

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 27 MARCH 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, Lauren Callaghan-Bates, Noel Bartram, Zak Virgin, Ian Webb, Denise Troughton, Clare Johnson

Attendees:

Jerry White (Deputy Principal), Helen Richardson-Hulme (Director of Student Services), Sue Millions (Administrator)

The Chair welcomed Denise Troughton to her first Board Meeting.

1. Student Voice

In the absence of a higher education student, Lauren Callaghan-Bates kindly gave an update to the Board on her path to her course and how it is going.

It was noted that she is pleased with her lecturer but informed the Board that as there are 21 students in her group, and there are, at times, not enough tables or rubbish bins. The Principal agreed to check the number of tables and rubbish bins available to students.

Lauren informed the Board that when her course is completed, she hopes to complete a Master's degree in Criminology and eventually work with the probation service.

The Chair thanked Lauren Callaghan- Bates for her informative discussion.

Action 1: The Principal agreed to review the number of tables and rubbish bins available to the students in Norfolk House.

2. Apologies for Absence

Apologies were received from Luke Mitchell.

3. Declaration of Interest

(Paper 02)

It was noted that Jill Lanning has been appointed to the advisory panel of Active IQ.

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

4. Unconfirmed Minutes of the Meeting held on 6 February 2018

(Paper 03)

The minutes of the meeting held on 6 February were agreed as a true record of the meeting and signed by the Chairman.

5. Unconfirmed Confidential Minutes of the Meeting held on 6 February 2018 (Paper 04)

The confidential minutes of the meeting held on 6 February 2018 were agreed as a true record of the meeting and signed by the Chairman.

6. Matters Arising from the Previous Minutes

(Paper 05)

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.***

Action 1 (Board 3): *The Principal to investigate the sharing of equipment in the creative media production course between first and second year students. The capital IT spend has been reviewed and the prioritising of items will take place. Action completed.*

Action 2 (Board 3): *A Strategy Session Meeting for all Board members to be arranged. The meeting date has been set for 15 May 2018. Action completed.*

Action 3 (Board 3): *SOS Bus contacts to be chased to ask for assistance with the “Keeping Safe on Nights Out” event. Potential dates for the event for being considered. Action completed.*

Action 4 (Board 3): *The Principal to arrange for the Social Mobility Measures presentation to be uploaded onto BoardPad for information. Action completed.*

Action 5 (Board 3): *The Principal to liaise with Hilary Bright to review benchmarks against senior post holder salaries. Reassurance was given to the full Board that senior post holder salaries have been / will continue to be reviewed at Business Committee Meetings. Action completed.*

7. Chairman’s Remarks

The Chairman informed the Board that he recently attended the Apprenticeship Awards, held at the Aviation Academy. It was noted that it was a fantastic event and well represented and enjoyed by everyone who attended.

All CCN staff present were thanked for their support during the Principal’s recent absence.

The Chairman informed the Board that as he comes to the end of his 13th year as a non-executive member of the CCN Board, he will be tendering his resignation at the end of this academic year.

8. Principal’s Update

The Principal recognised the difference Matthew Colmer has made to the College and thanked him for his input and experience during his CCN term of office. The Chair was informed that he will be “invited along to everything” in the future.

The AoC and ACER news and Policy Updates have been uploaded onto BoardPad, for information.

It was noted that the College are looking to adopt the new national careers strategy.

The following bids have been applied for / achieved:

- A bid for Apprenticeship growth has been made.
- £400,000 has been received to develop work placement for T Levels.
- T Levels – applications have been submitted for construction and childcare.

9. Section A

9.1 Quality Report

(Paper 06)

Governors were asked to note that the Quality Report is for the Board and has been seen by the C&S Committee and reviewed in detail on 13 March.

Governors are asked to scrutinise the tabled report, previously circulated, and raise any issues that may need further work or clarification. The Report, also includes the recently published National Achievement Rate data for review at a headline level. It was noted that this data is for the Norwich campus only.

The summary of the key points was highlighted as follows:

- 2016/17 Performance – the set of complex data summarises the key measures and it was noted that 0 is equal to the national average. It is hoped that improvements will be noted for Paston students.
- It was noted that a thorough analysis of Paston results have taken place but it will take time to assimilate into historical trends. The headline achievement is rated very strong.
- The apprenticeship timely achievement by level for 2016/17 show a slight decline but are still above the national average on all levels.
- The apprenticeship timely achievement by age gap is narrowing and it was agreed that this needs to be stretched out again.
- Apprenticeship performance – areas of challenge have been around staffing shortages and as they have mostly now been resolved it is hoped any issues will soon be rectified.
- No actions reviewed at the last C&S Committee Meeting were assessed as Red and therefore no actions were reported to the board.

The Teaching and Learning Review update was previously circulated and the full content noted.

The Report was received and the full content noted.

9.2 Finance Report

(Papers 07-10)

The Finance Report, Executive Summary and the in-year budgetary actions were presented as previously circulated.

Andrew Barnes informed the Board, that the Business Committee had thoroughly scrutinised all reports and looked at challenges raised.

Andrew Barnes informed the Board that the Business Committee reviewed and scrutinised thoroughly the in-year budgetary actions in January 2018. This is the College's in-year emerging picture position on income and expenditure and the account identified a potential operating deficit of £1.05M (this is before the below the line adjustments for pensions and revaluations and prior to the impact of adding in the Paston net assets at the point of merger). The paper presents a summary of additional mitigating actions and presents a table with definite, probable and possible in-year financial impact. The table will be updated for each Business Committee and any potential variances explained with the management accounts. The College will also continue to prepare and present to Governors the bi-monthly emerging picture in order to track the forecast outturn position.

The College continues to explore with the external auditors the correct accounting treatment for the transfer of Paston net assets (and any subsequent fair value adjustments). The initial feedback is that the net assets will be shown as an 'income' line (equivalent to donated asset accounting) in the income and expenditure account. The College acknowledges that this is an exceptional transaction and as such are not seeking to rely on the presentation of this 'income' to close the emerging picture gap.

In addition to the planned activities, other actions include:

- Additional payroll controls in place for double signing by Principal and Deputy Principal of all vacancies, ensuring tight scrutiny of recruitment and that college is carrying vacancies where possible.
- Principal seeking resolution of outstanding issue with UEA HE funding (range £0 to +£270k).
- NES MD seeking possible additional catering income from Edwards and Blake as we believe they are performing above planned contracted levels.

It was noted that it is an ambitious but achievable goal and the March emerging picture shows an improved position. It was agreed that a “break-even” position is still doable.

The set of accounts to January 2018 were presented as previously circulated and the following highlighted:

- It was noted that the total operating deficit for the month of January of £12k compared to a budgeted deficit of £34k, producing an adverse variance of £47k.
- A deficit for the year, August to January 2018, of £174k compared to a budgeted surplus of £94K, producing an adverse variance of £268k.
- It was agreed that the savings from the February management accounts will be seen in the next emerging picture and reviewed thoroughly at the next Business Committee Meeting taking place on 8 May 2018.

The weekly CCN cash flow forecast was presented as previously circulated and the full content noted for information.

The weekly CCN debtor’s report was presented as previously circulated and the full content noted for information.

The 2017/18 Debt Action Plan was presented as previously circulated and the full content noted. The following information was highlighted:

- The SLC pre-2012 debt has been fully matched but to date has only been part paid. It was noted that CCN have paid £282k but have only been paid back £133k, with £149k still outstanding. The payments from the SLC stopped in April 2017, without clear reason and it was agreed that Martin Colbourne will now write formally to the SLC regarding this matters and feedback to the Business Committee when a reply has been received.
- The fee recovery will be included in the next emerging picture.

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

9.3 PSFC Regularity Self-Assessment

(Papers 11-14)

The PSFC Regularity Self-Assessment was previously circulated and the content noted.

The Board are asked to approve the document and recommended the Principal and Chair sign. Following discussion, this was formally agreed by everyone present.

The Report and Financial Statements for Paston Sixth Form College for the period 1 August 2017 to 30 November 2017, were presented as previously circulated and the content noted. Bree Sherwood informed that Board that Paston College use Scrutton Bland and KPMG as Auditors, the same as TEN Group and the statements have been through an external audit process. The statements have been reviewed and checked and is now ready to be signed. The finalised Annual Report will need to be sent to the ESFA but does not need to be published on a website as it will sit as an archive record.

It was noted that the presentation letter is not appended to the report and financial statements and it was agreed that it will be attached before signing.

All present, were happy for the accounts to be signed off by the Chair and Principal of CCN.

Action 2: The Clerk to the Corporation to ensure the representation letter is attached to the report and financial statements before being signed by the Chair and Principal (CJ).

9.4 Student Voice Report (Paper 15)

In the absence of the Student Union President, the full Student Voice Report, previously circulated was received and the content noted.

9.5 Fees Policy for 2018/19 (Paper 16)

The Fees Policy, previously circulated has been thoroughly reviewed by the Business Committee at their last meeting and outlines the key proposals for the setting of fees for the 2018/19 academic year (FE) and the 2019/20 academic year (HE). Headlines are a standard 2.5% increase on most FE related fee categories, freezing of HE fees for a further year and Apprenticeship fee policy continuing to follow the national fee band system.

Jerry White explained that there has been no increase in nursery fees for the last two years, and only once in the last five. The rates have been reviewed against competitors and it was agreed that they are value for money against local competitors. The fee types have been changed from three fee types to two, and if a current attendee will move to a higher fee band, their current fee will be honoured for an additional year.

Jerry White asked Governors to consider the proposals and following lengthy discussions, all suggestions were agreed and endorsed by the full Board.

10. Section B

10.1 Well-Being and Inclusion Report (Paper 17)

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:

- The top seven case types were discussed and it was noted that there have been no real changes since the last report.
- A Domestic Abuse Champion is being trained at the present time and will have completed their training by the summer term. It was agreed that this will be a good addition to the safeguarding team.
- CCN hope to host a domestic abuse conference in the summer.

It was noted that, as requested, the colours have been made more pronounced and different within the pie charts to aid viewing.

Helen Richardson-Hulme informed the Board that she is the Post 16 Rep on the Local Safeguarding Children's Board.

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 restructuring has been completed and all staff, who accepted redundancy, have now left.
- Technology is working well with meeting held on both sites, via Skype, conference calls.
- Curriculum development will be going public, via the media, shortly.
- All systems will be integrated over the summer months, e.g. Blackboard, portals, etc.
- All staff are working well together.

10.3 TEN Group Update

The Chair informed the Board that the TEN Board have now agreed the appointments of both NA and CCN Chairs to the TEN Board and the NES Chair will attend as an attendee, with no voting rights.

It was noted that it has been agreed that no new CEO will be appointed to replace Dick Palmer. Corrienne Peasgood, Martin Colbourne and Gee Cook meet weekly as TEN leaders and hold routine meetings monthly with the new Chair of TEN, Susan Guest.

10.4 CCN Gender Pay Report

(Paper 18)

The CCN Gender Pay Report was presented as previously circulated, received and noted.

Jerry White informed the Committee that all organisations employing 250+ staff are required to publish statutory calculations each year which illustrate the pay gap between male and female employees on their websites. All the data in this report is based on the snapshot date of 31 March 2017 and calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

The following was discussed and agreed by the Business Committee at their last meeting:

- Jerry White informed the Committee that no member of staff is paid differently because of their gender at CCN, in any role.
- It was agreed that the College should upload additional information on the contextual data to provide clarity.
- Jerry White has reviewed the graphics for the full Board.
- No reference in the drafted document was made to those who are not gender identified and Jerry White has checked with colleagues how they are represented and changed the statement accordingly. It was suggested that the statement could be included in the written underlying section of the report.

Following discussion, the Board agreed that it was a very positive document and that the College have added a lot more than was expected of them,

It was formally agreed that the document is signed and uploaded onto CCN's website for information.

Action 3: CCN Gender Pay report to be signed and uploaded on to the College's website (JW / CJ).

10.5 5 Minutes Training Update – 16-18 Performance Measures

The PowerPoint presentation was uploaded and presented by the Principal.

It was asked that the presentation is uploaded onto BoardPad for everyone to read.

Action 4: The Clerk to the Corporation to upload the 16-18 Performance Measures presentation to BoardPad (CJ).

11. Section C

11.1 Minutes of Previous Committee Meetings (Paper 19)

The minutes from Business Committee Meeting which took place on 23 January 2018 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 20-23)

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

11.3 FEC Annual Report (Paper 24)

The annual report of the Further Education Commissioner was presented as previously circulated and the full content noted, for information.

11.4 College Finance Letters and Dashboard (Papers 25-26)

The College Finance Letters and Dashboard, was presented as previously circulated and the full content noted.

The Dashboard, prepared by the ESFA, gives a high-level overview of the College's financial performance and the information is provided for Governors to assist in their role and inform discussion.

Overall, it was agreed that the College is in a good position at the present time.

The Dashboard will be reviewed at Business Committee Meetings.

12. Other Urgent Business

There was no other urgent business tabled at the meeting.

13. Confidentiality

Cost of living increase – it was agreed that this will be discussed at the Business Committee Meeting taking place on 26 June and a report prepared for the full Board Meeting taking place on 10 July.

Action 5: Cost of living increase to be included on the agenda of the CCN Business Committee Meeting taking place on 26 June and a proposal put to the full Board on 10 July (CJ).

14. Date of Next Meeting

- Board: 22 May 2018 at 5.30 pm.

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

Signed **Date**
(Chairman)