

## CORPORATION BOARD MEETING

### CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 8 FEBRUARY 2022 AT 4:30PM, VIA MICROSOFT TEAMS

#### Present:

Andrew Barnes (Chair), Corrienne Peasgood (Principal), Noel Bartram, Jill Lanning, Jonathan Barnard, Evie Berg

#### Attendees:

Jerry White (Deputy Principal), Julia Bates (Vice Principal FE Curriculum and Quality), Helen Richardson-Hulme (Assistant Principal, Student Services), Martin Colbourne (Deputy CEO), Clare Johnson (Governance and Legal Assistant)

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ABn welcomed Evie Berg to her first Board meeting.

#### 1. Apologies for Absence

Apologies were received from Jodie Mitchell, Andrea Blanchflower, Bree Sherwood and Mark Eastwood.

#### 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 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 14 December 2022

The unconfirmed minutes of the meeting held on 14 December 2022 were amended slightly and 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 14 December 2022

The unconfirmed confidential minutes of the meeting held on 14 December 2022 were amended slightly and agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

#### 5. Matters Arising

##### Board Meeting – 6 July 2021

20/21 – Board 17 Action 6: The revised Schedule of Business to be brought to the full Board meeting taking place on 19 October 2021 for discussion and agreement. *CJ confirmed once the ToR have been amended, this will feed into the schedule of business, which will then be brought to Governors.* **Action on-going.**

##### Board Meeting – 14 December 2021

Board 4 Action 1 - JL to follow-up with Governors in January 2022, if anyone would like to support the scrutiny process and cover remaining area. *Annie Cook agreed to take over adult provision for scrutiny area. JL confirmed areas as:*

- Andrea Blanchflower – Paston and Norwich A levels
- Noel Bartram – HE
- Nikki Gray – T Levels

- *Jill Lanning – Easton FE Improvement Board*
- *Annie Cook – Adult Provision*
- *Andrew Barnes - Safeguarding*

**ACTION 1: JL to confirm with CP the schedule for the Governor Scrutiny Reviews.**

**6. Chair's Remarks**

ABn and MC noted that NES integration has happened as intended as of 1 January 2022. Final legal requirements are in hand. All staff, contracts, licences etc have now been transferred.

ABn congratulated all involved.

**7. SECTION A – papers in Section A are for discussion and action**

**7.1. Chairs Summary of Committee Meetings**

**7.1.1. Curriculum and Standards**

JL confirmed the C&S committee discussed:

Easton English and Maths – Please see confidential minutes.

Easton FE Improvement Board – Please see confidential minutes.

Quality Report – retention was a focus of discussion for C&S. JW will be providing further breakdown in relation to the E&D data for the withdrawals.

JL highlighted that 38% of withdrawals were students with LDD's compared with 28% nationally. This was unexpected and we must ensure these learners stay engaged with learning.

JW confirmed that the analysis of withdrawals will be presented to Governors twice a year to assure governors.

**ACTION 2: JM/CJ to add 'E&D data for withdrawals' to the schedule of business going forward.**

TLA – there continuing conversation on T-level roll out.

HE – Please see confidential minutes.

NTTC – The publication of a new Ofsted Initial Teacher Education framework was noted as NTTC could expect an inspection in the coming months.

CP confirmed we have submitted the application to become an accredited provider under the new framework.

Aviation Provision – JL and CP confirmed this was discussed at both the C&S and Business committee meetings.

NB questioned the impact of the exam grades being shifted?

CP confirmed this is relating to some institutions achieving up to double the number of high grades therefore an interim year of reviewing the grades pre-pandemic and during pandemic and find a 'half way' level.

CP confirmed it was announced yesterday that teachers and students will be made aware of the focus of the exams taking place in A-Level and GCSE. We must still deliver the full curriculum, but the examining criteria will be narrower.

JBd joined 17:00pm.

CP noted that exam preparation will be key this year. EB noted that herself and some students had previous experience with online learning prior to joining the College but others haven't and this has been a big shift. However, it means that those with online learning experience have not experienced written exams, which for many will be taking place in March 2022. EB noted that staff are being very supportive.

### **7.1.2. Business**

NB confirmed the Business committee discussed:

CONFIDENTIAL ITEM: Please see confidential minutes

Aviation Provision – As noted above the aviation provision was discussed at both the C&S and Business committee meetings.

Finance Update – Please see confidential minutes

Land Legals – Please see confidential minutes.

ACE (Advanced Construction and Engineering) Project – JW confirmed this is a refurbishment of part of the Ipswich Road site and is being funded by the Norwich City Council towns deal.

MC, JW, JM and JB are working on the procurement aspects and securing a contractor to deliver the refurb through to September 2022. Unfortunately, we are experiencing some long lead times on specialist equipment. Further details will be provided to the next Business Committee.

**ACTION 3: JW to provide an update to the Business Committee on 22 March 2022 regarding the ACE (Advanced Construction and Engineering) Project.**

#### **7.1.2.1 Confidential Item – Insurance Renewal**

- Please see confidential minutes

### **7.2. Board 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 were reviewed on 07.02.2022 and, removing overlapping risks that are no longer relevant.

The strategic risks, i.e. income, national policy etc. were reviewed and a designated lead for each area was appointed.

The first review will take place at the A&R Committee and then the respective committees for their designated actions. The risk register will also be included in the internal audit schedule for 2022/23.

CP noted a review of risk appetite will be undertaken at the July Strategy Day.

**ACTION 4: CP to present the merged risk register for review at the A&R Committee on 8 March 2022.**

**ACTION 5: A review of Risk Appetite to take place at the July Strategy Day (CP).**

### 7.3. Wellbeing and Inclusion Report and Safeguarding

Please see confidential minutes.

### 7.4. Strategic Priorities

Post merger consolidation and implementation of re-organisation plans – this has now taken place and we are working towards the changes, as a result of the new structure. The structure is working well, and we are seeing positive impacts of aligning the SMT meetings to Business and C&S. This includes different groups of colleagues which is seeing a faster reaction to any queries or issues.

To date, all strategic priorities for C&S and Business have been presented.

It was confirmed to the Business Committee yesterday that through the Creative Excellence programme we have held 4 face-to-face sessions which involved around 100 colleagues. This has brought together staff from different sites and so far, has had full attendance.

### 7.5. Governance Matters

#### 7.5.1. Terms of Reference

NB confirmed no changes from last night's committee meeting but noted that some areas that were expected to move to the Remuneration Committee have remained with the Business Committee.

**The Governors approved the Business Terms of Reference.**

#### 7.5.2. Review of Terms of Office

**Governors approved the re-appointment of Noel Bartram for a further 4-year term.**

#### 7.5.3. Confirmation of Appointment

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

#### 7.5.4. Corporate Sealing Register

The Corporate Sealing Register was shared with the Board for information.

## 8. SECTION B - papers presented in Section B are for discussion only if requested by Governors.

### 8.1 Students Union Update

CP confirmed that ES has now moved to a role within a primary school. We have now made an interim appointment until September to support the Students' Union. The appointee has a lot of experience working within the UEA Students' Union.

There will be a focus on supporting the SU Executive Team and communication through a new sharepoint site.

Elections for an SU President will start in April 2022 for starting in August 2022.

CP and JL noted that notes for the Student Forum meetings will be included in the SU update papers.

### 8.2 5 Minute Training update on 'Annual Strategic Conversation'

CP tabled a presentation on the first Annual Strategic Conversation between CCN and the ESFA which took place on 2 February 2022.

CP, ABn, JW, JBs, MC met with Tracey Cox (Head of Territory for E of E and Head of Large Provider Team), Lucy Walker (Senior Manager, FE Directorate - ESFA) and Tim Jackson (Further Education Advisor - FEC Team) and provided a site tour of Norwich and Easton.

Strategy – We talked through the strategic framework, aims and success indicators, 2021/22 strategic delivery priorities

Curriculum strategy – linked to aims 1 and 2

- Place in Norfolk – Opportunity vs Responsibility
- Challenging minds, inspiring success, securing futures
- Challenges
  - Pre-t and T levels
  - Apprenticeship standards
  - Unaccompanied Asylum Seeker Children
  - Higher Technical Qualifications – development bid which we have won.

Estates – linked to aim 4

- New estates strategy signing off in July – requested a copy
- Governor input, support and challenge
- Capital Programme
- Maintenance programme

Financial Strategy – linked to aim 4

- Financial health of good to outstanding
- Low gearing
- Strong current ratio
- Cash days
- Payroll ratio
- EBITDA
- KPIs
- Financial recovery at Easton

People and Partnerships – linked to aims 3 and 5

- Leadership and Governance
- Partnerships and collaboration
- Stakeholder relationships

What's important to Us? – linked to aim 3

- Strategic Framework
- Culture
  - Ways of Working
  - Team working
  - High expectations

Strengths, challenges and opportunities

- Strategy
- People
- Skills
- Partnerships
- Sites

Feedback was very good and the Culture at the College was noted. They will be contacting us via letter to outline the points discussed at the meeting.

AoC Strategic Discussions are now taking place with other colleges to understand what focuses are required. JL will be attending the Chairs/Vice-chairs Strategic Discussions on 14 February 2022.

**9. SECTION C - papers presented in Section C are for information only.**

**9.1 Committee Minutes from Previous Meetings**

C&S Committee Minutes (23.11.2021) and Business Committee Minutes (07.12.2021) were shared for information.

**9.2 Student Forum and Parliament Minutes**

No items were discussed under this section.

**10. Other Urgent Business**

No items were raised under this section.

**11. Confidentiality**

It was agreed that agenda items 7.1.1 (partial), 7.1.2 (partial) and 7.1.2.1 would remain confidential.

**12. Confidential Items**

No items were raised under this section.

**13. Date of Next Meeting**

The next CCN Board Meeting is scheduled to take place on Tuesday 29 March 2022 at 4:30pm, via Microsoft Teams.

Additional Meetings to note:

- Remuneration - 2 March
- Audit and Risk - 8 March
- C&S - 15 March
- Business - 22 March
- Board - 29 March
- 30 March - AoC/ETF Regional Governance Conference

All formal business having been concluded; the meeting closed at 6:30pm.

**Signed** ..... **Date** .....  
(Chair)