

## **CORPORATION BOARD MEETING**

**Confirmed Minutes of the Meeting held on Tuesday 23 May 2017 at 5.30 pm  
Room D21a, CCN, Ipswich Rd, Norwich NR2 2LJ**

### **Present:**

Matt Colmer (Chairman), Andrew Barnes (Vice-Chairman), Corrienne Peasgood (Principal), Andrea Blanchflower, Jill Lanning, Bree Sherwood, Jared Carpenter, Ben Hoven, Zak Virgin, Clare Johnson

### **Attendees:**

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

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## **1. Student Presentation**

Adult students on Access to Business; Access for Health Practitioners; Access to Humanities and Social Science were invited to the meeting to talk about their courses and highlight their future plans alongside any issues they have encountered during their time at CCN.

All students informed the Board of their future plans, which include an offer to study medicine at Kings College London; degree courses at the UEA; to study bio-medical Science at Nottingham Trent and studying Law at the UEA.

Concerns were raised around parking difficulties when coming on site at different times; the lack of catering facilities, e.g. no access to a kettle or microwave; no teacher access during learning supervisor workshop sessions; timetable issues, in particular if one of the two days on site is a Monday, a number of study days are lost, due to bank holidays; workshop sessions were unclear at the beginning of the course, maybe it could be renamed independent study.

The Chair thanked students for their input and wished them luck with their future employment and studies.

## **2. Apologies for Absence**

Apologies were received from Ian Webb and Rebecca Perry.

## **3. Declaration of Interest**

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

## **4. Minutes of the Meeting held on 28 March 2017**

(Paper 01)

The minutes of the meeting held on 7 February 2017 were agreed as a true record of the meeting and signed by the Chairman.

**5. Confidential Minutes of the Meeting held 28 March 2017** (Paper 02)

The confidential minutes of the meeting held on 7 February 2017 were agreed as a true record of the meeting and signed by the Chairman.

**6. Matters Arising from the Previous Minutes** (Paper 03)

*Action 3 (7 July 2017): C&S Committee to discuss the use of ILP's in further detail once the Curriculum Link Form is available for review. Progress trackers are now used and further discussions took place at the C&S Committee Meeting on 2 May 2017 and it was agreed that a more formal system is needed. Action completed.*

*Action 1: Jerry White and the Principal to prepare a timeline in light of the Annual provider Review for discussion of the HE Report at C&S Committee Meeting throughout 2017/18. Action ongoing.*

*Action 2: Clare Johnson to invite Ed Rose to the next C&S Committee Meeting, taking place on Tuesday 2<sup>nd</sup> May 2017, to give an HE Presentation. Action completed.*

*Action 3: Safeguarding student referral data to included year-on-year comparison data. Action completed.*

*Action 4: The most recent committee meeting minutes to be uploaded to BoardPad for Board information and if in draft, be watermarked accordingly. Action completed.*

**7. Chairman's Remarks**

The Chairman reflected on the recent training event and requested that the impact of the Sainsbury's Report be considered in more detail in future training events.

**8. Principal's Update**

The Principal thanked all Board members for their help and input this year and explained that a future training event will be held on the Strategic Framework and that this could include the Sainsbury's Report.

**9. Section A**

**9.1 Quality Report** (Paper 04)

Governors were asked to scrutinise the tabled report, previously circulated, and raise any issues that may need further work or clarification. The report presents key data and analysis of the current performance of the College and the work being undertaken to enhance the quality of provision. The Curriculum and Standards Committee have reviewed the full version of the paper and fully scrutinised it accordingly and a number of actions are now underway as a consequence. Only actions RAG rated Red are presented in the version to the full Board.

Jerry White informed the Board that usually at this time of year, CCN data would have been compared to the national averages for Colleges, but, to date, the Government have not yet published key data and this is now expected in the next month or two.

The summary of the key points were highlighted as follows:

- 2016/17 Performance - retention rates for FE are currently lower than targeted at headline College level which is an area of concern but apprenticeship performance is broadly comparable to last year.
- Strategy, improvement and enhancement action reviews - two actions relating to attendance and retention are causing concern.
- Teaching, Learning and Assessment – it is noted that whilst some areas have improved, the quality of TLA in two (HE and Apprenticeships) have seen a decline whilst remaining within the “good” category.
- Apprenticeship performance is running slightly behind comparative levels from 2015/16 for Timely Achievement Rates. There have been some significant staffing challenges in some key “hard to fill” curriculum areas which have impacted on this timely performance. This is being reviewed on a regular basis.
- The College have been asked to support a recent workshop on experience of work by ACER and share approaches, which is positive news.

The Full Report was received and noted.

## **9.2 Finance Report** (Paper 05)

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 and were happy and comfortable with the current position.

## **9.3 Student Voice Report** (Paper 06)

The Student Voice summary was noted and the following highlighted:

- The 14-16 video has been undertaken giving a soundbite from students helping to re-engage.
- A “register to vote event” has taken place with over 100 students registering.
- A mock election has taken place.
- Ben Hoven will be taking part in a presentation at Barking and Dagenham College, alongside the Principal.

The Chair thanked Ben Hoven and his team for the excellent work undertaken during what has been a very busy period.

## **10. Section B**

### **10.1 Well-Being and Inclusion Report** (Paper 07)

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:

- There were no urgent items to report to Governors and no new referrals to the LADO.
- Plans are underway to arrange themes to focus on during the 2017/18 annual training update.

- Mental health, suicidal thoughts and feelings remain a concern for the College and some cases of students experiencing exam anxiety is manifesting itself as self-harm and these are being referred to colleagues in Wellbeing for further support.
- The Pre NEET Summer project ('Horizons') with the Mancroft Advice Project is being run again this year and to expand on previous years successes the College is now working with Norfolk Young Carers Support to expand offers to the most vulnerable students. MIND are also again, on board.
- The Wellbeing Team have commenced work on the development of a video training session that will address issues of bullying, bantering and bigotry and support college staff to feel confident to challenge it wherever they come across it. This will give students a sense of belonging and make them feel safer in the College environment.

Helen Richardson-Hulme informed the Board that the previous year's comparative data has now been included within the report, as previously requested.

The Full Report was received and noted.

The Chair thanked Helen Richardson-Hulme for her full report.

## **10.2 Area Review Update**

(Paper 08)

The Principal informed all Board members that the update given to all committee members during the last round of meetings was included in the meeting pack for information.

An update with regard to the merger was presented as previously circulated and the following highlighted:

- The Joint Steering Group held a very positive meeting on 22 May 2017.
- The Terms of Reference were agreed.
- Memorandum of Understanding has been signed and extends the non-disclosure agreement.
- A timeline has been agreed alongside a very comprehensive risk register.
- A Transition grant application has been made for £100,000.
- The Business Plan is a working draft, under review and will be approved at the next meeting taking place on 12 June, followed by a Union Meeting on 15 June and full consultation beginning on 19 June 2017. The Principal will meet with Paston students to ask for their input into the Business Plan. The Principal has agreed to be on site at Paston in the week beginning 19 June to keep channels of communications open.
- The Paston name will remain and agreement will be made to be included in the consultation document. Paston College have asked to keep the "griffin" within their logo.
- The Communication Plan and Strategy, written by Clare Burgess is an excellent document.
- A vacancy on the Board is being made available to Paston governors subject to a skills audit.
- A joint Union Meeting has taken place to discuss TUPE, staff savings and job descriptions, pay scales etc.

The Principal will give an update to the TEN Board at their last meeting of the academic year to outline the process so far.

Higher Skills Campus – it was agreed that Clare Johnson would upload all information to BoardPad, for information.

The Full Report was received, discussed and the content noted.

**Action 1: Higher Skills Campus Update documentation to be uploaded onto BoardPad (CJ).**

### **10.3 Governance Matters**

There were no governance matters tabled at the meeting.

### **10.4 5 Minute Training Update on Post Ofsted Update**

The Post Ofsted Update PowerPoint was tabled and noted. Key points were highlighted as follows:

- The College are continuing to hold regular ‘Towards Outstanding’ meetings for Ofsted leads and ensuring all areas Ofsted identified for further improvement are covered in existing improvement or enhancement targets and actions.
- ‘However...’ have been identified throughout the report to work on.
- English and Maths strategies are being reviewed, in depth, by the C&S Committee.
- The TLA Day, being held in July, will focus on “not teaching to the middle” and “extending the high expectations beyond qualification outcomes”.
- There is an on-going focus on measuring impact and this has been modelled on a risk register approach.

The Full Report was received, discussed and the content noted.

## **11. Section C**

### **11.1 Minutes of Previous Committee Meetings** (Papers 9-11)

The minutes from previous committee meetings were uploaded onto BoardPad for information.

### **11.2 Letter for FE and SF Commissioners** (Paper 12)

The letter received from the DfE, sent to all Chairs and Principals of Corporations were tabled for information and guidance.

### **11.3 Accelerate East Publications** (Papers 13-14)

The information on Accelerate East was included within the pack for information.

The Principal informed the Board that the strategy is currently “in purdah” until the result of next month’s General Election”, but she is meeting with the University of Cambridge next week.

## 12. Other Urgent Business

Annual Provider Review - the Regional Coordinator informed the College that the outcome of the judgement reached on quality and standards meets the requirements with an action plan. The College is one of the very few FE HEIs with this outcome.

It was agreed that the current Action Plan will produce improvement and therefore there is no need to re-write the document and no additional monitoring is required other than the normal processes undertaken.

An annual APR Consultant visit has taken place and they will return in the autumn term to talk with students. This meeting will provide useful feedback to the College and focus on student experiences and no extra documentation will need to be prepared.

The outcome of the APR process will be published on the HEFCE register after the General Election.

The Principal informed the Board that she sought clarification on the statement received as she assumed that student experience related to NSS and she was assured that this was not the case and that outcomes refer to all of the KPIs.

The process will be reviewed regularly by the C&S Committee and feedback given to all Board Members, when appropriate.

## 13. Confidentiality

Please see confidential minutes for information with regard to agenda items 13.1 and 13.2.

### 13.1 Internal Audit Services Contract (Paper 15)

Please see confidential minutes

### 13.2 Catering Contract Award Recommendations (Paper 16)

Please see confidential minutes

## 14. Date of Next Meeting

- Board: 11 July 2017 at 5.30 pm

All business having been concluded, the meeting finished at 7.45 pm.

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