

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 04 AUGUST 2020 AT 4:00 PM, VIA MICROSOFT TEAMS

Present:

Andrew Barnes (Chairman), Corrienne Peasgood (Principal), Jill Lanning, Noel Bartram, Nikki Gray, Bree Sherwood, Emily Staley, Denise Troughton, Philip Richardson

Attendees:

Jerry White (Deputy Principal), Sue Millions (Administrator)

1. Apologies for Absence

Apologies were received from Andrea Blanchflower; Jonathan Barnard, Martin Colbourne (NES MD), Julia Buckland (Vice Principal, FE Curriculum and Quality) and Clare Johnson (Clerk to the Corporation).

2. Declaration of Interest

In the interest of transparency and in accordance with the Standing Orders of the Corporation, all Governors of the Corporation Board are asked to make a written declaration of relevant pecuniary interests on appointment. Governors were 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.

3. Unconfirmed Minutes of the Previous Meeting held on 21 July 2020 (Paper 02)

Following a couple of minor amendments, the unconfirmed minutes of the meeting held on 21 July 2020 were then agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

4. Unconfirmed Confidential Minutes of the Previous Meeting held on 21 July 2020 (Paper 03)

The unconfirmed confidential minutes of the meeting held on 21 July 2020 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. CEO's Verbal Report

The CEO verbal report from the Principal informed the Board how the College is continuing to operate through the Coronavirus pandemic. The following information was discussed and highlighted:

Finance – following the request from Governors at the last meeting, the submission of the July 2020 Finance Return to the ESFA was amended and submitted on 24 July 2020. It was noted that capital allocation information is awaited but it is expected that the College will receive £150,000 for T Level Development Funding; £150,000 for Catch-Up Funding; £53,000 for Free College Meals over the summer break. The Principal informed Governors that the allocations were not included in the July 2020 financial return and the budget will be recast into the first merging picture, when monies received.

The Catch-Up funding will be used for small group work and Year 12 catch-up, particularly for Maths and English. The distribution will be agreed at the start of the new term. The College will need to report on the impact of the funded activity.

Additional Funding – it was noted that the LEP Get Britain Building funding bid for the Science Central was not successful. It was thought that there may be some funding associated with the Food Innovation Hub. The Principal informed Governors that at the Norwich City Council meeting held on 29 July, Councillors backed the inclusion of the digital and construction centre projects in the Towns Fund submission with a July 31 bid deadline. An Expression of Interest to establish an Institute of Technology for Agri-Food and Food Manufacture in partnership with the UEA had been submitted to the DfE. The Principal is in discussion with the DfE prior to moving to the next stage, as the proposal does not follow the normal model, in the autumn term. It is hoped that the LEP will support the bid and informal discussions will be taking place between the Principal, Chris Starkey of the LEP Board and the DfE. It was agreed that the landscape for higher level skill development is likely to change over the next 12 months and also that this initiative would fit well with the College's intentions when merging with Easton. Noel Bartram informed Governors that the first major review of the food system can be viewed at www.nationalfoodstrategy.org

Summer works – fire remedials continue at both Paston and Easton and the IT infrastructure at Easton is working well and all staff now have access to all systems using their CCN Logins at Easton.

Aviation Academy – please see confidential minutes.

Results Days – Jerry White informed governors that all exam results will be sent to students via their college email accounts on 13 August for A Level and Level 3 VTQ qualifications and on 20 August for GCSE and Level 1 and 2 VTQ qualifications. The electronic process is in place for over 7000 emails to be sent out to students. It was noted that all students receive a text message to say that they have been sent an email to their college account. It is expected to update the College website this week with all the information available to students.

It was noted that as students will not be coming into college for their results, it will be challenging to provide the normal level of support, particularly for A levels. UCAS will be supplying a list of students who have not achieved their required grades for university entry early on the morning of 13 August which will allow staff to proactively contact those students to offer support. Also reports will be available of the submitted Centre Assessed Grades and the grades actually awarded to each student to identify significant differences.

In preparation for appeals, students will be directed to the 2020 mailbox which was set up specifically for students to communicate about the 2020 exams and assessments. One-to-One communications will then take place with students. It was noted that students can make a Subject Access Request under GDPR about the centre assessed grades submitted by the college to enable them to compare both sets of results. AoC guidance about handling appeals is currently being reviewed for accuracy prior to release to all colleges. Students will be informed about the process used in 2020 and that their grades are based on solid evidence from their teachers before being nationally moderated by the Awarding Organisations. It was noted that there is a need to protect all staff and to ensure a consistent approach across the college through the use of the one mailbox rather than student queries being handled by individual members of staff. The Principal will email staff to update them on the processes that are being put in place for results and appeals. The College will then prioritise the resits in the autumn term. The mechanism for this process and any related support or tuition is complex and advice and guidance will be available if a student asks to re-sit an exam.

As CCN will not be going into schools this year, when results are received, they are committed to support the NCC's "Help You Choose" website which provides guidance to students, via a phone call.

2020/21 Enrolment – Enrolment takes place from Monday 17 August. New students will be asked to come into College to meet teaching staff so that the College can answer all their questions and they can be sure they are enrolled on the right course. Returning students will have a telephone call with teaching staff. All students will complete an online enrolment form which can be followed up by the College's support staff to confirm details. All sites will be fully utilised to abide by social distancing measures to maximise the safety of both students and staff. The Chair thanked all staff for the amazing team effort to build the necessary process.

National Student Survey (NSS) – The OfS published the HE NSS results in July. The College saw a 0.7% decline in satisfaction, compared to a 1% national decline. It was noted that some results improved, such as 'Acting on Feedback' and others such as 'Organisation and Management' fell significantly. The detailed comments received are now being investigated and the full breakdown will be made available to Governors when scrutinised. A more detailed Action Plan will be produced and reviewed by the C&S Committee at their next meeting taking place on 6 October 2020.

New Academic Year – The COVID-19 Risk Assessment is currently under review and has been agreed with Managers and is currently with Union colleagues for comment. The full document will be under discussion at the next Board Meeting taking place on 18 August and once approved managers will operationalise their own individual areas. Some areas such as the catering at the CCN campus and transport are complex concerns, going forward. Managers will meet with Edwards and Blake later this week to put together a timeline for use of catering facilities and areas around the College. The process for a college closure, in a local lockdown, will also be reviewed with NCC in the light of the DfE's statement that only they can authorise the closure.

Ofqual for 2020/21 - Ofqual have issued a consultation about potential adaptations to assessment requirements of VTQs and they have confirmed the changes to GCSE, AS and A Level exams and assessments in 2021. It was noted that there is only a two week window for response to the consultation, but it is likely to mean that the college will not have definitive information on any assessment changes from the Awarding Organisations until well into the academic year. A significant proposal for the timings of the A Level and GCSE 2021 summer exam series to be in June and July has not been finalised, partly because of objections from HE.

It was noted that Ofqual have been very explicit to say that the centre assessment grade methods used this year will not be used in 2020/21.

Staff Communications – the Principal informed Governors that she will be informing staff, via email, what the position would be if they return from a country that means they are required to self-isolate for 14 days on their return. All Unions have agreed the process proposed.

FE Reform White Paper – The Principal informed governors that she had attended a virtual AoC meeting with Keith Smith, who is leading the development of the White Paper at the DfE. It seems likely that the White Paper will be released before the Comprehensive Spending Review in November. It appears as if this will reflect much of Mary Ney's Report including her proposed framework of accountability which builds on strong governance

and also aspects of the Augar Report that highlighted the local role of colleges as part of a national system.

Easton Farm – please see confidential minutes.

The Chair thanked the Principal for her full and comprehensive report.

6. Chairman’s Update

The Chair thanked Governors for being available throughout the summer months and participating in what has been a productive meeting discussing strategic and operational matters.

It was agreed that the format for the next meeting will be the same as today’s meeting, with a verbal update from the Principal.

7. Any Other Business

There was no other urgent business tabled at today’s meeting.

8. Confidentiality

It was agreed that agenda items: Aviation Academy and Easton Farm, within agenda item 5, will remain confidential.

9. Date of Next Meeting

The next CCN Board Meeting is scheduled to take place on Tuesday 18 August 2020 at 4:00pm, via Microsoft Teams.

All business having been concluded; the meeting closed at 5.45 pm.

Signed **Date**
(Chairman)