

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 09 JULY 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, Bree Sherwood

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), Sue Millions (Administrator)

1. Student Voice

The Chair welcomed Philip and Harrison, two apprentices, who are part of the Level 3 Gas and Engineering Apprenticeship course and work four days a week for Gasway and study one day a week in City College.

The Apprentices explained that they learn a mixture of practical and basic skills and theory-based learning, e.g. legislation, regulations etc. It was agreed that there is good communication between the College and Gasway and CCN are following the CORGI regs. It was agreed by both that the course is a positive experience, and everyone enrolled on the course is very professional and encouraging.

The only down side noted was that sometimes the CCN course is not always relevant to the training received by Gasway at the time of delivery, but it has been suggested that the course timeline will be re-jigged to cover all bases.

Both students are hoping to complete their End Point Assessments (EPA) in the next three months.

The Chair thanked both Harrison and Philip for their positive input into the Board Meeting and wished them well for their future studies and employment with Gasway.

2. Apologies for Absence

Apologies were received from Ian Webb, Jacky Sturman, Nikki Gray, Luke Mitchell, Emily Staley, Denise Troughton and Travis Plane for the meeting.

3. Declaration of Interest

Bree Sherwood informed the Board that as their Auditor, she usually signs off the annual Norse accounts – this year Bree Sherwood has been on maternity leave.

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

4. Unconfirmed Minutes of the Meeting held on 21 May 2019 (Paper 02)

The unconfirmed minutes of the meeting held on 21 May 2019 were agreed as a true record of the meeting and will be signed by the Chairman at the next meeting.

5. Unconfirmed Confidential Minutes of the Meeting held on 21 May 2019 (Paper 03)

The unconfirmed confidential minutes of the meeting held on 21 May 2019 were agreed as a true record of the meeting and will be signed by the Chairman at the next meeting.

6. Matters Arising from the Previous Minutes (Paper 04)

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

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. The Principal confirmed that the strategic aims will be discussed at the Strategy Day taking place on Friday 12 July 2019. Action completed.*

Action 1 (Board 5): 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. Following discussions, it was agreed that a Remuneration Committee Meeting will take place at 5.00 pm on 26 November, with the three Committee Chairs and one member of the Business Committee, followed at 6.00 pm by a single agenda Board Meeting to complete the OfS Student Assurance Returns. Calendar invitations to be issued. Please see agenda item 9.4.6. Action completed.

Action 2 (Board 5): Important dates to be included on the calendar of meetings for 2019/20. Please see agenda item 9.4.6. Action completed.

Action 3 (Board 5): Outlook invitations to be forwarded to all Governors for the meeting dates in 2019/20 during the summer term / holiday. **Action on-going.**

7. 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 and throughout this academic year.

All Governors were reminded that the Strategy Day will take place in the Thetford Building Boardroom from 9.30 am on Friday 12 July 2019, with proceedings commencing at 10.00 am and completed by 4.00 pm.

8. Section A – papers in Section A are for discussion and action

8.1 Chairs' Summary of Committee Meetings

8.1.1. 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 and the following highlighted:

- Quality Review – it was noted that the Committee have a strong focus on understanding and scrutinising the quality of provision.
- Gatsby Career Benchmarks – Jill Lanning asked for the Board's thanks to be passed to Helen Richardson-Hulme and her team for the work they have undertaken on the Gatsby Benchmarks and the Committee continue to review and drive forward the careers related activities.
- Adult Education – it was noted that this continues to be a work in progress.
- Norfolk Teacher Training Centre – excellent areas of work have been covered this year.

- Apprenticeships – an internal audit was undertaken recently on Apprenticeships and their implementation.

The unconfirmed minutes from the recent meeting are attached, for information, under agenda item 10.1.1.

8.1.2 Chair's Summary of Business Committee (Paper 06)

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.

The draft minutes from the recent meeting are attached, for information, under agenda item 10.1.2.

8.1.2.1 Management Accounts May 2019 and Emerging Picture (Paper 07)

The Chair informed the Board, as Chair of the Business Committee, that the Committee had reviewed, in detail, all papers prepared for their meeting and the following was highlighted:

The latest management accounts for the 10 months to the end of May 2019 were presented which included the latest July emerging picture for the full year.

The management accounts showed a year to date operating surplus of £55k, with the July emerging picture showing a full year projected surplus of £94k.

Discussion took place on the key variances to date. The main sensitivities towards year end remain the payroll run rate, plus the settling of the apprenticeship and commercial outturns and control of non-payroll budgets (including the year end cut-off for buildings maintenance spend).

The full content of the Management Accounts May 2019 and Emerging Picture was noted.

8.1.2.2 2019/20 Draft Budget (Paper 08)

Please see confidential minutes.

8.1.2.3 Tender Updates (Paper 09)

Please see confidential minutes.

8.1.3 Audit and Risk Verbal Update – Bree Sherwood

Bree Sherwood informed the Board that at the last Audit and Risk Committee Meeting discussions took place around the new Code of Practice; fraud; risk register; sector updates; context of the audit committee and the concern was raised that Bree Sherwood is currently the only member of the Audit and Risk Committee.

The Principal agreed that the Risk Register will be reviewed at this week's Strategy Day and discussions followed on the Risk Register. The possibility of one or two of the risks could be reviewed by Committees at each of their meetings was discussed and the full register reviewed annually by the Board. It was agreed that the Principal will review the proposals after the Strategy Day on Friday.

An Internal Audit has been completed by Scrutton Bland on Apprenticeships and a “reasonable” assurance was received. Bree Sherwood informed the Board that the Audit Committee will continue to review the audit recommendations in 2019/20.

The Principal informed the Board that the 2019/20 Audit Plan will be included on the agenda of the next Board Meeting.

The Audit and Risk Committee has asked for a review of the Committee’s Annual Self-Assessment before the annual report is completed next summer.

The draft minutes from the recent meeting are attached, for information, under agenda item 10.1.3.

Action 1: The Principal to review the Risk appetite after the Strategy Day with regard to the Committees / Board reviewing the Risk Register on a regular basis (CP).
Action 2: 2019/20 Internal Audit Plan to be included on the agenda for the first meeting of next term taking place on 15 October 2019 (CP / JS).

Bree Sherwood left the Board Meeting after this agenda item.

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

9.1 TEN Group Update

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, when written.

It was noted that the Principal will inform the TEN Board of the decision of the UTCN and Norfolk Academies and that the CCN Board are comfortable with these changes but that the College are aware of the impact these changes will have on staff at both CCN and NES.

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

9.2 Student Voice Report (Paper 10)

The Student Voice Report previously circulated provides the Board with an annual overview of the highlights from 2018/19.

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.

The Board officially thanked Luke Mitchell for his input into an excellent annual overview.

9.3 Well-Being and inclusion Report (Paper 11)

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.

Helen Richardson-Hulme highlighted the links, within her report, to the revised Multi-Agency Safeguarding Arrangements Plan (MASA) for 2019, which will be fully implemented by 29 September 2019.

The Keeping Children Safe in Education statutory guidance which will be officially published on 2 September. It was noted that there are no major changes to the revised document.

Governors were informed that all DfE Guidance, Plans, etc can be viewed on the CCN front page of Passageways, under Corporation Documentation and all documents will be reviewed and revised over the coming months.

The Chair thanked Helen Richardson-Hulme and her team for their excellent work throughout this academic year.

9.4 Governance Matters

9.4.1 Summary of Committee Self Assessments – June 2019 (Paper 12)

The Summary of Committee Self Assessments was previously circulated, and the full content noted.

9.4.2 Consideration of Responses for Chairman

There were no responses to be considered at the meeting.

9.4.3 Review of Terms of Reference and Standing Orders (Paper 13)

The Review of Terms of Reference and Standing Orders was previously circulated, and the full content noted.

It was noted that the Curriculum and Standards Terms of Reference have been agreed, there have been minor changes to the Audit and Risk Terms of Reference and it has been proposed that a revised version is written for the Business Committee which will be reviewed at the first meeting of next term.

Action 3: Business Committee Terms of Reference to be revised and presented to the Business Committee Meeting taking place on 8 October 2019 (CP / JS).

9.4.4 Role Descriptions for Chairman, Governors and Clerk (Paper 14)

The Role Descriptions for the Chairman, Governors and Clerk were previously circulated, and the full content noted.

It was noted that the job description for the Principal has been amended.

Clerk to the Corporation - the Principal informed the Board that as part of the role is undertaken by Jodie Mitchell, Head of Professional Services, it was suggested that part of her job description is incorporated into the document for the Board to have transparency with regard to what is covered by whom.

Action 4: Clerk to the Corporation job description to be reviewed to include the role of the Head of Professional Services (CP).

9.4.5 Governor Vacancies and Appointments (Paper 15)

Governors were asked to approve the appoint of Emily Staley as Students' Union President as of 1 July 2019 for the academic year of 2019/20. This was unanimously agreed.

All other reappointments and departing Governors were reviewed and noted.

All vacancies will be followed up by the Clerk to the Corporation.

9.4.6 Confirmed Calendar of Meetings for 2019/20

(Paper 16)

The confirmed dates for CCN Board and Committee Meetings, previously circulated, have been agreed and it was suggested at the last meeting that as several important issues would need to be signed off by the end of November, and an additional meeting would need to be arranged and included on the calendar in November.

The Principal suggested that a Remuneration Committee Meeting will take place at 5.00 pm on 26 November 2019, with the three Committee Chairs and one member of the Business Committee, to be confirmed, followed at 6.00 pm by a single agenda Board Meeting to complete and sign off the OfS Student Assurance Returns and any other merger documentation required. Calendar invitations to be issued in the coming weeks.

Governors also asked that important dates are included on the calendar of dates for Governors to be aware of, e.g. Graduation dates, Open Evenings, etc.

Action 5: Sue Millions to amend the Calendar for 2019/20 and send out calendar invitations to all Governors (Governance).

Action 6: Important Dates to be included on the calendar of dates for Governors to be aware of as soon as possible (JS).

9.4.7 Proposed Schedule of Business for 2019/20

(Paper 17)

The proposed Schedule of Business for 2019/20 was previously circulated and the full content noted.

Following discussion, the Schedule of Business for 2019/20 was approved by all Governors.

9.5 5 Minute Training Update on the Augar Review

It was agreed to carry this agenda item over to the Strategy Day which is taking place on Friday 12 July 2019.

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

10.1 Minutes from Previous Committee Minutes

10.1.1 Curriculum and Standards Committee Minutes

(Paper 18)

The unconfirmed minutes from the Curriculum and Standards Committee Meeting which took place on 11 June 2019 were previously circulated and the full content noted.

10.1.2 Business Committee Minutes

(Paper 19)

The draft minutes from the Business Committee Meeting held on 25 June 2019 were previously circulated and the full content noted.

10.1.3 Audit and Risk Committee Minutes

(Paper 20)

The draft minutes from the Audit and Risk Committee Meeting held on 11 June 2019 were previously circulated and the full content noted.

10.2 Student Forum and Parliament Minutes

(Papers 21-27)

The following minutes were previously distributed for information and the full content noted.

- Student Parliament – 19 June 2019
- FE Forum 1 - Creative Arts, Media, Business, Digital Industries 15 May 2019
- FE Forum 3 - Sports, Health, Social Care, Childcare 9 May 2019
- FE Forum 4 - Inclusive Learning 7 May 2019
- FE Forum 5 - A Levels Norwich 9 May 2019
- FE Forum 6 – Access 14 May 2019
- FE Forum 7 – Paston 14 May 2019.

11. Other Urgent Business

There was no other urgent business tabled at the meeting.

12. Summary of the Meeting

12.1 Principal's Meeting Summary Against Strategic Aims

(Paper 28)

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

12.2 Items to be Shared with TEN Board

It was agreed that the Principal would inform Susan Guest, Chair of the TEN Board of the decision of the UTCN and Norfolk Academies and that the CCN Board are comfortable with these changes but that the College are aware of the impact these changes will have.

13. Confidentiality

Please see the confidential minutes with regard to agenda item 8.1.2.2 and 8.1.2.3.

13.1 Easton and Otley Update

The Principal informed the Committee that Noel Bartram and Jill Lanning are representing the College on the merger Steering Group and a second Core Project Group Meeting has been held involving the Principal; Jodie Mitchell; Jacky Sturman and Martin Colbourne.

13 work streams are now up and running and have held at least one meeting, some up to three.

Positive meetings have been held with staff at Easton College and a stock take has been completed by FEC and no further visits are expected.

13.2 Annual Re-Election of the Chair for the Corporation and Confirmation of Committee Chairs

The positions of Chairman, Vice Chairman and Chairs of Committees are to be reconfirmed annually by the Board and the Board were asked to approve that the current positions are held as follows:

- Chairman of the Corporation – Andrew Barnes
- Vice Chairman of the Corporation – Jill Lanning
- Chair of Business Committee – Andrew Barnes

- Chair of Curriculum and Standards Committee – Jill Lanning
- Chair of Audit Committee – Bree Sherwood

Governors were also asked to confirm the appointment of Emily Staley as SU President.

Following discussions, all of the above were agreed and will be referred to the TEN Board for final approval.

Action 7: Re-appointment of Governors information to be forward to the TEN Board for final approval (Governance).

13.3 Union Minutes

The minutes from the Union Meeting which took place on 20 May 2019 were previously circulated and the full content noted.

14. Date of Next Meeting

The next CCN Board Meeting is scheduled for **Tuesday 15 October 2019 at 5.30 pm and will take place in the Thetford Building Boardroom.**

All business having been concluded, the meeting was closed at 8.15 pm.

Signed Date
(Chairman)