

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 10 JULY 2017 AT 5.30PM, ROOM D21A, CCN, IPSWICH ROAD, NORWICH NR2 2LJ

Present:

Andrew Barnes (Acting Chairman), Corrienne Peasgood (Principal), Andrea Blanchflower, Jill Lanning, Luke Mitchell, Jared Carpenter, Ian Webb, Zak Virgin, Clare Johnson

Attendees:

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

1. Student Presentation

A Level 3 Apprentice was invited to the meeting to talk about her course and highlight her future plans alongside any issues she has encountered during her time at CCN. The apprentice informed the Board that she is currently supporting teaching and learning as an Apprentice at Sewell Park College and has been attending a Level 3 course from September 2016.

The course is supported by her employer and she attends CCN once a month.

The apprentice highlighted that she feels part of the College but often remains in the classroom environment. She explained that her tutor is accessible when required, but the lack of classroom availability, on occasion, could be better, along with communications.

She informed the Board that no conversations have taken place between herself, her tutor and her mentor at Sewell Park, and believes that this would enhance her experience but overall she was very satisfied with the process to date.

The Acting Chair thanked the apprentice for her input and wished her luck with her future employment and studies.

2. Apologies for Absence

Apologies were received from Matt Colmer (Chairman), Bree Sherwood 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 23 May 2017 (Paper 01)

The minutes of the meeting held on 23 May 2017 were agreed as a true record of the meeting and signed by the Acting Chairman.

5. Confidential Minutes of the Meeting held 23 May 2017 (Paper 02)

The confidential minutes of the meeting held on 23 May 2017 were agreed as a true record of the meeting and signed by the Acting Chairman.

6. Matters Arising from the Previous Minutes

(Paper 03)

Action 1 (Board 4): *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.* Andrea Blanchflower informed the Board that she has provided paperwork from UEA regarding the HEFCE AVR process and discussions will continue at the C&S Committee Meetings throughout 2017/18. **Action ongoing.**

Action 1 (Board 5): *Higher Skills Campus Update documentation to be uploaded onto BoardPad.* Action completed.

7. Chairman's Remarks

There was no update received from the Chairman at the meeting.

8. Principal's Update

The Principal highlighted the number of end of year activities which have taken place recently, including: The Royal Norfolk Show; Art Shows; Performances; 14-16 Proms in the Debut Restaurant; Staff Awards and Picnic; employer pledge for Mental Health.

Highlighting recent DfE communications, the Principal referred to the School Improvement Fund being extended to Colleges and an increasing focus on industry experts and social mobility.

The Principal thanked the Board for all their hard work and commitment throughout 2017/18.

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.

The summary of the key points were highlighted as follows:

- The National Achievement Rate Tables have been published and the headline institutional achievement rates place the College 18th out of 216 colleges for 16-18 provision and 155th out of 216 colleges for 19+ provision.
- At Subject Sector Area (SSA - broad curriculum categories) the College's performance for 16-18 achievement rates in construction and engineering show the College placed in 1st place out of 200 and 218 respectively. All other vocational areas are in a consistent position and it shows a strong headline position for next year.
- The College continue to self-assess critically the 19+ provision and the question was asked as to how adult provision is viewed and measured. It was agreed that this will be reviewed throughout 2017/18 at C&S Committee Meetings.
- The three areas, RAG rated Red, will also be a focus for the C&S Committee.

The Acting Chair thanked Jerry White for his full and comprehensive report.

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, looked at challenges raised and are happy and comfortable with the current position which is tracking to budget.

9.3 College Budget for 2016/17 and 2 Year Financial Plan

(Paper 06)

The College Budget Report for 2017/18 was presented as previously circulated and the following highlighted by Martin Colbourne:

- There are two main purposes to this budget paper which are to present a budget for the year ending 31 July 2018 which shows that the College can operate within its means and enable it to produce a surplus. The schedule contains the original budget for 2016/17, the projected outturn for 2016/17 and the proposed 2017.18 budget. The other main purpose is to demonstrate that the College has complied with the requirements of the Financial Planning Handbook (June 2017).
- The proposed budget reflects the income and expenditure required to continue to action the Strategic Framework of the College.
- The 2017/18 budget setting process is operating within the wider process of the Area Based Review which has led to the proposed merger between the College and Paston Sixth Form College, due for implementation on 1 December 2017.
- The next three years provide some challenges for the College in terms of local demography due to the decreasing cohort size of 16-18 year old students. The Area Review continued to identify the challenge of a decrease 16-18 cohort in Norfolk for the next few years, followed by years of growth.
- The proposed budget for 1718 is showing an operating surplus of £147k on a £36.6m turnover.
- The payroll budget is reviewed in detail every year from the bottom up based on the curriculum planning file (i.e. it is driven by curriculum demand not a budget roll-over).
- The anticipated financial health rating is 'Good' based on the proposed budget surplus for 2017/18, a healthy current ratio and low levels of debt.
- The capital budget for 1718 will be developed in the autumn term.

Key payroll assumptions for 2017/18 include the following:

- 0% pay rise across all staff groups across the TEN Group (1% in prior year).
- Teachers' Pension employer contribution rate of 16.48% (same as prior year).
- LGPS employer rate of 19.8% (prior year 14.5%) plus deficit lump sum contributions. of £173k (prior year £396k per annum). (Overall net pension contributions increase is c£70k per annum).
- National Insurance Contributions rate of 13.8%.
- Apprenticeship levy of 0.5%.
- 3% pay saving arising from vacancy management (3% in prior year).
- The budget assumes a permanent staffing establishment of 535 (prior year 545) FTE at average salary of £27k (excluding on cost), £34k (including on costs).
- The payroll has been tightly managed during the last few years and this discipline will continue in 2017/18.

Governors are asked to:

- Scrutinise the 2017/18 budget shown in Appendix A and the commentary and key assumptions.
- Review the financial objectives.
- Review the completed financial plan commentary checklist.
- Review the College Management Team key priorities document.

A lengthy, in-depth discussion took place around the 0% pay rise to all staff groups and it was agreed that there is no extra income to finance such a pay rise.

The issue was raised of the impact on staff retention and therefore giving no recognition of staff's work and commitment. Governors asked how they can show staff that the Board recognises their hard work and it was agreed that the Principal will highlight this in her end of term email to all staff. It was agreed that the Principal and Martin Colbourne would liaise over the content of the staff communication.

Helen Richardson-Hulme informed Governors that staff do understand the wider context around finances.

Following extensive discussion about reward and recognition it was agreed to give an extra day's leave to be taken over the Christmas and New Year period.

After a rigorous discussion, the Board fully approved the proposed budget for 2017/18.

9.4 Student Voice Report

The Acting Chairman welcomed Luke Mitchell, the newly appointed SU President to his first meeting and wished him all the best for the coming months.

The Principal informed the Board that following on from the completion of Part A of the QSU, Luke Mitchell is now focussing on Part B.

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.
- The safeguarding team are working on closing cases, following up students and supporting them to move on where they are due to leave us at the end of term.
- Plans are underway to arrange themes to focus on during the 2017/18 annual training update, ideas include code of conduct refresher and County Lines training.
- The Well-Being Team have been focusing on support students who are experiencing exam stress.
- The prevent Risk Assessment and impact Log was previously circulated and the content noted.

The Full Report was received and noted.

The Acting Chairman thanked Helen Richardson-Hulme for her very full and helpful report.

10.2 Area Review Update

(Paper 08)

The Business Plan for the Paston Sixth Form College and City College Norwich merger document previously circulated was noted and the following highlighted:

- The Principal informed the Board that the agreed public consultation was opened on Thursday 22 June and has invited members of the public to express their views on the plans for a proposed merger with CCN. The consultation is open to everyone and students, staff, parents, local employers and the wider community will be encouraged to let CCN know what they think of the proposal. All proposed plans are subject to the public consultation process and legal and financial due diligence, with the final decision resting with the governing bodies of each College.
- A £100,000 grant has been approved to assist with the merger.

Some key points from the proposed plans within the consultation document are as follows:

- The legal name is “Norwich City College of Further and Higher Education” and that will remain the formal name for the merged college.
- The name of the North Walsham campus will be Paston College.
- The merger will be through what is known as a Type B merger, with the Corporation of Paston Sixth Form College being disbanded as a legal body (a process known as “dissolution”) and with its assets, rights and liabilities transferring to City College Norwich.
- Paston staff will be transferred to either City College Norwich or Norfolk Educational Services as appropriate.
- The merger is proposing to keep the existing A Level courses at Paston and broaden the curriculum into other areas, levels and age groups.
- The combined institution will provide local delivery to North East Norfolk by increasing the choice of courses available to local students and reducing the “travel to learn” distance to access these opportunities.
- The proposed date of the merger is 1 December 2017.

After completion, the proposal will deliver the following benefits to staff:

- Wider subject peer groups, particularly important for minority and specialist subjects.
- Opportunity to deliver across more levels.
- Enhanced CPD opportunities.
- Greater career progression opportunities.

The full proposal and details can be found at www.pastonccn.co.uk and the deadline for responses to the consultation is midnight on Saturday 22 July. CCN will then publish a summary of the consultation and its outcomes by 23 September 2017 which will be available at www.pastonccn.co.uk.

The Principal explained that positive discussions have taken place with staff and many are showing enthusiasm for the merger. Three joint Union Meetings have taken place with good representation.

An Induction Day took place at Paston last week and no alarming fall in proposed numbers was seen. An Open evening for new students and their parents will take place next week.

The full Business Plan, proposed by both Chairs of CCN and Paston, was discussed, as previously circulated and the content noted.

The Principal explained that to ensure that the merger is financially viable efficiencies will need to be made in relation to staffing. These efficiencies will come from a reduction in the number of roles within the proposed merger, as services across the two organisations combine, otherwise it would not be financially viable

10.3 TEN Group Update

The Principal informed the Board that Dick Palmer, the TEN Group CEO, has announced his retirement as of 31 December 2017.

10.4 Governance Matters

10.4.1 Committee Self-Assessment Summary (Paper 09)

The Committees' Performance Review Summary document was discussed and approved by the Board.

It was agreed that where an item is scored at 3 a description will be included to highlight why.

It was also agreed that the Business Committee would look at search and succession.

Action 1: A score of 3 on the Self-Assessment Summary to be descriptive and contain information as to why a score of 3 was given (CJ).

10.4.2 Review of Terms of Reference (Papers 10-11)

It was noted that the Terms of Reference for the Audit Committee has been agreed and one change has been made to the Business Committee's Terms of Reference. Both were approved by the Full Board.

The Terms of Reference for the C&S Committee will be amended and the proposed changes brought to next Board Meeting taking place on 10 October 2017.

The standing orders were approved by the Board.

Action 2: C&S Committee's Terms of Reference to be brought the next CCN Board Meeting taking place on 10 October 2017 for approval (CJ).

10.4.3 Re-appointment of Governors (Paper 12)

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 – Matt Colmer
- Vice Chairman of the Corporation – Andrew Barnes
- 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 Luke Mitchell as SU President.

Governors were asked to reappoint Matt Colmer as Chairman of the Corporation and confirm length of service. Matt Colmer has confirmed that he would be happy to be considered for another term and in the first instance until the Paston merger has been confirmed in December 2017. Governors agreed re-appointment to 31st December and to ask the TEN Board for and group-wide guidance on length of service

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

Action 3: Re-appointment of Governors information to be forward to the TEN Board for final approval (CJ).

10.4.4 Schedule of Business 2017/18 (Paper 13)

The schedule of business for next year was discussed and agreed by the Board.

It was agreed that the Chair's name is removed from the C&S Curriculum update and the Quality Report is listed in the HE Report section.

Action 4: The Clerk to the Corporation agreed to amend the Schedule of Business (CJ).

10.4.5 Calendar of Meeting 2017/18 (Paper 14)

The calendar of meeting for 2017/18 were approved by the Board.

10.4.6 Role Descriptions for Chairman, Governors and Clerk (Paper 15)

The role descriptions, previously circulated, were all approved and agreed by the Board.

10.5 5 Minute Training Update on Post Ofsted Update

There was no 5 minute training update given at the meeting.

11. Section C

11.1 Minutes of Previous Committee Meetings (Papers 16-24)

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.

12. Other Urgent Business

Jared Carpenter thanked the Board and presented them with a thank you card.

13. Confidentiality

There were no confidential items tabled at the meeting.

14. Date of Next Meeting

- Board: Tuesday 10 October 2017 at 5.30 pm.

All business having been concluded, the meeting finished at 7.50 pm.

Signed Date
(Chairman)