

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 11 FEBRUARY 2020 AT 1.30 PM IN THETFORD BOARDROOM, CITY COLLEGE NORWICH, IPSWICH ROAD, NORWICH, NR2 2LJ

Present:

Andrew Barnes (Chairman), Corrienne Peasgood (Principal), Jill Lanning, Noel Bartram, Andrea Blanchflower, Emily Staley

Attendees:

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

1. Easton Equestrian Students Presentation

The Board welcomed three equestrian students from Easton College to the meeting – Liz enrolled on a Level 2 course; Sinead a Level 3 student and Jade who is in the final year of her Level 2 course and hopes to go to University in Greenwich.

All students explained that they work with horses at Easton but also have their own. They all agreed that Easton is special and a good environment to learn in. They have access to a Farrier, Dentist and Psychotherapist and believe they are receiving the right experience.

Jade explained that she lives in the student residence and was happy with the assistance received from wardens etc. If anything goes wrong, help is on hand very quickly. Her one complaint is that the food is not very good. Many of the residential meals are microwaved, have too much cheese and not much variety!! All students noted that the Bacon Centre prepares the best and freshest food. The Principal asked the students if the catering outlets were reduced but the quality in each improved would they be happy, and they agreed that this would be OK with them. The students asked if break time could be longer and the Principal informed the students that the possibility of changing the timings of the day to start slightly later and shorten the lunch break. The students highlighted that the shortened lunchbreak could be an issue as long walks from the stables and long queues at the Bacon Centre could cause issues. It was agreed that the timings of the day will be reviewed for a possible change in September 2020.

When asked why the students chose Easton, it was noted that Easton was recommended by their High Schools and Liz informed the Board that her parents attended the College.

When asked if the merger had affected them in any way it was noted that they did not feel that it had made a difference to their education.

Sinead is a Student Rep and has offered to talk to staff on students' behalf but had not been asked to. It was noted that staff do not ask students for their feedback on courses, teaching, delivery etc.

The extras curricular equine events staged at Easton were discussed and it was noted that the students are not asked to help or take part as the College is hired out and those attending bring along their own staff. It was suggested that students could be part of the extra-curricular events and could prepare and attend these outside of their normal timetable.

The Chair thanked the students for their very positive input into the meeting and hopes that their experience will become more inclusive going forward.

The students left the meeting at 1.55 pm.

2. Apologies for Absence

Apologies were received from Nikki Gray, Aiden Little, Sophie Gray, Jonathan Barnard, Denise Troughton, Bree Sherwood and Clare Johnson (Clerk to the Corporation) for the meeting.

3. Declaration of Interest

Governors 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 new declarations of interest given at the meeting.

4. Draft Minutes of the Meeting held on 17 December 2019 (Paper 02)

The draft minutes of the meeting held on 17 December 2019 were 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 4 (Board 1): *The Principal to review the risk impact statements and scores and bring to the December 2019 Board for approval. Discussions will take place at the Strategy Day event taking place on 17 January 2020.* The Principal informed the Board that the Risk Register will be rescored, and changes reviewed by the Audit and Risk Committee and brought back to the next full Board Meeting. **Action on-going.**

Action 5 (Board 1): *The Principal to review the Finance and Funding and Compliance, Health and Safety and Statutory Compliance risks which are above the new risk appetite and report back to the December Board. Discussions will take place at the Strategy Day event taking place on 17 January 2020.* All risks will be rescored, and changes reviewed by the Audit and Risk Committee and brought back to the next full Board Meeting. **Action on-going.**

Action 1 (Board 3): *Martin Colbourne to check the deficit figures within the accounts with regard to the UEA.* Action completed.

Action 2 (Board 3): *Annual Accounts to be signed prior to the signing of the Easton and CCN merger documentation.* Action completed.

Action 3 (Board 3): *Merger PowerPoint presentation to be uploaded onto OnBoard.* Action completed.

Action 4 (Board 3): *Approved Modern Slavery Statement to be uploaded onto the CCN website.* Action completed.

6. Chairman's Remarks

The Chair thanked CCN for an enjoyable Strategy Day and confirmed that the day was very useful, with a lot achieved. It was agreed that the Strategy Days will be calendared every six months, so focus can be put on different things outside of meetings.

It was suggested that at the next meeting, a four-year strategy will be reviewed.

Noel Bartram suggested that a review of future commercial aspects could be reviewed, and he asked where the establishment wants to go.

The Chair thanked everyone present for the excellent start to the merger and he looks forward to the exciting and productive times ahead.

7. Section A – papers in Section A are for discussion and action

7.1 Chairs' Summary of Committee Meetings

7.1.1 Chair's Summary of Curriculum and Standards Committee (Papers 04-05)

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 and discussed and the following highlighted:

- The Committee discussed the action points that emerged from the first meetings of the Easton Improvement Board for FE and Easton Transition Board for HE and Apprenticeships and it was noted that the notes from the meetings were comprehensive and gave an insight to enable Governors to question but explain what is going on. It was agreed that all Governors could be given access to the notes if required.
- The Committee received their first of a new regular paper on the quality of residential provision at Easton College and it was noted that good progress has been made on establishing a "baseline". It was noted that an Ofsted / CQC Inspection on the residential provision could take place soon due to the merger and Helen Richardson-Hulme is leading the preparations. Discussions followed on having a link Governor for this area and it was agreed that the Chair and Helen Richardson-Hulme are meeting in February and the possibility of this link sitting with safeguarding will be reviewed and agreed.
- A lengthy discussion took place around the introduction of T Levels.
- The Quality Improvement Targets for the College at a headline level were discussed by the Committee and a number of changes and additions proposed and these as represented to the full Board in the Quality of Education supplementary paper. Following discussions, the changes proposed were agreed by the full Board. It was agreed that this will be reported upon again in May and December.
- Jill Lanning informed the Board that 185 16-18 students received a Grade 4 English / Maths in their resits. It was noted that this was a great achievement.

The unconfirmed minutes from the recent meeting are attached, for information, under agenda item 9.1.

Action 1: All Governors to be given access to all papers from all Committee Meetings (CJ).

7.1.2 Chair's Summary of Business Committee (Paper 06)

The content of the Business Committee Report highlights the issues featured in their recent discussions and the full content of the report was noted and discussed and the following highlighted:

- The latest management accounts for the months to the end of November 2019 were presented and they show a year to date operating deficit of £269k compared to a budget year to date of £264k surplus.
- The January emerging picture shows a full year projected deficit of £871k for 2019/20, this currently includes the emerging picture for the original standalone

College budget and the one-off Easton merger costs of £487k. Full details will be available at the next full Board Meeting.

- A previously agreed action by the Business Committee was to bring to the Committee a status report on the key risks for the 2019/20 budget and a simple paper was presented at their last meeting and it was agreed that this will be included with the next Business Committee Report update to the full Board.
- The draft Fees Paper for September 2020 was presented to the last Business Committee Meeting and the fee setting paper will be brought to the next Business Committee for approval. It was noted that the HE fees already set for September 2020 won't change and they will be reviewed and set for September 2021.
- The full content of the CCN Sealing Register was noted.

Action 2: The Budget risk paper presented to the next Business Committee Meeting will be presented to the full Board at their meeting taking place on 31 March 2020 (MC / CJ).

7.1.3 DigiTech

Please see confidential minutes.

7.2 Student Voice Report (Paper 07)

The Student Voice Report, produced by Emily Staley, were previously circulated to all Governors to provide them with an update of the Student Union and the full content of the reports was noted.

The Chair thanked Emily and her team for their input into student life on the college's campuses.

7.3 Insurance Renewal 2020 (Paper 08)

Please see confidential minutes.

7.4 Absence Management Tender (Paper 09)

Please see confidential minutes.

8. Section B – papers in Section B contain routine recommendations

8.1 Well-Being and Inclusion Report (Paper 10)

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 comprehensive updates on the Prevent Risk Assessment and Action Plan and the Prevent Strategy were discussed and the full content of all attachments noted and the following highlighted:

- The safeguarding team has been increased now Easton College are on board and Jo Riseborough has been appointed as Head of Student Service and the Residential Provision Manager based at Easton.
- The safeguarding team are being invited to more multi agency meetings than before and it was agreed that this is a positive move by external agencies.

- It was noted that the one referral on Prevent has been de-escalated from a counter terrorism threat and Helen Richardson-Hulme will continue to monitor and keep a close eye on with the Social Worker and Residential Home.
- Easton Safeguarding – it was noted that the concerns and disclosure with police involvement refers to information being provided.
- DSL and Officer Training information was discussed, and it was agreed that Helen Richardson-Hulme will capture the key points from her monthly DSL meeting and evidence in the Well-Being and Inclusion Report for information.
- Discussions followed on the core training data and it was agreed that the data is misleading. Helen Richardson-Hulme will ask for NES staff to check and give an accurate update in the next report.

The Chair thanked Helen Richardson-Hulme for her comprehensive and informative report.

Action 3: Key points from monthly DSL Meeting to be captured in the Well-Being and Inclusion Report (HRH).

Action 4: Helen Richardson Hulme to ask NES staff to check the core training data within the Well-Being and Inclusion Report and provide an update to the next full Board Meeting (HRH).

8.2 TEN Group Update

There was no TEN Group Update provided at today's meeting.

8.3 Five Minute Training Update on Education Inspection Framework

The PowerPoint presentation was uploaded and presented by the Principal and the full content of the presentation was noted.

It was agreed that the PowerPoint Presentation will be uploaded onto OnBoard for information and guidance.

The Principal informed the Board that an Ofsted Inspection is expected by December 2020 and a possible monitoring visit could take place next term. It was suggested that a training session could be made available to Governors and a possible role play event set up. It was agreed to make as much information as possible available to Governors and a single page of key events will be issued by the Principal should notice of a visit be given.

Action 5: The PowerPoint Training Update on Education Inspection Framework to be uploaded onto OnBoard (CJ).

8.4 Governance Matters for Discussion and Action

(Papers 11-16)

8.4.1 Review of Terms of Reference and Standing Orders

Governors are asked to raise any items that are not working / suitable in a half year review of Terms of Reference and Standing Orders to ensure suitability.

It was agreed that Clare Johnson will highlight only those changes originally made to the documents and bring back to the next full Board Meeting for review.

Action 6: Clare Johnson to prepare a report showing the original changes to the Terms of Reference and Standing Orders and a review will take place at the next full Board Meeting (CJ).

9. Section C – Papers in Section C are for information only

9.1 Minutes from Previous Committee Minutes (Papers 17-18)

The unconfirmed minutes from the Curriculum and Standards Committee Meeting which took place on 28 January 2020 and the draft minutes from the Business Committee Meeting held on 10 December 2019 were previously circulated and the full content noted.

9.2 Minutes from Student Forum and Parliament Minutes

There were no minutes tabled at the meeting.

10. Other Urgent Business

Governors asked if coronavirus was affecting the College and it was noted that the College is following all NHS guidance and good resources and posters are available to them.

Jill Lanning raised the issue of additional appointments to the Audit and Risk Committee. Sue Millions agreed to ask Clare Johnson to follow this up.

Action 7: Clare Johnson to liaise with the Principal on the appointment of additional Governors to the Audit and Risk Committee (CJ / CP).

11. Summary of the Meeting

11.1 Principal's Meeting Summary Against Strategic Aims

It was noted that the Strategic Aims and Success criteria was covered and thoroughly discussed throughout the meeting.

11.2 Items to be Shared with TEN Board

It was noted that there were no additional items to be shared with the TEN Board following today's meeting.

11.3 Any Changes or New Items 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.

12. Confidentiality

Please refer to the confidential minutes for agenda items 7.1.3, 7.3 and 7.4.

13. Date of Next Meeting

The next CCN Board Meeting is scheduled to take place on Tuesday 31 March 2020 at 4.00 pm in the Thetford Building Boardroom.

All business having been concluded, the meeting was closed at 4.10 pm.

Signed **Date**
(Chairman)