree Sherwood, Travis Plane, Emily Staley

#### **Attendees:**

Jerry White (Deputy Principal), Martin Colbourne (NES MD), Julia Buckland (Vice Principal, FE Curriculum and Quality), Jacky Sturman (Executive Manager), Sue Millions (Administrator)

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#### **1. Student Voice**

The Board welcomed Ruby to the meeting, who is currently studying Health and Social Care, Level 3, after studying A Levels at a different institution. Ruby explained that she is enjoying her course and has completed her exams. Ruby explained that she undertakes a work placement one day a week at Cromwell House on Cecil Road and is checked and assessed regularly. She is given the opportunity to undertake activities at Cromwell House and interact with residents. Ruby agreed that the course has a good balance of practical experience and study.

When asked if any arrangements at the College could be better she explained that having more contact with her Placement Officer would be appreciated, if she has any issues or concerns.

Ruby explained that she has a good relationship with staff at the College and they have given her 1-2-1 support to complete her UCAS application and Ruby hopes to go to University to study paramedic science, something that her tutor has encouraged following an information talk she attended.

The Chair thanked Ruby for her informative discussion and wished her well in her future studies.

#### **2. Apologies for Absence**

Apologies were received from Ian Webb, Luke Mitchell, Nikki Gray and Helen Richardson-Hulme (Assistant Principal, Director of Student Services).

#### **3. Declaration of Interest**

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

#### **4. Minutes of the Meeting held on 11 December 2018**

(Paper 02)

The minutes of the meeting held on 11 December 2018 were agreed as a true record of the meeting and signed by the Chairman.

**5. Confidential Minutes of the Meeting held on 11 December 2018** (Paper 03)

The confidential minutes of the meeting held on 11 December 2018 were agreed as a true record of the meeting and signed by the Chairman.

**6. Redacted Confidential Minutes of the Meeting held on 11 December 2018** (Paper 04)

The redacted confidential minutes of the meeting held on 11 December 2018, due to conflicts of interest with agenda items 13.1, 13.2, 13.3, were agreed as a true record of the meeting and signed by the Chairman.

**7. Redacted Confidential Minutes of the Meeting held on 11 December 2018** (Paper 05)

The redacted confidential minutes of the meeting held on 11 December 2018, due to conflicts of interest with agenda item 13.3, were agreed as a true record of the meeting and signed by the Chairman.

**8. Matters Arising from the Previous Minutes** (Paper 06)

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. The Principal informed the Board that the College's Mission Statement is being reviewed and a paper will be prepared for the next Board Meeting taking place on 26 March 2019. Action on-going.*

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 completed.*

Action 1 (Board 2): *2018/19 College Targets to be discussed again at the next Board meeting taking place on 5 February 2019. Please see agenda item 11.5. Action completed.*

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

Action 3 (Board 2): *Accident System and Near Miss Reporting to be reviewed at the next Business Committee Meeting taking place on 22 January 2019. This was discussed at the last Business Committee Meeting – agenda item 6.5. Action completed.*

Action 4 (Board 2): *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. Please see agenda item 12.3. Action completed.*

Action 5 (Board 2): *The Clerk to inform Jack Sturman of the Board's decision and be asked to implement the PRP for the Deputy Principal, via HR. Action completed.*

Action 6 (Board 2): *Senior Post Holder Targets to be monitored at the next Business Committee Meeting taking place on 22 January 2019. Please see agenda item 11.6. Action completed.*

Action 7 (Board 2): *A PRP paper to be prepared for the next Board Meeting, taking place on 5 February 2019, proposing how the college will adopt and comply with the new code. Please see agenda item 11.6. Action completed.*

Action 8 (Board 2): *The Clerk to inform Jacky Sturman of the Board's decision and be asked to implement the PRP for 2017/18, via HR.* Action completed.

## 9. Chairman's Remarks

The Chair expressed his thanks to everyone at the College for their continuing hard work and commitment, undertaking the challenges ahead positively, supporting Martin Colbourne and the finance team.

The Board enquired as to why the papers for tonight's Board Meeting had arrived later than expected, and following discussion it was agreed that:

- Agenda, previous minutes and any papers already received, will be published by lunchtime on the Thursday before any Committee or Board meeting, regardless of whether all papers are ready or not.
- Minutes of all previous meetings are to be published even if they are still in draft format (not been seen by the Chair), with the relevant watermark added (Draft, Unconfirmed, etc).
- Papers to be uploaded to Passageways as and when they come through. Everyone was asked to make a concerted effort to get papers to the Governance Team before the final publication day.
- In the worst-case scenario, and papers are not received by the previous Thursday lunch time, the question was asked if it is possible to amend the book title to 1, 2, 3 etc as and when a paper is added so that Governors can identify the latest paper.

**Action 1: Agenda, previous minutes and any papers already received, will be published by lunchtime on the Thursday before any Committee or Board meeting (Governance).**

**Action 2: Minutes of all previous meetings are to be published even if they are still in draft format (not been seen by the Chair), with the relevant watermark added (Draft, Unconfirmed, etc) (Governance).**

**Action 3: Papers to be uploaded to Passageways as and when they come through and everyone was asked to make a concerted effort to get papers to the Governance Team, before the final publication day, on time (Governance / JS).**

**Action 4: Jacky Sturman to check if the Governance Team can amend the book title to 1, 2, 3, etc as and when a new paper is added (JS).**

## 10. Principal's Update

Please see agenda item 15.1.

## 11. Section A – papers in Section A are for discussion and decision

### 11.1 Chair's Summary of Curriculum and Standards Committee (Paper 07)

The content of the Curriculum and Standards Committee Report highlights the issues featured in their recent discussions and the full content of the report was noted.

It was noted that the paper summarising the process of assurance the College is undertaking to ensure that they continue to meet the Office of Students' regulatory requirements will be discussed in more detail at the next Curriculum and Standards Committee meeting.

The Board congratulated the Information, Advice and Guidance team on the success of achieving the Matrix Accreditation standard.

The College have demonstrated to the Curriculum and Standards Committee how the impact of MINT students being required to undertake English and Maths qualifications is having on overall functional skills achievement rates and this is being reviewed across College teams.

The Chair of the Curriculum and Standards Committee updated the Board on the agreed Link Governor areas as follows:

- Higher Education – Jill Lanning.
- Maths – Andrea Blanchflower.
- English – Aron Whiles.
- Adult Education – Nikki Gray.
- Apprenticeships – Bree Sherwood.
- Safeguarding – Andrew Barnes.
- Student Use of Feedback – for regular review by the Committee.

It was noted that the Scrutiny Reviews will take place through the calendar year (January to December) and the areas to be addressed in 2019 will be reviewed at the Curriculum and Standards' November meeting.

The full content of the Curriculum and Standards report was noted.

## 11.2 Business Committee Finance Report

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 highlighted:

- Operating surplus for the month November 2018 - a deficit of £179k compared to a budgeted surplus of £29k, producing an adverse variance of £208k. It was noted that staffing costs are at a high level of spend during this period. The adverse variance against sessional contracts and staff structure changes are still being finalised.
- Information has been provided to allow management to analyse in detail and it was agreed that pay will be the single focus going forward. It has been agreed that 3% month-on-month payroll savings will be sought to bring the payroll back in-line with the proposed budget. The Principal informed the Board that changes to practices, which could have a positive impact in 2019/20, have already been identified.
- The emerging picture was explained to the Business Committee by Martin Colbourne, NES MD, and the full content and amendments discussed. It was noted that the total income stands at £39.1m, up around £100,000. The Chair agreed that remedial action is needed to ensure the figures become favourable going forward.
- The total debtors' balance as at 17 January 2019 stands at approximately £4,407,200, this is approximately £300,000 lower than the same period last year.
- Jerry White and Martin Colbourne have met recently to review student, employer and sundry debts and a further meeting is scheduled to take place on 8 February to review the Student Loan Company debt, after which a more detailed update will be provided at the March Business Committee Meeting.
- The Principal informed the Board that applications have been submitted to the LEP for the new Digi-tech building, the enhancement of the science labs and the refurbishment of the Norwich building. A reply is awaited. Andrea Blanchflower asked if local LEP members have been kept up-to-date on the bids and the Principal informed the Board that they have been invited to tour the site and have lunch later this week.

- The on-line Risk Register was viewed on screen and its capabilities shown to the Business Committee at their last meeting. It was agreed that it is an interesting process and a great tool; one which enables Governors to see such a high level of content and gives reassurances to all Governors and one that could be marketed to other organisations. It was agreed that the Curriculum and Standards Committee will view the Risk Register at their next meeting.
- The new on-line reporting system, developed in-house by the College's software team, was also viewed by the Committee and it was noted that it is accessible via the College's Blackboard home screen. All staff have access to the process and can record personal injury; near miss; property / equipment damage; vehicle related and other incidents.
- New network infrastructure investment at CCN, Paston and Norfolk House was discussed with John Pollitt and revenue will be allocated for Solid State Drives to stretch the life of PCs for a further two years. It was noted that this will make a short-term improvement to approximately 500-600 machines and the log-in time will be decreased to around a minute.

### 11.3 Student Voice Report

There was no Student Voice Report available at the meeting, but Emily Staley informed the Board that more positive feedback was received at the recent HE Forums and an increase in participation was seen.

It was agreed that this is positive, going forward.

### 11.4 Well-Being and inclusion Report

(Paper 08)

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.

The Principal informed the Board that a Police meeting took place recently and it was agreed that the lack of a PCSO had affected the local neighbourhood. The Police informed the College that as savings have been made, a full time "Officer on the Beat" role is being recruited and it was agreed that the appointed Officer will conduct patrols around and near the College in the future.

Governors asked if students feel safe and Jerry White informed the Board that their safety is not always related to the College and it was agreed that going forward the College will be supporting students on how they might benefit from understanding how they can build their own inner resilience to some of the disappointments that can occur in friendships, regarding bullying, etc.

Students transition from school to College was discussed and the Principal informed the Board that the College is looking at introducing a Welcome Day during the summer for new students to have a site tour and give them an experience of being with older students.

The local underpass has also been raised as a concern for some students and it was agreed that the Principal will raise the issue with the new Police Officer, when appointed, to ask if there are any plans to refurbish it.

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

**Action 5: The Principal to ascertain as to whether there are any plans to refurbish the local underpass (CP).**

### **11.5 College Targets 2018/19**

(Paper 09)

It was agreed at the last CCN Board Meeting that the 2018/19 College Targets would be discussed again at this meeting.

The Principal informed the Board that the document, previously circulated, gives Committees an overview of when the targets will be reviewed and by whom.

The full content was formally agreed by all present.

### **11.6 PRP**

Please see the confidential minutes.

At the last full Board Meeting it was agreed that a PRP paper would be prepared proposing how the College will adopt and comply with the new PRP code. It was agreed that this agenda item will be carried forward until appropriate papers have been received.

**Action 6: PRP paper proposing how the College will adopt and comply with the new PRP code will be carried forward to the next meeting taking place on 26 March 2019 (CP / Governance).**

## **12. Section B – papers in Section B contain routine recommendations**

### **12.1 TEN Group Update**

(Paper 10)

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 previously circulated the report which was provided for the TEN Board Meeting at their meeting held in December 2018.

The Principal will provide a paper for the TEN Board, for their next meeting taking place on 11 February 2019, to include an update on the College overspend, LEP bids submitted and the IT decision.

It was noted that Governors have no additional information to report to the TEN Board.

### **12.2 Governance Matters**

Following discussion, it was agreed to wait until Toby Wilson is available to join the Board and the Governor vacancy will remain open for him.

The Chair will be interviewing potential Governors for the Audit Committee and further information will follow once interviews have taken place.

### **12.3 5 Minute Training Update on the Education and Inspection Framework**

(Paper 11)

The PowerPoint presentation was uploaded and presented by the Principal and the following highlighted:



- The curriculum will be at the heart of the new framework and the framework will set out the aims of the programme of education, including the knowledge and understating to be gained at each stage – this is the intent.
- Translating the framework into a structure and narrative – this is the implementation
- Evaluating what knowledge and skills learners have gained against expectations – impact and achievement.
- It was noted that brilliant examinations results could still see the College failing this section of the inspection.
- Four inspection judgements will be impacted – quality of education, behaviour and attitudes, personal development and leadership and management. The main drive in the inspection will be the quality of education.
- A consultation was launched in 16 January 2019 and responses need to be submitted by 5 April 2019. The new framework will come into operation from September 2019.

Governors asked where stakeholders will be involved, and it was noted that this will be through leadership and management.

It was asked that the presentation is uploaded onto Passageways for everyone to read.

**Action 7: The Principal to forward the presentation to Sue Millions for uploading into Passageways (CP / SM).**

### **13. Section C – paper in Section C are for information only**

#### **13.1 Minutes of Previous Committee Meetings** (Papers 12-13)

The minutes from Business Committee Meeting which took place on 27 November 2018 and the Curriculum and Standards Committee Meeting held on 29 November 2018 were previously circulated and the content noted.

#### **13.2 School Council and Student Parliament Update**

There was no update provided at the meeting from School Council and the Student Parliament.

#### **13.3 AoC Regional Conference Note** (Papers 14-15)

The briefing notes, written by Jill Lanning and Denise Troughton, were provided to the Board, following their attendance at the AOC Eastern Region Governors' Conference held on 10 January 2019.

The PowerPoint presentation from the Conference was also provided for information to all Governors, via Passageways.

The Chair thanked both Jill Lanning and Denise Troughton for their valuable report.

Jill Lanning informed the Board that the AoC Governance Executive Summit is taking place in London on 28 March 2019 and it was agreed that the agenda for the event will be forwarded to all Governors.

**Action 8: Jacky Sturman to forward the AoC Governance Executive Summit agenda to all Governors, via email (JS).**

#### 14. Other Urgent Business

The Principal informed the Board that both Damien Hinds and Anne Milton, along with her Private Secretary, have visited City College this term. Both talked to staff and students.

An invitation has been sent to the new Director General of FE and HE to visit the College, but they are busy at the present time.

#### 15. Principal's Meeting Summary

##### 15.1 Meeting Summary Against Strategic Aims

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

Aim 1: TEF applications; new Framework and Impact.

Aim 2: Core / Edge infrastructure; bids to the LEP.

Aim 3: Governor involvement; Risk Register.

Aim 4: Cost of end point assessment, Education, Health Care Plans; staffing budgets; commercial income.

Aim 5: work with the NTTTC Primary Teachers in September 2019.

#### 16. Items to be Shared with TEN Board

Please see agenda item 12.1.

#### 17. Confidentiality

Please see the confidential minutes with regard to agenda item 11.16.

#### 18. Date of Next Meeting

The next CCN Board Meeting is scheduled for Tuesday 26 March 2019 at 5.30 pm in D21a.

All business having been concluded, the meeting was closed at 7.40 pm.

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