

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 10 JULY 2018 AT 5.30 PM, ROOM D21A, CCN, IPSWICH ROAD, NORWICH NR2 2LJ

Present:

Matt Colmer (Chairman), Andrew Barnes, Corrienne Peasgood (Principal), Jill Lanning, Luke Mitchell, Lauren Callaghan-Bates, Noel Bartram, Ian Webb

Attendees:

Jerry White (Deputy Principal), Helen Richardson-Hulme (Director of Student Services), Clare Johnson (Clerk to the Corporation), Jacky Sturman (Executive Manager), Martin Colbourne (NES MD), Sue Millions (Administrator)

1. Student Voice

There was no student voice presentation at today's meeting.

2. Apologies for Absence

Apologies were received from Bree Sherwood, Andrea Blanchflower, Denise Troughton and Zak Virgin.

3. Declaration of Interest

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

4. Minutes of the Meeting held on 22 May 2018 (Paper 02)

The minutes of the meeting held on 22 May 2018 were agreed as a true record of the meeting and signed by the Chairman.

5. Confidential Minutes of the Meeting held on 22 May 2018 (Paper 03)

The minutes of the meeting held on 22 May 2018 were agreed as a true record of the meeting and signed by the Chairman.

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

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. Ian Webb and Corrienne Peasgood met on 8 May 2018 and approval will be sought at the next Business Committee Meeting taking place on 26 June 2018.* It was noted that the re-wording has been agreed and will be presented to the next Full Board Meeting taking place on 9 October 2018. **Action on-going.**

Action 1 (Board 5): *Matters to be referred to the TEN Board to be included on future agendas.* Action completed.

Action 2 (Board 5): *Committee Chairs to contact the Clerk to the Corporation if they wish to amend the calendar dates.* Action completed.

Action 3 (Board 5): *Clerk to the Corporation to issue Outlook calendar invitations for 2018/19 Corporation meetings in the coming weeks.* Invitations to be sent out as soon as possible by Governance Team. **Action on-going.**

Action 4 (Board 5): *Strategy Aims and Success Indicators to be updated and be brought back to the CCN Board Meeting taking place on 10 July for formal recommendation.* Please see agenda item 10.5.1. Action completed.

Action 5 (Board 5): *The Chair to review and strengthen the Principal's job description.*

Action on-going.

Action 6 (Board 5): *The Chair to prepare a reactive Press Release with regard to the Principal's salary increase.* **Action on-going.**

7. Chairman's Remarks

There were no Chairman's remarks delivered at this stage of the meeting.

8. Principal's Update

There was no Principal's Update delivered at this stage of the meeting.

9. Section A

9.1 Quality Report

(Paper 05)

Governors were asked to note that the Quality Report is for the Board and has been seen by the C&S Committee and was reviewed in detail on 12 June 2018.

Governors are asked to scrutinise the tabled report, previously circulated, and raise any issues that may need further work or clarification.

The summary of the key points was highlighted as follows:

- 2017/18 Performance: This paper presents current in-year performance for FE, apprenticeships and Paston College. It was noted that whilst FE performance is comparative to previous years at a headline level, Apprenticeship performance is remaining an area of concern and considerable attention.
- 11 College Strategy, Improvement and Enhancement targets were included for scrutiny; 2 are RAG rated green, 8 amber and one action relating to the attendance rates of 16-18 year olds students, is rated Red.
- Increasing the percentage of 16-18 students with attendance levels above 90% from 45% in 2016/17 to 50% in 2017/18 is RAG rated Red as currently 47.2% of 16-18 year olds have attendance above 90%, which is an increase of 0.1% on the previous year. The Principal confirmed that the figure of 90% was set by the College and national data shows attendance at 86%.
- The merged College position for retention in 2017/18 was noted. It was agreed at the latest Curriculum and Standards Committee Meeting to review the calendar of entries for functional skills and drill down into retention. It was noted that Day 1 retention was 2% above the AoC sector.

The full content of the report was received and noted.

9.2 Finance Report

(Paper 06)

The Finance Report, Executive Summary and budgetary accounts were presented as previously circulated.

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

The monthly management accounts for the nine months to April 2018 as previously circulated were discussed and the full content noted, with the following highlighted:

- Operating surplus / deficit for the month April 2018 - a surplus of £134k compared to a budgeted deficit of £32k, producing a favourable variance of £174k.
- Surplus / deficit for the year to April 2018 – a deficit of £99k compared to a budgeted surplus of £89k, producing an adverse variance of £188k.

Martin Colbourne gave a verbal update to the Board on the 10-month position and the year to date shows a £13k positive variance. It was noted that it is in the right shape for the next financial year.

The Principal informed the Board that correspondence via email and letter with the Vice Chancellor of the UEA has taken place to seek a resolution to the outstanding issue with UEA in relation to HE funding and it is hoped this will be resolved imminently and satisfactorily.

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 total debtors' balance as at today's date stands at £667,697 – an excellent result.

The 2017/18 Debt Action Plan was presented as previously circulated and the full content noted. Discussions followed on the Post 2012 debts. It was noted that following the completion of the work on debts outstanding from 2013/14 of £97k and 2014/15 of £21k, the College is unfortunately now in a position to recommend to Governors that these balances, totalling £118k of advanced learner loans, are written off. The balances have been fully provided for in the bad debt provision and it was confirmed that there will be no financial impact on the I&E account. It was noted that the proposal was unanimously and formally agreed by the Business Committee at their last meeting.

The Full Report was received and the full content noted by everyone present. Congratulations were given to the management team for turning around the financial position without it adversely impacting students.

9.3 College Budget for 2018/19 and 2 Year Financial Plan

Please see confidential minutes.

9.4 Student Voice Report

(Paper 07)

The Student Voice Report, previously circulated was received and the content noted with the following highlighted:

- Luke Mitchell attended an All Party Parliamentary Group Meeting in June. The Post 18 review discussions were an incredible experience. It was noted that discussions took place and Philip Auger, Chair of the Independent Review Panel, agreed that the issues brought up were things that would be reviewed.
- A new structure plan for implementation in September will be written to encourage students to attend the GEM School Council Meetings.
- The Student Parliament will be reviewed and brought forward in the calendar year to encourage engagement.

- The possibility of holding Webinars are being discussed rather than students attending meetings.
- Freshers Days will be taking place on 18 and 19 September and one day at Paston is being arranged.
- CCN Union was selected to be one of the first unions to take part in the pilot of the Cohort Model of QSU and work is continuing to achieve the full NUS QSU Accreditation by May 2019. This would be validated by AoC.

The Board thanked Luke Mitchell and his team for their highlights throughout 2017/18 and look forward to working with Luke Mitchell throughout the next academic year.

10. Section B

10.1 KPMG Benchmarking Report 2016/17

(Paper 08)

The Further Education Financial Statements prepared as part of the audit service provided by KPMG were previously circulated and full content noted.

The Principal confirmed that the detailed commentary shows a good picture of the sector, as a whole, rather than CCN, in particular.

It was noted that a version highlighting CCN has been prepared and Martin Colbourne agreed to circulate the document, alongside his comments.

The full content of the report was noted.

Action 1: Martin Colbourne to circulate the CCN highlighted version of the KPMG Benchmarking Report to all Board Members (MC).

10.2 Well-Being and Inclusion Report

(Paper 09)

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.

Helen Richardson-Hulme informed the Board that her report provides Governors with an update of the work undertaken recently and the following additional information was highlighted:

- Over 18's safeguarding and suicide has been a theme this year.
- Domestic abuse cases are increasing.
- Mental health and lack of external services or longer waiting lists for referrals are having an impact on the safeguarding service. Safeguarding, alongside Wellbeing and the Mental Health Advisor are having to 'hold on to' the students in the meantime. Caseloads continue to rise and this is a challenge for staff.
- 25 students have used the Wellbeing Service at Paston as at 21 June 2018.
- Norfolk Carers Support are providing a regular fortnightly drop-in service at Paston next year.
- The team are focusing on County Lines and they are aware of 38 active lines in Norfolk alone. It was noted that this is a concern for CCN and its students and it has been agreed that this will be the biggest single safeguarding issue for the next academic year.
- Work is continuing across CCN, Norfolk County Council and County Lines with the Police on a coordinated approach and for the first time the College has turned down an admission following County Lines concerns.

The 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 and the excellent work currently being undertaken.

10.3 Merger Update

The Principal gave a final verbal update to the Board on the current position at Paston and the following was noted:

- The Big Five Policies have now merged.
- Two staff development days took place last week which were very successful, and included: safeguarding; health and safety; IT systems, Blackboard. All sessions gained “a cheer” and were inspiring and engaging.
- Communications for next year to both staff and students at Paston is being rolled out.
- Organisation Days jointly across both sites are being arranged for teams to get together.
- Staff Develop sessions have been held throughout the year to support staff.
- Edwards and Blake will be taking over catering at Paston from September 2018.
- From September 2018, all process and expectations will be the same across both sites.

10.4 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.

The recent update, has been provided for the TEN Board by the Principal and will include CCN Strategy and key performance data. The Student Satisfaction Survey results will be reviewed by the Curriculum and Standards Committee at their next meeting, but the TEN Board will be informed that a course by course analysis is underway which will feed into the Self- Assessment Report and subsequent Quality Improvement Plan.

It was noted that Governors have no additional information to report to the TEN Board.

Action 2: The Clerk to the Corporation to circulate the TEN Board Report to all Governors (CJ).

10.5 5 Minute Training Update – Apprenticeships / Maths Pilot

The PowerPoint presentation was uploaded and presented by the Principal.

The Principal highlighted that a new Government Initiative in partnership with the Education Endowment Foundation (EEF) has been agreed to target low achieving geographical areas to test the impact of paying a premium to Post 16 providers to support attainment in basic Maths.

The methodology is that CCN will receive £500 per student on the achievement of the GCSE offered to them and the key challenges to the College will be:

- How do we utilise funding that will be paid in 2020/21 to maximise the impact on the 2018/19 cohort?
- How much funding can we project we might “earn” and how do we account or it?

Discussions followed on what the College could do, the possibility of smaller group sizes, more help in class and peer support and learning was suggested.

A financial model will be reviewed.

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

Action 3: 5 Minute Training Update on Apprenticeships / Maths Pilot to be uploaded onto BoardPad for Governors (CJ).

10.5.1 Strategy Follow-Up from Board (22.05.2018) (Paper 10)

The Principal informed the Board that the strategic aims and success indicators were reviewed following the last Board Meeting and will be updated and changes made to be fed into targets previously agreed.

10.6 CCN NES Staff Forum Election Procedure (Paper 11)

CCN NES Staff Forum Election Procedure was previously circulated for information only.

The Principal informed the Board that it has been agreed to set up a separate Staff Forum at Paston which will be jointly chaired by Matt Colmer and the Principal. Union Meetings will be combined across both sites.

The proposed Terms of Reference, currently used by CCN, for the election of staff to a staff forum were reviewed and amended for Paston at a recent Curriculum and Standards Committee Meeting. The full content was noted.

The Principal informed that Board that Paston has held their first successful Staff Forum Meeting.

10.7 Governance Matters

10.7.1 Summary of Committee Self-Assessments (Paper 12)

The summary of Committees' Performance Review was previously circulated for information.

It was noted that the Curriculum and Standards Performance Review will be undertaken at their next meeting.

The full content of the summary was noted.

10.7.2 Consideration of Responses for Chairman Review by Vice Chairman

The positive responses were noted and agreed.

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

A Review of the Terms of Reference and Standing Orders has taken place and the review was formally agreed by the Board.

10.7.4 Schedule of Business for 2018/19 (Paper 14)

The Schedule of Business for 2018/19 was previously circulated and the full content noted.

Following discussion, the Board approved the Schedule of Business for 2018/19.

10.7.5 Calendar of Meeting for 2018/19

(Paper 15)

The proposed calendar of meetings for all Boards and Committees was previously circulated and formally approved by the full Board for implementation.

The Clerk agreed to send out Outlook invitations to all Governors in the coming weeks.

Action 4: Outlook Calendar invitations to all Governors to be sent out in the coming weeks for meetings throughout 2018/19 (Governance).

10.7.6 Role Descriptions for Chairman, Governors and Clerk

(Papers 16-18)

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

10.7.7 Reappointment of Governors

Governors were asked to review and approve the following vacancies and reappointments.

Reappointments:

- Nikki Gray (co-opted) – Term of office expired 21/05/2018 – it was agreed that the Principal will discuss with Nikki Gray the possibility of her becoming a full Governor and joining the Board.
- Luke Mitchell has been reappointed as SU President and Governors confirmed his reappointment as a Governor for 2018/19 as agreed at Business on 26 June 2018.

Departing Governors:

- Matt Colmer – 10 July 2018.
- Zak Virgin – 10 July 2018 – following over 11 years of service Zak has resigned from the Board and Audit Committee.
- Lauren Callaghan-Bates – HE Student Governor expires on 10 July. It was noted that Lauren Callaghan-Bates can stand again for nomination in 2018/19.

Vacancies on the Board:

- There are two vacancies replacing Matt Colmer and Zak Virgin.
- Toby Wilson, from Grant Thornton, is interested in the vacancy, to start in October (possibly join the Business Committee).
- The Principal is waiting for Mills and Reeve to suggest a replacement for Zak Virgin (could possibly join the Curriculum and Standards Committee).
- Nikki Gray to become full Governor and join Board.
- FE and HE Student Governor – due for renewal July 2018/September 2019. Elections to follow.

Vacancies on the Audit Committee:

- There are two vacancies replacing Zak Virgin and one open vacancy.
- Nikki Gray to become full Governor and join Board.
- One vacancy still available.

Curriculum and Standards Committee:

- FE and HE Student Governor – due for renewal July 2018/September 2019. Elections to follow.

Action 5: The Principal will contact Nikki Gray and await feedback from Toby Wilson and Mills and Reeve (CP).

11. Section C

11.1 Minutes of Previous Committee Meetings (Papers 19-20)

The minutes from Business Committee Meeting which took place on 8 May 2018 and the Curriculum and Standards Committee Meeting held on 1 May 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 (Paper 21)

The minutes from the Supported Learning School Council Meeting, held on 21 March 2018, were previously circulated and the content noted.

12. Election of Chair for the Corporation and Confirmation of Committee Chairs

The Clerk asked for nominations for the Chair of the Corporation and Ian Webb proposed Andrew Barnes, seconded by Corrienne Peasgood and agreed by everyone present.

The Clerk asked for nominations for the Vice Chair of the Corporation and Ian Webb proposed Jill Lanning, seconded by Luke Mitchell and agreed by everyone present.

Both candidates left the meeting and following discussion and on their return, they formally accepted the proposal made by the Board. Andrew Barnes was formally elected as Chair to the Corporation and Jill Lanning as Vice Chair.

Andrew Barnes thanked the outgoing Chair and hoped that he could aspire to his standards. He thanked him for his incredible knowledge and passion for CCN and it was agreed that everyone should celebrate Matt's contribution to CCN throughout the last 13 years.

It was agreed that all Committee Chairs will remain the same.

Action 6: The Clerk to formally make changes to appoint Andrew Barnes and Jill Lanning as Chair and Vice Chair of the Corporation (CJ).

13. Other Urgent Business

Matt Colmer addressed the Board. Matt explained that during his 13-year service he seen many changes but the one thing that has not changed is that City College always put their students first and believe that it is people that matter rather than league tables. Matt thanked everyone involved in all Committees and Board and expressed how great and important everyone has been to City College's success.

The Principal thanked Matt Colmer and informed everyone how Matt understands the College so well, he will always challenge but it is always the right challenge. She explained that no one should underestimate the impact Matt has had on CCN.

Jill Lanning thanked Matt for making such a big difference at CCN.

The Chair and Principal formally thanked Zak Virgin and Lauren Callaghan-Bates for all their help and encouragement during their time on the Board and on several Committees.

14. Confidentiality

All staff members left the meeting at 7.50 pm.

Please see confidential minutes for information with regard to agenda items 9.3; 14.1 and 14.2.

14.1 Cost of Living Increase – please see confidential minutes.

14.2 Items to be Shared with TEN Board – please see confidential minutes.

15. Date of Next Meeting

- Board: 9 October 2018 at 5.30 pm.

All business having been concluded, the meeting was closed at 8.10 pm.

Signed Date
(Chairman)