

## CORPORATION BOARD MEETING

### CONFIRMED MINUTES OF THE ADDITIONAL MEETING HELD ON TUESDAY 8 JUNE 2021 AT 4:00 PM, VIA MICROSOFT TEAMS

#### **Present:**

Andrew Barnes (Chairman), Corrienne Peasgood (Principal), Jill Lanning, Andrea Blanchflower, Philip Richardson, Bree Sherwood, Denise Troughton, Nikki Gray

#### **Attendees:**

Jerry White (Deputy Principal), Julia Bates (Vice Principal, FE Curriculum and Quality), Martin Colbourne (NES MD), Clare Johnson (Clerk to the Corporation), Sue Millions (Administrator)

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#### **1. Apologies for Absence**

Apologies were received from Emily Staley, Jonathan Barnard, Noel Bartram and Helen Richardson-Hulme (Assistant Principal, Student Services).

#### **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. Confirm Strategic Aims and Success Indicators**

It was agreed that this agenda item will be carried forward to the next CCN Board Meeting.

**Action 1: Confirmation of the Strategic Aims and Success Indicators will be discussed at the next CCN Board Meeting taking place on 6 July 2021 (CP / CJ).**

#### **4. CEO Report**

As previously noted, it was agreed that the additional board meetings are intended as informal meetings to provide an update to Governors and / or to ensure an opportunity for open Strategic discussion and these meetings will not normally be minuted unless any formal business had been brought to these meetings.

The following information was highlighted by the Principal:

It was noted that the DfE guidance for Schools and Colleges on the next steps out of lockdown has not yet been published and it was agreed that if the country does not move out of lockdown on 21 June 2021, there will not be much change from an operational, curriculum and student perspective, from the current position.

Implications for the proposed Open Days are being reviewed and it has been agreed that the Open Days will go ahead and would be held outside, weather dependent.

It was noted that if prospective students wish to see the college's facilities, indoor tours, of no more than six, will be arranged.

The Principal informed governors that the majority of Year 11 students left their respective schools on 28 May 2021. Face to face advice will therefore be important to them and the full public opening of the Advice Shop is therefore being reviewed and the implications of not being fully opened from 21 June 2021 will be discussed.

COVID cases – it was noted that as of today's date there are four student cases, all are in isolation and one is waiting on PCR confirmation. It was confirmed that the vast majority of students know where they caught the virus, three from an Easton bus driver and the others from family and friends. It was confirmed that there are currently around 22 cases in every 100,000 people in the county, this figure being over 600 during lockdown.

The Principal confirmed that Norfolk County Council's Outreach Management Team have an enhanced focus on COVID and have an in-depth track and trace system following the new variant. The college continues to share information across the county, holding meetings twice weekly with the Outreach Team. It was noted that the same Outreach Advisor works with the UEA. Concerns have been raised from around 40 parents on the possibility of their children receiving their vaccination at college when it is offered to over 18s. Norfolk County Council will be preparing a response on the college's behalf.

LFD home testing continues twice weekly and the college have been informed that they have been selected for a government Quality Assurance Process from 21 June 2021, which entails staff and students to continue to undertake their LFD testing and also being given one PCR test to complete at home. The logistics of this are being explored and the process the college will have to follow is currently unknown. It was noted that storage is becoming an issue with more LFD testing kits received this week.

Budgeting setting for 2021/22 is underway. Catch Up Funding for this year is being carried forward and the allocation for 2021/22 is expected to be more than last year, giving the college a possible income of around £1.5m. No detail has been received on what the allocation will be, and no decision has yet been made on how the income will be accounted for. Calculations will be made in the coming weeks and a full report will be prepared for the next Business Committee Meeting taking place on 29 June 2021 and an update provided at the next full Board Meeting.

The Chair thanked the Principal for her verbal report.

**Action 2: Catch Up Funding Update to be provided to the Business Committee Meeting taking place on 29 June 2021 (MC / CJ).**

## **5. Finance Update**

Martin Colbourne informed the Board that the External Auditor tender process has been completed and the college have now formally appointed MHA MacIntyre Hudson as their new external auditors. All official correspondence has been issued to both the ex-incumbent and MHA MacIntyre Hudson and an informal meeting was held before half term with the senior managers and partner and a favourable meeting took place. Martin Colbourne confirmed that it was with the team who took part in the tender process and the same ethos was noted. The new Audit Plan was discussed, and it will be formalised at the Audit and Risk Committee Meeting taking place on Tuesday 15 June 2021. It was suggested that both Corrienne Peasgood and Bree Sherwood, Chair of the Audit and Risk Committee, meet informally with MHA MacIntyre Hudson. Martin Colbourne agreed to arrange the meetings.

The handover is now fully underway and anti-money laundering checks, with governors, are being completed.

Martin Colbourne informed the Board that the current London Inter-Bank Offered Rate (LIBOR) is ending in December 2021 and the process is underway with Lloyds on transition. The two possibilities discussed are pegging to the Bank of England Base Rate or using the Sterling Overnight Index Average (SONIA), Lloyds are recommending the first option. It was confirmed that there will be no gain or loss as the base rate will stay the same. It was noted that Lloyds Bank will cover the cost of the transition and this will not affect the cost of borrowing. Full details will be discussed at the next Business Committee Meeting taking place on 29 June and official approval will be sought for a transition agreement at the full Board Meeting taking place on 6 July 2021.

Martin Colbourne informed the Board that these discussions relate to the Ipswich Road loan, which comes to an end in 2027/28 and the final 5 year rate will need to be set in the next 12 to 18 months. Governors asked if repayment of the Ipswich Road loan could be brought forward and it was noted that the 10-year rate was fixed until September 2022. It was noted that the rate on the Easton loan is fixed until 2034.

Martin Colbourne confirmed that there has been a Relationship Manager change at Lloyds and introductions to new Manager took place today.

The Chair thanked Martin Colbourne for his comprehensive report.

**Action 3: Martin Colbourne to arrange for Bree Sherwood and Corrienne Peasgood to hold informal discussions with the new MHA MacIntyre Hudson team (MC).**

**Action 4: Discussions on the LIBOR transition agreement to be held at the Business Committee Meeting taking place on 29 June 2021 before presenting to the full Board for approval at their meeting on 6 July 2021 (MC / CJ).**

## 6. Chairman's Update

The Chair informed governors present as Denise Troughton is leaving CCN at the end of June, this is her last Board Meeting. The Board expressed their personal thanks to Denise for her contribution to the Business Committee and Board Meeting in the last three years. Denise thanked those present for their company and passed on her thanks to the Chair for the opportunity.

**Action 5: Governance to formally record the leaving date for Denise Troughton as 8 June 2021 (CJ).**

## 7. Confidentiality

There were no agenda items deemed confidential at today's meeting.

## 8. Date of Next Meeting

The next CCN Board Meeting is scheduled to take place on Tuesday 6 July at 4:00pm, via Microsoft Teams.

All formal business having been concluded; the meeting closed at 4.30 pm.

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