

## CCN BUSINESS COMMITTEE MEETING

### CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 08 DECEMBER AT 4.00 PM, VIA MICROSOFT TEAMS

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#### **Committee members:**

Andrew Barnes (Chairman), Corrienne Peasgood (Principal), Jonathan Barnard

#### **In attendance:**

Martin Colbourne (NES MD), Jerry White (Deputy Principal), Jon Bonham (Director of Estates and Facilities) – agenda item 1 only, Clare Johnson (Clerk to the Corporation), Sue Millions (Administrator)

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#### **1. Estates and Facilities Update (including Digitech and Health and Safety) (Paper 02)**

The Chair welcomed Jon Bonham to the meeting to present his report.

It was noted that there are currently 29 construction weeks remaining on the Digitech build. This week has seen the laying of the composite floors on levels two and three and currently there is no anticipated programme delay. The contract and financial updates were noted and the potential variations currently under consideration was discussed. It was noted that the contract is currently £6,000 in credit and no construction contingency monies have been used to date. No complaints have been received from local neighbours in the last month and it was agreed that the student engagement is very positive. Governors asked if Brexit is highlighting any issues and it was noted that the cladding is coming from Germany and to date, has not arrived.

The general update on the Estate and Facilities was noted and Jon Bonham highlighted that Julie Jarvey, Health & Safety Manager, is now in post and has recruited a full complement of staff. Her priorities for 2020/21 was discussed and noted. The funding award of £1.7 million towards upgrade works related to building condition have been allocated and the majority of projects are currently at the procurement stage with delivery expected between January – March 2021.

The compliance and planned maintenance report was discussed and the full content noted.

The November 2020 statistics were discussed, and it was noted that the number of Fire Marshals requiring refresher training remains a concern. Jon Bonham informed Governors that this will be picked up by Julie Jarvey and is a high priority. It is hoped to see improvement in the next quarter. The Chair noted that this is an historic problem and asked for an update at the next meeting.

The Chair thanked Jon Bonham and his team for the update and agreed that the Dashboard gave a clear and precise record of all works undertaken, reviewed and completed.

Jon Bonham left the meeting at 4.30 pm.

**Action 01: An update to be provided at the next Business Committee Meeting on the number of Fire Marshall requiring refresher training (JB/CJ).**

## **2. Apologies for Absence**

Apologies were received from Denise Troughton, Emily Staley and Noel Bartram.

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

## **3. Declaration of Interests**

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 further declarations of interest given at the meeting.

## **4. Draft Minutes of the Meeting held on 13 October 2020** (Paper 03)

The draft minutes of the meeting held on 13 October 2020 were agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

## **5. Draft Confidential Minutes of the Meeting held on 13 October 2020** (Paper 04)

The draft confidential minutes of the meeting held on 13 October 2020 were agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

## **6. Matters Arising from the Previous Minutes** (Paper 05)

*Action 1: Priority Actions Report to be presented to the full Board at their meeting taking place on 20 October 2020. Action completed.*

*Action 2: 12 month extension to the Grounds Maintenance Contract to be approved at the next Board Meeting taking place on 20 October. Action completed.*

*Action 3: Governance Self-Assessment Results to be prepared for the full CCN Board Meeting taking place on 20 October 2020. Action completed.*

*Action 4: Benchmarking attendance figures to be provided for the next Business Committee Meeting taking place on 8 December 2020. Action completed.*

*Action 5: The Principal to contact Bree Sherwood to ascertain the skills she requires from additional Audit Committee members and then contact appropriate Governors to attend the meeting taking place in November. Membership is agreed as Bree Sherwood, Philip Richardson and Jill Lanning. The Principal is in discussion with one further Governor.*

### **Action on-going.**

*Action 6: July year end management accounts to be presented to the full Board Meeting taking place on 20 October 2020. Action completed.*

*Action 7: EOC Stub Accounts and Final Audit Memo to be approved at the full Board Meeting taking place on 20 October 2020. Action completed.*

*Action 8: Martin Colbourne to amend the Easton and Otley College Members' report and financial statements for the period ended 31 December 2019 as discussed at the Business Committee Meeting. Action completed.*

## **7. Modern Slavery Statement** (Papers 06-08)

The College's Modern Slavery and Human Trafficking Statement for the financial year ending 31 July 2020 has been updated and approval is sought from the Business Committee, before receiving full Board approval on 15 December 2020.

The statement previously circulated sets out CCN's actions to understand all potential modern slavery risks related to its business and to put in place steps that are aimed at ensuring that there is no slavery or human trafficking in its business and supply chains.

It was noted that the Government Modern Slavery Statement Registry will launch in early 2021 and further guidance will be made available. It was agreed that once the legislative changes have been made and the guidance is available, the College's Modern Slavery Statement will need to be reviewed and will come back to Business Committee and Board for approval in advance to the reporting deadline of the end of September 2021.

The full content of the Modern Slavery and Human Trafficking Statement was noted.

**Action 2: The College's Modern Slavery and Human Trafficking Statement for the financial year ending 31 July 2020 to be presented and approved by the full Board at their next meeting taking place on 15 December 2020 (CJ).**

**Action 3: The full Modern Slavery statement to be uploaded onto the College's website (CJ).**

**Action 4: When further government guidance is received, the Modern Slavery and Human Trafficking Statement are to be reviewed and approved by the Business Committee and a full Board by the end of September 2021 (JM/CJ).**

## 8. Insurance Renewal

It was noted that the insurance renewal expires on 31 January 2021 and terms for the Insurance Renewal Policy are awaited.

It was agreed to carry this agenda item forward to the next full Board Meeting taking place on 15 December 2020.

**Action 5: Insurance Renewal to be discussed at the next full Board Meeting taking place on 15 December 2021 (MC/CJ).**

## 9. Section A

### 9.1 Draft Annual Report and Financial Statements 2019/20 (Paper 09)

Please see confidential minutes.

### 9.2 KPMG Update (Paper 10)

Martin Colbourne informed the Business Committee that the update is a holding statement and a full update will be provided by KPMG for the Audit Committee Report being held on 19 January 2021. It was agreed that the position has moved on since the update was published but it was agreed that it is a positive statement.

### 9.3 EOC Stub Accounts (Paper 11)

Please see confidential minutes.

### 9.4 EOC KPMG Letter of Representation (Paper 12)

The standard Letter of Representation was agreed, and the full content noted.

### 9.5 EOC Audit Memo (Paper 13)

The standard Audit Memo was agreed, and the full content noted.

**9.6 Finance Reports** (Paper 14)

Please see the confidential minutes.

**9.6.1 Debt Action Plan and Debt Write Off** (Papers 15-16)

Please see confidential minutes.

**9.7 November Cashflow Forecast Return to ESFA** (Papers 17-18)

Please see confidential minutes.

**9.8 Review of Committee and Board Memberships and Terms of Office** (Paper 19)

Governors' Terms of Office as at December 2020 was previously distributed for information and it was noted by Clare Johnson that the formal re-appointment of Andrew Barnes, for a further four years, was delayed due to COVID-19 in March 2020 and his reappointment will be finalised at the next Board Meeting taking place on 15 December 2020.

**Action 6: The formal reappointment of Andrew Barnes for a further four year period to be approved at the next CCN Board Meeting taking place on 15 December 2020 (CJ).**

**9.9 Update to Code of Good Governance** (Paper 20)

The Committee was informed that Scrutton Bland completed an internal audit in Governance on 18-19 November 2020 and the report will be provided to the Committee when published.

**10. Section B**

**Papers presented in Section B are for discussion only of requested by Governors.**

It was noted that there were no papers tabled in Section B of today's Meeting.

**11. Papers presented in Section C are for information only.**

There were no papers tabled in this section of the meeting.

**11.1 Union Colleagues Minutes**

There were no minutes made available at today's meeting.

**12. Other Urgent Business**

The Principal asked for formal agreement from the Business Committee for two staff at Paston College to move up one pay increment as per the Red Book Terms and Conditions. Following discussions, this was formally approved by Governors present.

Jerry White discussed the Fees Policy with regard to EU Nationals post Brexit informing Governors that the College is proposing to change the fee rates to one fee for home UK students and one for international / EU students.

It was confirmed that from September 2021 the college would charge the standard international fee to those students from abroad who continue to study at the college, approx. five students per annum. It was noted that the college's international fee is lower than many other institutions.

The Board agreed that they are comfortable with the proposed changes and Jerry White will formally propose the change to the Fees Policy at the CCN Board Meeting taking place on 15 December 2020.

**Action 7: Jerry White to present an update on the fee policy proposal for international / EU students to the CCN Board Meeting taking place on 15 December, as part of the Business Committee's summary (JW).**

**13. Confidentiality**

Agenda items 9.1; 9.3; 9.6; 9.6.1 and 9.7 are tabled as confidential.

**14. Date of Next Meeting**

The next Business Committee is scheduled to take place on Tuesday 2 February 2021 at 4.00 pm, via Microsoft Teams.

All business having been concluded; the meeting finished at 5.55 pm.

**CHAIRMAN:** .....  
**(signed)**

**DATE:** .....