

## CORPORATION BOARD MEETING

### CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 21 MAY 2019 AT 5.30 PM, ROOM D21A, CCN, IPSWICH ROAD, NORWICH NR2 2LJ

#### Present:

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

#### Attendees:

Jerry White (Deputy Principal), Julia Buckland (Vice Principal, FE Curriculum and Quality), Martin Colbourne (NES Managing Director), Helen Richardson-Hulme (Assistant Principal, Director of Student Services), Jacky Sturman (Executive Manager), Sue Millions (Administrator)

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#### 1. Apologies for Absence

Apologies were received from Ian Webb, Nikki Gray, Luke Mitchell, Bree Sherwood and Travis Plane.

#### 2. Declaration of Interest

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

#### 3. Draft Minutes of the Meeting held on 26 March 2019 (Paper 02)

The draft minutes of the meeting held on 26 March 2019 were agreed as a true record of the meeting and will be signed by the Chairman at the next meeting.

#### 4. Draft Confidential Minutes of the Meeting held on 26 March 2019 (Paper 03)

The draft confidential minutes of the meeting held on 26 March 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 04)

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. The Principal informed the Board that further discussions have taken place regarding Board vacancies at last week's Business Committee Meeting and possible contacts are being investigated. Nikki Gray informed the Principal that she is aware of one individual who may be interested in joining the Board, who has financial experience. The Principal agreed to discuss the possible Governor with the Chair. It was agreed that this action has now been superseded and completed.*

Action 5 (Board 3): *The Principal to ascertain as to whether there are any plans to refurbish the local underpass. **Action on-going.***

Action 1 (Board 4): *Transport Coordinator to ask to investigate the change of route for the Harleston to Norwich service. Action completed.*

Action 2 (Board 4): *General Manager of Edward and Blake to be asked to serve hot food and make the café available to students until closing time.* Action completed.

Action 3 (Board 4): *The Principal to work out the practicalities for a strategic planning day with all Governors and suggested dates will be provided as soon as possible.* The Planning Day has been arranged for Friday 12 July from 9.30 am. Action completed.

Action 4 (Board 4): *The Principal and Clerk to review the production of papers for the Board.* Action completed.

Action 5 (Board 4): *The Principal to prepare a report on all strategic aims and success criteria discussions which have taken place this academic year.* It was confirmed that this report will be prepared for the full Board Meeting taking place on 9 July 2019. **Action on-going.**

Action 6 (Board 4): *Paper to be presented to the TEN Board seeking approval to the Terms of Office for Governors.* It was noted that the TEN Board have approved the Terms of Office and it was confirmed that this will not be a whole Group Policy, but unique to CCN. Action completed.

## **6. Chairman's Remarks**

The Chair thanked the Board for all the hard work and commitment shown during the DigiTech bid and merger discussions regarding Easton and Otley College.

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

### **7.1 Chairs' Summary of Committee Meetings**

#### **7.1.1. Chair's Summary of Curriculum and Standards Committee** (Paper 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.

The unconfirmed minutes from the meeting are attached, for information, under agenda item 10.1.

#### **7.1.1.1 Overall Performance Data** (Paper 06)

The Overall Performance Data Report was previously circulated to all Governors for information.

#### **7.1.1.2 TLA Grid** (Paper 07)

The TLA Report was previously circulated to all Governors for information.

#### **7.1.2 Chair's Summary of Business Committee** (Paper 08)

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.

It was noted that Noel Bartram has joined the Business Committee.

#### **7.1.2.1 March Management Accounts and Emerging Picture** (Paper 09)

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:

- The latest management accounts for the eight months to the end of March 2019 were presented to the Business Committee and these showed a year to date operating deficit of £159k. The Executive have reviewed the headline variances and there remains a continued focus on payroll and use of agency staff to the end of the financial year.
- The latest emerging picture meeting was held on the 14 May, a week after the Business Committee Meeting, and the current May emerging picture was discussed and noted from the income and expenditure account for the eight months to March 2019. Actions were noted. Information has been provided to allow management to analyse the financial position in detail and it was agreed that pay will continue to be the focus going forward.
- The emerging picture was explained and it was noted that currently the income is settled, apprenticeship delivery is buoyant, tuition fees have levelled out and agency cover and payroll continue to be the pressure points. It was noted that the Business Committee has agreed that remedial action is needed to ensure the figures become favourable going forward and it has been agreed that a two-fold challenge is needed to make savings on agency staff and the core payroll.
- It was agreed that the DigiTech development is vital for the future and the current debt to income ratio stands at around 5-6%, with an average across the sector of 25%. Loans will increase the income ratio and this will be included on the Risk Register to ensure income is generated from the annual capital.
- The CCN cash flow forecast was presented as previously circulated and the full content noted for information.

The draft minutes from the meeting are attached, for information, under agenda item 10.1.

## **8. Governance Matters**

### **8.1 Calendar of Meetings for 2019/20**

(Paper 10)

The proposed dates for CCN Board and Committee Meetings, previously circulated, were discussed and it was suggested that as a number of important issues would need to be signed off by the end of November. An additional meeting could be included on the calendar in November and it was suggested that a date is agreed and added to the calendar when agreed.

It was also suggested that important dates could be included on the calendar of dates for Governors to be aware of, e.g. Graduation dates, Open Evenings, etc.

Outlook invitations will be issued in the summer term by Governance.

**Action 1: The Principal and Chair to agree a date for an additional meeting to be included on the calendar for 2019/20 in November, and when agreed included on the calendar of dates for 2019/20 (CP / JS).**

**Action 2: Important dates to be included on the calendar of meetings for 2019/20 (JS).**

**Action 3: Outlook invitations to be forwarded to all Governors for the meeting dates in 2019/20 during the summer term / holiday (Governance).**

### **8.2 Terms of Office**

(Paper 11)

Jacky Sturman informed the Board that a member of the Corporation shall hold and vacate office in accordance with the terms of the appointment, with the length of the term of office not to exceed four years, but that the member is eligible for reappointment.

It was noted that the following members of the Governing Body will shortly be retiring at the end of their four-year term of office and they are all eligible for consideration of reappointment and following discussions with them they have all agreed to be reappointed.

<b>Governor</b>	<b>Board and Committee</b>	<b>Date of Appointment</b>
Jill Lanning	Curriculum & Standards	07.07.2015
Andrea Blanchflower	Curriculum & Standards	06.10.2015
Bree Sherwood	Audit & Risk	06.10.2015

Following the update, it was unanimously agreed that Jill Lanning, Andrea Blanchflower and Bree Sherwood would be reappointed for a further four-year period, from their date of appointment.

It was noted that, due to illness, Toby Wilson, the representative from Grant Thornton will not be joining the Board and it was therefore agreed that a property appointment would be followed up on and included on the Audit Committee, when appointed.

**Action 4: The Clerk to the Corporation to reappointment Jill Lanning, Andrea Blanchflower and Bree Sherwood to the Board and subsequent Committees for an additional four years (JS).**

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

### **9.1 TEN Group Update** (Paper 12)

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 on 13 May 2019.

It was noted that the Principal had informed the TEN Board of the recent Ofsted monitoring visit. Positive feedback against the 4 themes have been received and the main points have been highlighted confidentially to all CCN staff, via email. Judgements are still subject to change during the Ofsted moderation process and will be shared once the official position is published on 7 June 2019.

It was agreed that there is no additional information to report to the TEN Board.

### **9.2 Student Voice Report**

There was no Student Voice Report prepared for this meeting.

It was noted that Emily Staley has been elected as President for 2019/20. The Student Union continues to await the outcome of our Quality Students Union quality mark assessment from the NUS, which is now four weeks overdue.

### **9.3 Well-Being and inclusion Report** (Paper 13)

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 Chair thanked Helen Richardson-Hulme and her team for their excellent work regarding the reaccreditation assessment.

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

**10. Section C – Papers in Section C are for information only**

**10.1 Minutes from Previous Committee Minutes** (Papers 14-15)

The unconfirmed minutes from the Curriculum and Standards Committee Meeting which took place on 30 April 2019 and the draft minutes from the Business Committee Meeting held on 5 May 2019 were previously circulated and the full content noted.

**11. Strategic Update, Presentation and Resolution**

Please see the confidential minutes.

**12. Other Urgent Business**

There was no other urgent business tabled at the meeting.

**13. Principal's Meeting Summary** (Paper 16)

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

**14. Items to be Shared with TEN Board**

It was agreed that the Principal would inform Susan Guest, Chair of the TEN Board, the detail discussed under agenda item 11.

There were no additional matters to be shared with the TEN Board, apart from those additional items mentioned under agenda item 9.1.

**15. Confidentiality**

Please see the confidential minutes with regard to agenda item 11.

**16. Date of Next Meeting**

The next CCN Board Meeting is scheduled for **Tuesday 9 July 2019 at 5.30 pm and will take place in the Thetford Building Boardroom.**

All business having been concluded, the meeting was closed at 7.30 pm.

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