

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE ADDITIONAL BOARD MEETING HELD ON TUESDAY 7 SEPTEMBER 2021 AT 4:00PM VIA MICROSOFT TEAMS

Present:

Andrew Barnes (Chair), Corrienne Peasgood (Principal), Jill Lanning, Noel Bartram, Andrea Blanchflower, Jonathan Barnard, Emily Staley, Bree Sherwood (4:25pm onwards)

Attendees:

Jerry White, Julia Bates, Martin Colbourne (NES Managing Director), Jodie Mitchell (Director of Governance and Legal Services), Clare Johnson (Governance and Legal Assistant, Minutes)

1. Apologies for Absence

Apologies were received from Nikki Gray.

2. Declarations of Interest

In the interest of transparency and in accordance with the Standing Orders of the Corporation, all Governors of the Corporation Board are asked to make a written declaration of relevant pecuniary interests on appointment. Governors were requested to make known any relevant pecuniary interests relating to any items on the agenda and the following were declared:

- JL confirmed that she is no longer a member of the Centra AO (part of SEC) Awards Board.
- JB confirmed his son is now enrolled on the L2 Aviation course.

3. Strategy update

CP confirmed that following the July strategy day the language across all strategy documents has been reviewed and amended. The aims and success indicators have also been updated accordingly. The amendments to the 21/22 priorities have been made and reviewed by JL and ABn. The Strategic framework has not been changed but has been reordered.

CP confirmed that all Strategy documents will be emailed to the Governors and Governors are requested to provide final feedback back by 17 September 2021. These will then be formally approved at the next Board meeting on 21 September 2021.

ACTION 1: JM to share all strategy documents with Governors. Governors to respond with feedback by 17 September 2021 for final review at the Additional Board meeting on 21 September 2021. (JM)

CP noted that the new Strategy will be launched internally week commencing 11 October 2021 and externally week commencing 18 September 2021 as part of Colleges' Week.

CLT will review this year's priorities week commencing 13 September 2021 and agree who is responsible for each of the priorities and confirm how these will be updated and presented

internally. CP confirmed the updated priorities will then be shared with Governors on Passageways.

ACTION 2: JM to share final 21/22 Priorities on Passageways post CLT review. (CP / JM)

4. CCN and NES Chairs meeting

Please see confidential minutes.

BS joined meeting 16.25pm.

5. Reorganisation update

CP confirmed appointments have been made to support the new management structure. All roles received external applications however all were filled with internal promotions, therefore those roles require back-filling. CP confirmed the current management structure will be shared with Governors on Passageways.

ACTION 4: JM to upload the current management structure chart on Passageways. (JM)

CP noted that there has been a positive cultural change since these roles were implemented.

CP confirmed the following appointments:

- Paula Ottaway – Director of Land-based Industries
- William Haire – Head of Easton Estate
- Head of Area for Animal Care and Equine (Maternity Cover) was also filled.

JL highlighted how positive it was to start the academic year with these roles in place.

CP confirmed that there is now a new meeting structure that will link into the governance meetings. All are bi-weekly with MC chairing the Business meetings, JW chairing the Curriculum and Standards meetings and JBt chairing the TLA meetings. The CCN/NES Management meetings will continue as before.

6. Enrolment Update

JW noted the figures split into four main categories for enrollment.

The current 16-18 target is 5,601 and to date we have enrolled approx. 5,400. We are estimating a final number around 5,700 enrollments.

We have seen a strong recruitment in A Levels for Norwich however this has decreased at Paston.

The challenges have been around lower recruitment for T Levels, which we predict is due to the increased A Level recruitment. As students have been unable to attend IAG events in person they may have felt more comfortable with A Levels.

JW noted that an unexpected consequence of the pandemic is the high-level of non-returners. Following conversations with external stakeholders, it is predicted that many of these students

have chosen employment rather than to return to education. This is now being investigated through a number of streams.

Adult FE – broadly it is similar to previous years with a small change to the provision. We are also looking to support any families from Afghanistan that are relocated to Norwich/Norfolk. However, it was noted that we have less adults on full time courses. This links back to students finding employment.

Apprenticeships – recruitment has been strong with a large percentage at ‘Pre-live’ status, which is very positive.

HE – enrolment started 6 September 2021 and is on track currently. CCN clearing has been exceptionally busy this year compared to previous years.

JL queried if there had been any appeals following the teacher assessed grades? JBt confirmed the process was better this year and based on assessed work. There were a small number of appeals that went to additional awards board.

There was only one grade change due to administrative error otherwise no other grades were changed due to appeals. JL expressed this was a great achievement and gave thanks to all involved in the awarding process.

7. Control Measures

CP confirmed that the previous personal and organisational responsibilities which were set by Government have now softened and the responsibility is placed on individuals and organisations to manage going forward.

There are conflicting areas however, for example, CCN are no longer required to do contact tracing however, we are still required to monitor cases to ensure case thresholds are not exceeded. We therefore still have a responsibility to inform staff and students of positive cases but we can only offer advice to staff and students and have no legal status.

Guidance recommends CCN still consider continuing with safety precautions that were placed and promote twice weekly LFD tests for all. CCN are now receiving information from the government relating to positive cases when staff name CCN/NES as an employer. There is still a lot of confusion around isolation requirements and we are supporting staff and students with this.

CP noted that a pop-up vaccination clinic has been planned for the Norwich site and due to be booked for both Easton and Paston.

CP highlighted that a number of local events have potentially affected the number of positive cases within community.

ABn queried what communications are being shared around requirements? CP confirmed staff are fully informed of the new control measures and all posters on site have been updated.

8. Estates

Please see confidential minutes.

9. External Audit Feedback

MC confirmed he had spoken with the new auditors, McIntyre Hudson, today which was very positive. MH have been very complimentary regarding CCN; Karen McIntosh is now working alongside MH to manage the audit taking place this term.

10. Chairmans Update

CP queried if the Governors of C&S and Board would be happy to hold meetings at 4:30pm going forward? Business would remain at 4:00pm. All Governors approved this.

ABn queried if Governors would be happy to continue to meet virtually? CP noted that to hold the meetings face to face they would need to be held at Easton as the biggest space is room JB31.

All Governors agreed to continue virtual meetings for this term and review in the New Year.

11. Confidentiality

It was agreed that agenda items 4 and 8 would remain confidential.

12. Date of Next Meeting

The date of the next Additional Board meeting will be held on 21 September 2021 at 4:30pm.

All formal business having been concluded; the meeting closed at 5:45pm.

Signed **Date** **(Chairman)**