

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 6 FEBRUARY 2018 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, Luke Mitchell, Lauren Callaghan-Bates, Noel Bartram

Attendees:

Jerry White (Deputy Principal), Helen Richardson-Hulme (Director of Student Services), Sue Millions (Assistant to the Company Secretary)

The Chair welcomed Noel Bartram to his first Board Meeting.

1. Student Voice

A Creative Media Production Course student joined the meeting and explained that he would like to be a film maker and is currently in his second year of a Level 3 Course, obtaining a distinction in his first year and hopefully if he does the same in the second, this will be equivalent to 4 / 5 A Levels.

The student informed Governors that he attends College for approximately 2½ days a week and completes a large amount of work outside of College. He thoroughly enjoys his course which he describes as “amazing” and has learnt about the making of music videos; documentaries; films; editing and communication skills.

He hopes to attend University to continue his media studies and will hopefully branch out rather than stay in East Anglia. It was noted that he said that students need to approach lecturers if they wish to take part in Work Experience and the course has been an opportunity to better prepare him for the future but he agreed that he needs to push and drive himself within the industry. The student informed the Board that he is attending the Film Academy in London next week.

When asked if there were any down sides to the course he noted that the sharing of equipment with both first and second year students can be difficult and slows down the process of filming, etc.

The Chair thanked the media student for his insight into the course and wished him luck with his future studies.

The Chair asked the Principal to investigate the student’s concerns with regard to the sharing of equipment.

Action 1: The Principal to investigate the sharing of equipment in the creative media production course between first and second year students (CP).

2. Apologies for Absence

Apologies were received from Zak Virgin, Ian Webb, Max Roberts and Clare Johnson.

3. Declaration of Interest (Paper 02)

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

4. Unconfirmed Minutes of the Meeting held on 12 December 2017 (Paper 03)

The minutes of the meeting held on 12 December 2017 were agreed as a true record of the meeting and signed by the Chairman.

It was agreed that following the distribution of the PowerPoint presentation, outlining the process to be undertaken when conducting a link governor meeting, that it is not necessary to involve either the Principal or Jerry White at the first meeting held.

5. Unconfirmed Confidential Minutes of the Meeting held on 12 December 2017 (Paper 04)

The confidential minutes of the meeting held on 12 December 2017 were agreed as a true record of the meeting and signed by the Chairman.

6. Matters Arising from the Previous Minutes (Paper 05)

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 completed.*

Action 1 (Board 2): *2017/18 College Targets to be amended by the Principal and reviewed by the C&S Committee. Targets have been amended and confirmed by the Chair. Action completed.*

Action 2 (Board 2): *TEN Group Update to be provided at the next full Board Meeting taking place on 6 February 2018. Please see agenda item 10.3. Action completed.*

Action 3 (Board 2): *Calendar invitations to be sent to all Governors for the annual tour and lunch taking place on 10 January 2018. Invites were distributed and the tour completed. Action completed.*

Action 4 (Board 2): *Outcome of Deputy Principal's Target 2 to be brought to the next Board Meeting for approval. Please see agenda item 13.1.1. Action completed.*

Action 5 (Board 2): *Ian Webb to work with the Principal on the staff survey questions, approval to be sought by the Business Committee and circulated back to full Board for agreement. Action on-going.*

7. Chairman's Remarks

The Chair informed all Governors that they will be informed if any quality, finance or well-being data includes Paston.

Following the strategy session which took place last year it was agreed that a follow up meeting would take place. The Chair asked if Governors would like to hold this meeting before the next Board Meeting or would prefer a separate meeting. Following discussion, it was agreed that a separate meeting would be preferable and the Principal agreed to make the necessary arrangements.

Action 2: A Strategy Session Meeting for all Board members to be arranged (CP / CJ).

8. Principal's Update

- The Principal informed the Board that herself and Jared Carpenter attended the Parliamentary Reception for the AOC Adult Student of the Year, in which Jared was

a runner up. The Principal explained that it was an amazing evening, one which saw Jared networking and working the room, something he would not have been able to do when he first enrolled at CCN.

- Post 16 Accountability measures, recently received, will be reviewed at C&S Committee Meetings.
- Consultations on T levels and the piloting of them was discussed and CCN are currently holding discussions on construction and their phased implementation. Different ways of working with the DfE are being seen and Roadshows are currently taking place around the country. Jerry White explained that the challenge is to protect students and give them all the advice and guidance they need. This is a strategy that the College need to get right.
- LEP Economic Strategy has been published and reviewed.

9. Section A

9.1 Quality Report

(Paper 06)

Governors were asked to note that the Quality Report is for the Board and has not been seen by the C&S Committee as noted on the document. The paper has been updated following extensive discussions at the last C&S Committee Meeting when the Committee looked at ways to support Governors in developing their understanding of the provision provided at both CCN and Paston College.

Jerry White informed the Board that this week has seen the first set of combined data and allowed CCN to see the full combined provision picture between CCN and Paston College and it was agreed that both are in a healthy state. Lessons will be learnt on both sides and support provided, where necessary.

Governors are asked to scrutinise the tabled report, previously circulated, and raise any issues that may need further work or clarification. The Report, for the first time, includes data relating to Paston College. The work to integrate systems is progressing well, with the College already submitting a joint ILR submission for funding, the first stage for fully integrating data reporting.

The summary of the key points was highlighted as follows:

- Retention is satisfactory on classroom provision and the apprenticeship provision is being carefully monitored to ensure performance recovers to previous levels.
- The in-year retention analysis tool was discussed and the content noted. The data shows the in-year analysis is above last year and shows progress year-on-year.
- Recruitment at Paston College is lower overall because of the impact of Year 12 last year.
- Work is being undertaken to address attendance on Level 2 courses at Paston College.
- Apprenticeship funding is being sought in specialist areas and CCN are working with LEP and NCC Civil Engineers.
- A teaching and learning review has been undertaken. Two areas have moved down a sub grade since the last review but no decline in performance has been seen as 85% of sessions remain good to outstanding. The next grid meeting is taking place on 8 February 2018.

The Full Report was received and the full content noted.

9.2 Finance Report

(Paper 07)

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 set of accounts for the four months to November 2017 were presented as previously circulated and the following highlighted:

- It was noted that the total operating deficit for the month of November of £122k compared to a budgeted deficit of £10k, producing an adverse variance of £131k.
- A deficit for the year, August to November 2017, of £306k compared to a budgeted surplus of £82K, producing an adverse variance of £387k.
- It was noted that the emerging picture is just College activity and Martin Colbourne is working with KPMG on how to add in Paston's closing balance to CCN's balance sheet.
- The commentary on Paston's eight-month plan was previously circulated for information and the next time this is viewed they will be together with CCN.
- Ways of monitoring how effective CCN are being before Paston join the emerging picture is being pursued.
- Monthly reporting is taking place against the complexities of bring other lines into the budget to show impact and the areas of focus for this academic year.
- A target has been set to reduce the deficit by £550,000 and it has been agreed that Jerry White will focus on the "income line" and Martin Colbourne and the Principal will focus on pay and non-pay. Feedback will be given to the Business Committee on a regular basis. It was noted that Jerry White is optimistic on reducing this line.
- Staffing costs are most difficult but to try to make savings of £250,000 a recruitment freeze is needed, working alongside good housekeeping and the tightening of belts.
- Employer contracts are being checked by Professional Services.
- A review will take place on how to depreciate the IT kit with advice being sought from KPMG.
- Paston currently stands at a £30,000 - £40,000 deficit per month which will come down with redundancies. Staff are currently working notices until 30 April 2018.
- Income for Paston is static under the LAG funding and is as stable as it can get.
- Work is being undertaken to look at the impact of this on next year's budget and work will commence shortly on a model for next year which will be brought back to the Business Committee when underway.

The Full Report was received and the full content noted by everyone present.

9.3 Student Voice Report

(Papers 8-11)

The full Student Voice Report was received and noted, along with questionnaire data and the minutes of the Student Reps Meeting held at Paston College on 23 January 2018 and the following additional information was highlighted:

- A "Keeping Safe on Nights Out" event is planned in the future and a response is awaited from the SOS Bus asking for them to support the event and Helen Richardson Hulme agreed to chase the SOS Bus contacts on the Student Union's behalf.
- The first SU HE newspaper to be published after the Easter break.

- Work is underway with vegan students to come up with potential ideas to increase the number of vegan-friendly food options on campus and meeting have taken place with the catering contractors.
- Possibility of changing from Costa Coffee to the independent café chain of Paddy and Scott is being pursued. This would be better for students and offer cheaper coffee and maintain the high quality the students are used to. The question was asked if CCN have a contract with Costa Coffee and it was confirmed that there is no contract, Edwards and Blake just use Costa Coffee products. The rebranding would be a College cost but not a contractual issue.
- Many successful “Foyer” events have taken place, involving the SU.
- A Paston Class Reps Meeting was attended by the Student Union and it was agreed that any problems can now be faced together. The minutes of the meeting were previously distributed for information.
- Paston’s charity work was highlighted as excellent and something that could be worked on together.
- Paston students are excited to use CCN’s facilities and a leaflet is being collated by Luke Mitchell to show Paston students the facilities and resources which are available on both Paston and CCN campuses. The students will meet again on 27 March 2018.

Action 3: SOS Bus contacts to be chased to ask for assistance with the “Keeping Safe on Nights Out” event (HRH).

10. Section B

10.1 Well-Being and Inclusion Report

(Paper 12)

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:

- It was noted the new guidance from the DfE has been published on Sexual Violence and Sexual Harassment between Children in Schools and Colleges and it deals with
 - What sexual violence and sexual harassment is
 - What school and colleges’ legal responsibilities are
 - Creating a whole school or college approach to safeguarding and child protection
 - How to respond to reports of sexual violence and sexual harassment.
- A link to the DfE document was included within the document provided to Governors.
- It was noted that the College needs to record incidents across the whole spectrum of sexual violence and sexual harassment so that the scale of the problem can be seen and appropriate plans made to reduce numbers.
- Helen Richardson-Hulme noted that the top 7 case types recorded between December and January this year are consistent with the time of year and the questions was asked if she believes there is a heightened awareness rather than an increase and it was noted that she hopes so, but has a feeling that this is not the case, but there is a clearer understanding of what is happening now, with particular regard to sexual assault.
- Young people do not know where the line is and have a distorted understanding of relationships and the safeguarding team are working with students to ensure that they have been sent information on this topic and currently the NSPCC are delivering information to all primary school children.

It was noted that this current report does not include data on Paston College students.

Jill Lanning thanked Helen Richardson-Hulme for her full data but asked if the colours could be more pronounced and different within the pie charts to aid viewing.

The Full Report was received and noted and the Chair thanked Helen Richardson-Hulme and her team for their continuing safeguarding work and on-going support of students.

10.2 Merger Update

The Principal gave a verbal update to the Board on the current position at Paston and the following was noted:

- The Principal informed the Committee that CCN have now completed the staff consultation at Paston and recruitment commenced on 8 January 2018.
- It was noted that seven voluntary redundancies and two compulsory redundancies were given. Three staff were deployed into CCN vacancies, eight to Paston based College roles and five to Paston based NES roles. Paston will now move to an operational model and notice periods for old jobs will be issued, ranging from two weeks to 30 April 2018. New contracts have been issued from 1 February 2018. It was noted that it wasn't necessary to put any Norwich based College or NES staff at risk of redundancy.
- The Operations Manager posts have been filled with Paston staff.
- As part of the rationale for merger, the College is committed to exploring ways of protecting and potentially developing the delivery of minority and specialist A level subjects and to this end sessions, held on both sites, will be arranged.
- Let's talk about A Level provision sessions between 26 January and 1 February at both sites have taken place.
- The Principal noted that staff are taking on board the new ethos and this is having a positive impact on students and on staff morale.

10.3 TEN Group Update

The Chair informed the Board that the TEN Board met last night for their first meeting following the resignations of both Dick Palmer (CEO) and Bryony Falkus and Susan Guest has confirmed that the Chairs of both Norfolk Academies and CCN Board will be invited to join the TEN Board of Trustees and following discussion, this was unanimously agreed with the CCN Board.

It was noted that the Chair of NES Board will be an attendee only and not a Trustee of the TEN Board.

There has been no decision on the replacement of the CEO role. It has been agreed that a like-for-like replacement will not be made as Gee Cook has the majority of work covered. Susan Guest informed the Chair that the Governance Team have all the roles covered and further discussions will take place at the next TEN Board taking place in March 2018.

Academy results were noted and focus will be part of Gee Cook's role to increase performance and quality improvement.

The Principal informed the Board that Gee Cook, Martin Colbourne, Susan Guest and herself are meeting on a regular basis and she has been asked to produce a summary on a page (SOAP) of activities from the CCN Board at all TEN Board Meetings and a copy of the recent report was previously distributed for information. It was agreed that for the next meeting, the Principal will include the Quality Report grid in her SOAP to the TEN Board.

10.4 Governance Matters

10.4.1 Corporation Sealing Register Update

(Paper 13)

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

10.4.2 Reviews of Terms of Reference and Standing Orders

(Papers 14-16)

Following discussions, it was agreed that the three committees' terms of reference are still relevant and were formally agreed to remain the same at the current time.

It was agreed that the C&S Terms of Reference will need to be reviewed when HEFCE change in the future.

10.4.3 Recommendations relating to Appointments

Following updates, the following three new members of CCN Governance were formally agreed and noted.

- Max Roberts – FE Student Governor
- Noel Bartram – Paston College Appointee
- Denise Troughton – Staff Governor (from 27 March 2018).

10.5 5 Minutes Training Update- Social Mobility Measures

(Paper 17)

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

Social Mobility Measures cover students from birth to the age of 25 and the new measures were introduced in 2016 and published in October 2017.

There are four main priorities which are:

- Improve early speech, languages, listening and communication.
- Raise attainment through targeted evidence based continuous CPD for teachers and stronger system leadership support.
- Support children at risk of exclusion from schools.
- Give young people the information and support they need to move successfully between school, college, university and into work.

All of the four main priorities will be led by senior leaders and an update will be provided at a future meeting.

Action 4: The Principal to arrange for the Social Mobility Measures presentation to be uploaded onto BoardPad for information (CP / CJ).

11. Section C

11.1 Minutes of Previous Committee Meetings

(Papers 18-19)

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.

11.2 School Council and Student Parliament Update

(Papers 20-25)

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

12. Other Urgent Business

Andrea Blanchflower suggested that senior officers' remuneration should be more transparent to the Board and a clear understanding of the methodology used by the Business Committee be known.

AoC benchmark salaries annually and the Principal agreed to ask Hilary Bright, Director of HR Services, to review benchmarks against senior post holder salaries.

Following discussions, it was agreed that the Board need to ensure that they meet the conditions and they are viewed by the Board and the detail minuted accordingly.

Action 5: The Principal to liaise with Hilary Bright to review benchmarks against senior post holder salaries (CP).

13. Confidentiality

13.1 Senior Post Holder Targets

13.1.1 Review of SPH 2016/17 Targets

(Paper 26)

Please see confidential minutes.

14. Date of Next Meeting

- Board: 27 March 2018 at 5.30 pm.

All business having been concluded, the meeting finished at 7.55 pm.

Signed Date
(Chairman)