

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON MONDAY 7 FEBRUARY 2022 AT 4:00PM, VIA MICROSOFT TEAMS

Committee Members:

Noel Bartram (Chair) (NB), Andrew Barnes (ABn), Corrienne Peasgood (Principal) (CP), Jonathan Barnard (JB)

In attendance:

Martin Colbourne (Deputy CEO) (MC), Jerry White (Deputy Principal) (JW), Julia Bates (Vice Principal FE Curriculum and Quality) (JBs), Jodie Mitchell (Director of Governance and Legal) (JM), John Pollitt (Executive Director IT Services) (JP)

6. SECTION A and reminder from Chair re identifying items for Board

6.4. Governance Update

6.4.2 Review of Terms of Office

JM confirmed that NB first term of office expired on 05/02/2022. Following discussions with NB regarding a further 4-year term, JM asked the committee to approve and recommend to the Board the re-appointment of NB for a further 4-year term.

All Governors approved the re-appointment of NB.

6.1 IT Update

The IT Update was previously circulated and presented to the Committee by JP:

Security

- Please see confidential minutes.

General Activity

- Migration of EBS from Oracle to SQL
- Nationally there is a supply issue for equipment. We are however installing Wi-Fi equipment when it arrives to individual buildings. A survey of Paston was completed and works will commence shortly
- All works regarding the removal of NES and TEN from systems are underway
- Infrastructure equipment to be updated when available – as noted before there are supply issues
- 10 Year Refresh programme detailing is underway – will be presented at the Business Committee on 17 May 2022

Climate Action

- Starting to work on high print users – reviewing number of pages, costs, CO2 impacts.

JP left the meeting at 4:21pm.

1. **Apologies for Absence**

No apologies were received.

It was noted that a quorum was present, and the meeting had been convened in accordance with the articles of association of the company.

2. **Declarations of Interest**

Governors and Committee members are requested to make known any relevant pecuniary interests relating to any items on the agenda and it was noted that all declarations will be recorded.

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

3. **Unconfirmed Minutes of the meeting held on 7 December 2021**

The unconfirmed minutes of the meeting held on 7 December 2021 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

4. **Unconfirmed Confidential Minutes of the meeting held on 7 December 2021**

The unconfirmed confidential minutes of the meeting held on 7 December 2021 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. **Matters Arising**

Bus 1 Action 3 - Jodie Mitchell is reviewing the new Code of Good Governance and will update all governors as soon as possible. Remuneration committee to discuss on 7 December 2021 (JM). *Update will be given on 22 March 2022. ACTION ON-GOING*

Bus 1 Action 7 - The Principal to check the figures in the Workforce Core Data as at 1 August 2020 and 31 July 2021 table for accuracy with HR (CP). *JM to follow up with HB. ACTION ON-GOING*

Bus 2 Action 1 – JB to present the Accommodation Strategy to CCN Business Committee on 22 March 2022. ACTION ON-GOING

Bus 2 Action 2 - JP to provide an update to the Business Committee regarding the strategy and schedule for replacement of IT equipment on 1 February 2022. ACTION ON-GOING

Bus 2 Action 3 - NB requested for the PR holding statement to be shared with the business committee. **ACTION COMPLETE**

Bus 2 Action 4 - JM to invite JB to the Easton site tour. **ACTION COMPLETE**

Bus 2 Action 5 - JM to present final insurance update to Board on 14 December 2021. **ACTION COMPLETE**

Bus 2 Action 6 - JM to present the finalised Modern Slavery statement to Board on 14 December 2021. **ACTION COMPLETE**

Bus 2 Action 7 - CP to discuss with Julia Bates the communication of the Student Commission for Racial Justice with all students and recruiting student commissioners. *1 Student commissioner in place – further recruitment to take place. ACTION ONGOING.*

6. SECTION A and reminder from Chair re identifying items for Board

6.2. Finance Reports

All finance papers were previously distributed, and MC presented the following to the committee:

November Management Accounts (MA) and the Emerging Picture (EP)

Please see confidential minutes

Income

Please see confidential minutes

16-18 Funding Allocation for 2022/23

Please see confidential minutes

Weekly Debtors Report

Please see confidential minutes

Review of CCN Apprentice Pay Scales

Please see confidential minutes

Easton Land Legals

Please see confidential minutes

Norwich Aviation Academy

Please see confidential minutes

6.3. Business Annual Review of Risk Register

CP provided a verbal update confirming that we are in the process of rationalising risk registers post reintegration.

All risks from the CCN, NES and Covid-19 registers are being reviewed to remove overlapping risks and those that are no longer relevant will be removed.

A further update will be provided to the Business Committee when the review is completed.

6.4. Governance Update

JM confirmed the review of the Code of Good Governance is continuing and the Terms of Reference for Business and Remuneration will be discussed and presented in early 2022.

6.4.1 Terms of Reference

JM noted that following discussion at the January Strategy Day the Business ToR have been updated and are presented to the Committee for Approval.

JM highlighted all Governance and Search functions have been moved into the Remuneration Committee ToR.

NB asked for the following paragraph to be amended for more clarity:

‘The Director of Governance and Legal or the Administrator or any person agreed by the committee shall act as Clerk to the Committee.’

NB queried what item 13 near misses related to? JM confirmed this is related to information compliance and data protection. NB requested the item changed to 'To receive a regular information compliance update . . . '

JB suggested H&S in item 12 changed to 'Safety, Health and Environmental Management'

Subject to the changes noted, all Governors approved the Business Terms of Reference.

ACTION 1: JM to update the Business Terms of Reference with recommended amendments ready for approval at the Board on 08.02.2022.

6.4.2 Review of Terms of Office

Please see beginning of minutes.

JM noted that the terms of office for all governors are included within the papers, however this function will move over to the Remuneration Committee for review in the future.

CP noted that details of co-opted dates will be included on log.

ACTION 2: JM to update Terms of Office log relating to Co-opted dates.

6.4.3 Confirmation of Appointment

JM asked for the committees' approval for the appointment of Annie Cook as a Co-opted Governor to the C&S Committee. Annie attended the last C&S as an attendee.

JM asked for the committees' approval for the appointment of Evie Berg as the FE Student Governor. NB queried what training will be made available for Evie? JM confirmed Evie has been enrolled onto the UnLoc Student Governor training, support will be given by JM and CP and any additional courses that may be available. It will be confirmed what committee Evie will attend after further discussions with CP.

Governors approved and recommended to the Board the appointment of Annie Cook as a co-opted member of the C&S Committee and Evie Berg as FE Student Governor.

ACTION 3: JM to confirm which committee the FE Student Governor will sit on.

6.5. Strategic Priorities

The Principal noted the 4 strategic priorities due to be presented to Business are as follows:

(2) Reintegrate the College and NES

The staff TUPE process went as planned on 01/01/2022. The area of risk brought to governors' attention at the last meeting around moving staff within the HR and IT systems bringing some disruption was managed well by IT and HR colleagues and didn't cause any issues. All staff now have purple badge holders and lanyards, and this has been well received.

(8) Deliver Creative Excellence programme for all managers and team leaders

The programme is designed and delivered by SMT and has dual threads of equality, equity, diversity and inclusion and entrepreneurial thought and action running through it.

We commenced the Creative Excellence programme in January with around 100 having attended their first session, all of which were held face-to-face.

The first session introduced colleagues to key concepts and tools and the next three will provoke discussion and action on racism, staff satisfaction and silo working.

(11) Produce a Net Zero roadmap for the College, differentiated where necessary by site

There are 4 key areas within the framework – CLT agreed to assign leads to each area and form a steering group reporting back to CLT.

- **Leadership and Governance**
This includes [Staff Engagement and Human Resources](#), [Leadership](#), Health and Wellbeing and [Risk](#) – **John Pollitt**
- **Student Outcomes: Teaching, Learning and Research**
This includes [Research](#), [Learning and Teaching](#) and [Student Engagement](#) – **Chris Sturdy**
- **Estates and Operations**
This includes [Resource Efficiency & Waste](#), [Biodiversity](#), [Construction & Renovation](#), [Water](#), [Travel & Transport](#), [Climate Change Adaptation](#) and [Energy](#). – **Martin Norman**
- **Partnerships and Engagement**
This includes [Community & Public Engagement](#), [Business & Industry Interface](#), [Procurement & Supplier Engagement](#) and Food & Drink – **Lucy Emms**

Regular newsletters will be sent to staff to update them on actions and send out suggestions of what staff can do to support the College.

NB queried how progress will be monitored? CP confirmed there is a tool within the framework that the College will be following.

(13) Strengthen Cyber security measures

- An Internal Information Security Audit has been held. This is likely to be an annual audit in the medium term given the heightened threat to the sector.
- Reaccreditation of Cyber Essentials (CE) Certification (NCSC standard) – This has been certificated for a further 12 months to January 2023.
- Working towards the CE+ accreditation

6.6. CONFIDENTIAL ITEM – Easton Insurance Update

Please see confidential minutes.

6.7. CONFIDENTIAL ITEM – Insurance Renewal Update

Please see confidential minutes.

7. SECTION B

7.1. Workforce Development Report

CP confirmed a full workforce development report would be provided at the next relevant Business committee meeting.

7.2. GDPR Compliance Report

The GDPR compliance report was noted by Governors.

8. SECTION C

8.1. CONFIDENTIAL ITEM – Union Colleagues Minutes

The Union minutes were noted by Governors.

9. Other Urgent Business

No items were discussed under this section.

10. Confidentiality

No items were discussed under this section.

11. Confidential Items

Please see confidential minutes for items 6.1, 6.2, 6.6 and 6.7.

12. Date of Next Meeting

The next Business Committee is scheduled to take place on Tuesday 22 March 2022 at 4:00 pm, via Microsoft Teams.

All business having been concluded; the meeting closed at **6:20pm**.

CHAIR:.....
(signed)

DATE: