

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 12 DECEMBER 2017 AT 5.30 PM, ROOM D21A, CCN, IPSWICH ROAD, NORWICH NR2 2LJ

Present:

Matt Colmer (Chairman), Bree Sherwood, Andrew Barnes, Corrienne Peasgood (Principal), Andrea Blanchflower, Jill Lanning, Zak Virgin, Ian Webb, Lauren Callaghan-Bates

Attendees:

Jerry White (Deputy Principal), Clare Johnson, Sue Millions (Assistant to the Company Secretary)

1. Apologies for Absence

Apologies were received from Helen Richardson-Hulme (Director of Student Services), Luke Mitchell and Rebecca Perry.

2. Declaration of Interest (Paper 02)

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

The 2017/18 Declarations of Interest Annual Summary was previously distributed for information and the full content noted and agreed.

3. Unconfirmed Minutes of the Meeting held on 10 October 2017 (Paper 03)

The minutes of the meeting held on 10 October 2017 were agreed as a true record of the meeting and signed by the Chairman.

4. Unconfirmed Confidential Minutes of the Meeting held on 10 October 2017 (Paper 04)

The confidential minutes of the meeting held on 10 October 2017 were agreed as a true record of the meeting and signed by the Chairman.

5. Unconfirmed Confidential Minutes of the Meeting held on 31 October 2017 (Paper 05)

The confidential minutes of the meeting held on 31 October 2017 were agreed as a true record of the meeting and signed by the Chairman.

6. Unconfirmed Confidential Minutes of the Meeting held on 28 November 2017 (Paper 06)

The Principal informed the board that Paston have asked for the following footnote to be added to the minutes of the meeting held on 28 November 2017:

- It was confirmed that the majority of the documents were physically signed and sealed on the 28th November 2017 and that before the Resolutions Nicola Lockett (Chair of PSFC) referred to the thrust of the changes to the appendix of the TR1 for unregistered land that had been discussed and agreed in principle during the "legal consultation break" during the signing ceremony, therefore concluding that it was very clear and accepted by all that the TR1 appendix, and hence the transfer agreement as a whole, was essentially ready for completion well ahead of the implementation date.

The confidential minutes of the meeting held on 28 November 2017 were then agreed as a true record of the meeting and signed by the Chairman.

7. Matters Arising from the Previous Minutes (Paper 07)

Action 1 (Board 6): *A score of 3 on the Self-Assessment Summary to be descriptive and contain information as to why a score of 3 was given. One item is still to be finalised. A small amendment is required and the documents will be finalised for the next meeting taking place on 6 February 2018. Action on-going.*

Action 1 (Board 1): *The current position on work placements for T Levels to be discussed at the next C&S Meeting taking place on 21 November 2017. Action completed.*

Action 2 (Board 1): *HE Provision to be discussed at the next full Board Meeting taking place on 12 December 2017. Full discussions took place at the C&S Committee Meeting held on 21 November 2017. Action completed.*

Action 3 (Board 1): *No 6 of the Self-Assessment Summary to be amended, as discussed. Please see Action 1 (Board 6). Action completed.*

Action 4 (Board 1): *Social Mobility measures to be the topic for the next 5-minute update. It was agreed to carry this forward to the next Full Board Meeting taking place on 6 February 2018. Action completed.*

Action 5 (Board 1): *Governors to inform the Clerk, Principal or Jill Lanning, via email, if they are interested in being a link governor. Jill Lanning informed the Board that the following links have been established:*

- Aron Whiles / Andrea Blanchflower – English and Maths
- Matt Colmer – HE
- Andrew Barnes – Hospitality and Catering
- Jill Lanning – Adult Provision.

It was agreed that the first meeting will involve either Jerry White or the Principal. Action completed.

8. Chairman's Remarks

The Chair thanked the Principal and MD and everyone involved in the successful merger with Paston College which was finalised, as agreed, on 1 December 2017.

The Chairman asked staff to be congratulated on the Ofsted rating of Good received and the improvement in results. Another good year was noted.

9. Principal's Update

The Principal informed Governors that following the successful merger with Paston College, a restructure consultation is now taking place. At present, there is good engagement and morale is good too. Three visits will take place at Paston in the coming weeks to align cultures, moving forward. The Principal asked for her thanks to be passed to all colleagues involved.

10. Section A

10.1 Quality Report (Paper 08)

Governors were asked to scrutinise the tabled report, previously circulated, and raise any issues that may need further work or clarification. The Report is the final Quality Report for the 2016/17 academic year and presents key data and analysis of the current performance

of the College and the work being undertaken to enhance the quality of provision. Both Curriculum and Standards and the Business Committees have reviewed the full version of the paper and fully scrutinised it accordingly and a number of actions are now underway as a consequence.

The summary of the key points was highlighted as follows:

- 2016/17 Performance: This paper present final performance data for 216/17 academic year. Whilst this data tracks closely to all predictions, there remains outstanding analysis of timely outcomes in Apprenticeships to report on.
- All 2016/17 Strategy, Improvement and Enhancement actions are RAG rated as either complete and achieved (green) or not achieved (red) with the exception of IA10 where national data is yet to be available. There are 11 actions proposed as green with 14 proposed as red (and one amber, IA10)
- A full overview of targets was presented as previously circulated. Many have improved and they are all challenging targets.
- Early year performance for 2017/18 indicates a strong stable start on retention measures for both 16-18 and 19+ students. Apprenticeship performance is comparable to previous years on most measures.
- More effective levels of discussion will take place around the differentiation of attendance targets this year. More narrative will be produced on attendance figures to give a better understanding of the figures. Paston are currently 6% above CCN at 92.8%.

The Full Report was received and noted.

10.2 Finance Report

(Paper 09)

The Finance Report and Executive Summary was presented as previously circulated.

Andrew Barnes informed the Board, that the Business Committee had thoroughly scrutinised all reports, looked at challenges raised.

The first set of accounts for the two months August to September 2017 were presented as previously circulated and the following was highlighted:

- Martin Colbourne informed the Committee that he hasn't met with budget holders, to discuss remedial action, so the total deficit is the worst-case scenario.
- An internal audit will take place on the approach to reviewing the annual process around the emerging picture.
- Paston will be part of the integrated services and it will be decided if they will be presented as a whole with CCN.
- The recognised shortfall in HE fees is reported in the September accounts of £1,046k. This could be because the level of student recruitment was not at the level expected and the retention between years. The College is working on making up numbers to close the gap. This will be reviewed with the Executive Team.
- Martin Colbourne explained that there is much work to be done and the accounts will be in a better position when seen at the next meeting as Finance will have met with budget holders, exam and staffing levels will be more accurate and additional income will be included and income not required will be removed.
- The biggest challenge is finding £1m of income.
- It was agreed that the current position is very similar to the same time last year.

The Education and Skills Funding Agency (ESFA) have reviewed the College's Financial Plan 2017 to 2019 and have formally agreed that based on the financial plan the College is:

- Good for 2016/17 (the latest outturn forecast year) and
- Good for 2017/18 (the current budget year).

It was agreed that this is a sound result and the Business Committee are satisfied with the grades given.

The Business Committee will scrutinise the next sets of accounts at their next meeting following the first emerging picture from budget holders.

10.3 Student Voice Report (Paper 10)

In the absence of Luke Mitchell, the content was noted in the Student Voice Report previously received.

The Chair thanked Luke Mitchell and his team for their continuing input into College life and the excellent first term.

10.4 Annual Report and Financial Statements 2016/17 (Paper 11)

Bree Sherwood, Chair of the Audit Committee, informed Governors that the letter of presentation has been signed and returned to KPMG.

The statements were thoroughly scrutinised at the recent Audit Committee Meeting and slight changes were made, but overall the document is consistent with last year and no concerns were raised.

Jill Lanning asked to discuss subsidiary companies discharging responsibilities with Martin Colbourne, and this was agreed.

The full content of the Annual Report and Financial Statements 2016/17 was noted and full agreement was received from Board members to approve the statement and annual report.

10.5 College Self-Assessment Report (Paper 12)

The CCN Self-Assessment Report, previously circulated, was discussed and the full content noted.

Jerry White informed the Board that the paper is a summary of the SAR grades and key findings for the 2016/17 academic year and a full 60-page paper will go to Ofsted.

Following discussion, the proposed grades, in line with Ofsted judgements, were agreed and approved by the Board.

10.6 Audit Committee Annual Report 2016/17 (Paper 13)

The Annual Report for 2016/17 has been received at the Audit Committee and following confirmation from Bree Sherwood that she is happy with the Annual Report, the full Report was approved by all present.

10.7 2017/18 College Targets (Paper 14)

The proposed College Targets for 2017/18, previously circulated, were thoroughly discussed and scrutinised.

Following lengthy discussion on each individual target, the question was asked by the Board as to the value all the levels add and the Principal agreed to change to a single RAG rated sheet which will be reviewed by the C&S Committee, but it was agreed that if the targets are not internally audited the College could be open to problems.

The Board asked for impact and effectiveness to be viewed in each question. Detail could be pulled from the self-assessment of students experiences and outcomes and the annual monitoring report.

Jill Lanning asked what are the key targets from all the data seen and what is right for learners, despite Government measures.

It was agreed that Governors need to challenge themselves on over-complicating things.

Following discussions, the Board agreed to the Principal amending the targets and reporting back to the C&S Committee for review and further discussion.

Action 1: 2017/18 College Targets to be amended by the Principal and reviewed by the C&S Committee (CP).

10.8 Final IASD Audit Plan 2017/18 (Paper 15)

The Final IASD Audit Plan 2017/18 provided by Scrutton Bland, previously circulated, was discussed and the full content noted.

The positive assurances were noted and further discussions will take place at Committee Meetings throughout 2017/18.

The full content was noted and agreed.

11. Section B

11.1 Well-Being and Inclusion Report (Paper 16)

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, with the following additional information highlighted:

The Full Report was received and noted.

11.2 TEN Group Update

The Principal informed the Board that following the resignations of both Dick Palmer (CEO) and Bryony Falkus, Susan Guest has been appointed as the new Chair of the TEN Board.

New positions will be appointed – a new Executive Principal for the Academies will be in place from 1 January 2018 and the Board welcomes Gee Cook to her new role. An independent Chair of Norfolk Academies is being reviewed.

Susan Guest will consult with institutions in the New Year to seek better ways of working together as a Federation and the possibility of the Chairs of CCN, NA and NES, being appointed to the TEN Board, is under review.

Further updates will be given to the Board at their next meeting taking place on 6 February 2018.

Action 2: TEN Group Update to be provided at the next full Board Meeting taking place on 6 February 2018 (CP).

11.3 Governance Matters

11.3.1 Confirmation of Appointment

The Board agreed the appointment of Lauren Callaghan-Bates as the HE Student Governor.

11.3.2 Update on Code of Governance (Paper 17)

The Update on Code of Governance, previously circulated was discussed and the full content noted.

Following earlier adoption by the Board the Code of Governance has now been completed and includes compliance examples and where further action needs to be taken.

The paper is a living document and will be presented annually to the Board each October.

The full content of the Code was agreed and noted.

11.3.3 Corporation Sealing Register Update (Paper 18)

The CCN Sealing Register, previously circulated was discussed and the full content noted.

11.4 Modern Slavery Statement Update (Paper 19)

The documentation, previously circulated, that sets out City College's actions to understand all potential modern slavery risks, was thoroughly discussed at the Business Committee Meeting and it was noted that the documents have been refreshed to reflect the changes made to policies by Government.

The Business Committee recommended to the full Board that the two documents are approved and following discussions the Board agreed the approval of the statement.

11.5 Service Level Agreement – NES Services (Paper 20)

The Business Committee have reviewed the Service Level Agreement and formally recommended it for adoption by the full Board.

Martin Colbourne informed the Board that the NES Shared Services Agreement and working notes, previously circulated, has been reviewed in the lead up to the 5th year anniversary of the Agreement, which was 31 August 2017.

The Agreement will continue on a rolling basis, as allowed by the Agreement, until the new Agreement has been approved by all Boards concerned.

All Boards have been asked to review the proposed changes between now and the end of 2017.

Martin Colbourne informed the Board that the content has been refreshed but no major changes to the original documentation has been made. The Agreement has also been scrutinised internally and also by Mills and Reeve.

Martin Colbourne confirmed that the legal language is up to date and reassured everyone present that there has been no material change to the content compared with the previous contract.

The full report was received and the content noted and the agreement was approved by all Board members present.

11.6 Grounds and Maintenance Contract

(Papers 21-22)

Norfolk Educational Services on behalf of TEN Group invited suitable and experienced contractors to present a proposal to offer a value for money service for both playing fields and horticulture. It was noted that the horticulture contract will allow students to be involved in grounds work, e.g. the planting of flower beds and displays.

Currently, the contracts do not involve Paston College grounds.

The full process and findings were previously distributed and noted.

Zak Virgin asked if a discounted rate could have been obtained for a company winning both contracts. Martin Colbourne explained that this is the first time that the contracts will be run separately and the TEN Group will be able to hold contractors to account, but this suggestion could be reflected in the next cycle.

The Board agreed that both proposals were in-depth and full processes and therefore unanimously agreed the awarding of the contracts and the relevant documentation was signed by the Chair.

11.7 Letter to Governors

(Papers 23-24)

Letter received from the DfE and ESFA, were previously circulated for information and their content seen and agreed.

11.8 Fire Audit

(Paper 25)

The Fire Audit Update, previously circulated by Jon Bonham, Director of Estates and Facilities was discussed and the content noted and the Principal informed the Board that the Plan has been signed off by the Fire Officer and there are no further visits intended in the near future.

It was confirmed that the Plan is tracked and scrutinised by the Business Committee.

The full content of the Action Plan was noted.

12. Section C

12.1 Minutes of Previous Committee Meetings

(Paper 26)

The minutes from Committee Meetings were previously circulated and the content noted.

The minutes from previous committee meetings, when confirmed, will be uploaded onto BoardPad for information.

12.2 School Council and Student Parliament Update

(Paper 27)

The minutes from School Council Meetings were previously circulated and the content noted.

13. Other Urgent Business

The HEFCE Annual Accountability Return was submitted at the Board Meeting which took place on 28 November 2017 and was agreed and signed and submitted by the 1 December 2017 deadline.

An annual tour of the College and lunch will be arranged and all Governors will be invited to attend. The date has been set for Wed 10 Jan 2018 between 10.00 am and 1.00 pm. Invitations will follow shortly.

Action 3: Calendar invitations to be sent to all Governors for the annual tour and lunch taking place on 10 January 2018 (CJ).

14. Confidentiality

14.1 Senior Post Holder Targets

Please see confidential minutes.

15. Date of Next Meeting

- Board: 6 February 2018 at 5.30 pm.

All business having been concluded, the meeting finished at 8.10 pm.

Signed Date
(Chairman)