

## CORPORATION BOARD MEETING

### CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 9 FEBRUARY AT 4:00 PM, VIA MICROSOFT TEAMS

#### Present:

Andrew Barnes (Chairman), Corrienne Peasgood (Principal), Jill Lanning, Noel Bartram, Philip Richardson, Nikki Gray, Emily Staley, Jonathan Barnard, Andrea Blanchflower, Bree Sherwood

#### Attendees:

Martin Colbourne (NES MD), Jerry White (Deputy Principal), Julia Bates (Vice Principal, FE Curriculum and Quality), Helen Richardson-Hulme (Assistant Principal, Student Services) – in attendance for agenda items 1-5 and 8.2 only, Clare Johnson (Clerk to the Corporation), Sue Millions (Administrator)

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#### 1. Apologies for Absence

Apologies were received from Denise Troughton.

#### 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. Draft Confidential Minutes of the Previous Meeting held on 19 January 2021

(Paper 02)

Following one minor amendment, the draft confidential minutes of the meeting held on 19 January 2021 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

#### 4. Matters Arising from the Previous Minutes

(Paper 03)

Board 4 (19/20) Action 7: *Clare Johnson to liaise with the Principal on the appointment of additional Governors to the Audit and Risk Committee. Committee membership was discussed at Business on 13.10.2020 and the Principal will provide an update following discussion with a current governor. CP unable to contact governor at present but will follow-up in early January 2021. **Action on-going.***

Board 4 - Action 1: *CP to finalise 2019/20 targets and present to Board on 15 December 2020. Please see agenda item 7. Action completed.*

Action 1: *Governors to liaise with Jill Lanning if they are interested in volunteering for the vacant role of HE Governor. Noel Bartram has spoken with Jill Lanning about taking on this role. Action completed.*

Board 7 - Action 2: *Teams Meeting to be arranged with the Principal and Jerry White and any interested Governors to discuss the role of the Link Governor and the focus and structure of the Governor link role. **Action on-going.***

Action 3: *The full Modern Slavery statement to be uploaded onto the College's website.*  
Updated on website. Action completed.

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 the full Board by the end of September 2021.* To be added to schedule of business for 21/22. Action completed.

Action 5: Succession Planning to be reviewed by Governors during 2021. It was confirmed that this is currently being reviewed by Governance as a result of the recent Governance audit. Please see agenda item 8.3. Action completed.

Action 6: *Martin Colbourne to update Governors on insurance renewals when those outstanding are agreed for formal approval.* Please see agenda item 8.1.2. Action completed.

## 5. Chairman's Remarks

The Chair asked that governors' commiserations are passed to the family and colleagues of the college's IT colleague, Mark Bland, who tragically passed away recently. Helen Richardson-Hulme informed governors that support is available for all staff through HR. The Principal noted that staff have been asked for their thoughts and memories of their colleague and these will be compiled into a book of memories which will be passed onto his family.

Helen-Richardson-Hulme informed governors that a student has also passed away recently, and external professional support is on hand for both students and staff.

## 6. Principal's Update

(Papers 04-05)

The Principal informed governors that the college has been closed on Monday and Tuesday this week due to the poor weather, with a partial opening expected on Wednesday.

It was noted that in the week beginning 18 January 2021, the college saw its first drop in COVID case numbers, but this figure has since plateaued. 8 members of staff have been off work for more than 30 days and one student is currently in hospital with COVID-19.

Testing has begun on the Norwich site and will start at Paston and Easton sites later in the week. Norfolk County Council have confirmed that all staff working with students with complex needs will be offered the vaccination and 60 doses have been made available to CCN staff.

The next Staff Well-Being Survey has been issued with a closing date of 12 February 2021. To date, approximately 270 responses have been received. Feedback will be provided at the next CCN Board Meeting.

It was noted that the AoC Conference has been taking place virtually over the last couple of days and feedback will be collaborated from those who attended which might feed into delivery and / or the strategy review.

**Priorities and Targets for 2021** – please see the confidential minutes.

**Strategic Review Timeline** – the proposed timetable for meetings and discussions was previously distributed for information and it was noted that the green highlighted items have already been diarised with the amber highlighted sections showing when the strategic discussions will take place. The Principal asked for comments to the Principal by Friday 19 February 2021, via email, to enable the Strategic Framework to be signed off at the Board Meeting taking place on 23 March 2021. Following discussion, the proposed Strategic Review Timeline was formally agreed by governors.

**Action 1: Staff Well-Being Survey results to be discussed at the next full Board Meeting (CP / CJ).**

**Action 2: Comments from Governors on the proposed Strategic Framework to be forwarded, via email, to the Principal by Friday 19 February 2021 (Governors).**

**Action 3: The Strategic Framework for 2021 to be agreed and signed off at the full Board Meeting taking place on 23 March 2021 (CP / CJ).**

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

### **7.1 Chairs' Summaries of Committee Meetings**

#### **7.1.1 Curriculum and Standards**

(Paper 06)

Jill Lanning, the Chair of the Curriculum and Standards Committee, informed Governors that a meeting of the Curriculum and Standards Committee was held on 26 January 2021 and all key matters discussed at the meeting are highlighted and brought to the Board's attention in the papers previously distributed. In addition, it was noted that:

- The Curriculum and Standards Committee noted that the College was around or above comparators in the 2019/20 Benchmarking with specific reference to retention and pass rates. They also discussed the steps being taken to make provision for students' lost learning.
- Governors reviewed the MiDES (Market Intelligence Data Exchange Service) reports which analyse the mix and balance of the curriculum and student numbers compared to regional and national comparators in 2019/20. The Principal informed Governors that in light of recent Strategy discussions, they are useful documents but unfortunately, they cannot be uploaded onto Passageways so all the documents will be uploaded to the SharePoint and will be available for Governors to view via their CCN email accounts.

Further discussions at the last C&S Committee Meeting included recruitment to HE courses which appears positive for courses such as Policing and Aviation but disappointing on Equine and Agriculture at present. Jerry White explained that there are long standing issues relating to equine and agriculture recruitment and the two main ways to attract additional HE students in FE by making a high quality offer and / or having a strong progression from Level 3 to HE within the college. It was agreed that neither of these are yet present at Easton and this needs significant work in the coming months and years.

Jill Lanning informed governors that the Office for Students (OfS) requires the college to ensure that governors have information on how they have communicated with students about the impact of the pandemic on their Teaching, Learning and assessment and that governors are assured that the college have delivered what they said they would and have acted appropriately, in line with all relevant guidance. The C&S Committee agreed that this had occurred and are now recommending to the Board that they confirm that they are reassured with the actions of the College in this regard.

Following discussion, the Board agreed that they are reassured that the students received appropriate communication and support.

The full content of the Curriculum and Standards Committee update was noted.

#### **7.1.2 Business**

(Papers 07-08)

Please see the confidential minutes.

## **7.2 Absence Management Tender**

(Paper 09)

Please see the confidential minutes.

## **7.3 Governance Matters**

### **7.3.1 Role Descriptions for the Chairman, Governors and Clerks**

(Paper 10)

The Clerk informed governors that at the recent Governance Audit, the role descriptions for the Chairman, Governors and Clerk were reviewed and it was proposed to amend the job description for Governors to identify the number of meetings to which governors should attend annually. Following discussions at the last Business Committee meeting it was agreed that the job description will highlight which meetings individuals would be expected to attend, i.e. Board, Strategy Days and one committee. This has now been updated and the amendments highlighted throughout the document for Board approval.

The Board formally approved the changes to the job descriptions.

The Principal noted that the role descriptions will be reviewed again in March 2021 to remove references to TEN in line with Point 2 of the priorities and targets for 2021 - Review governance structure and compliance with the AoC Code of Good Governance for English Colleges in the context of the changing group structure by May 2021.

It was also confirmed that a new edition of the Code of Good Governance is expected to be published in April 2021 and this will also be reviewed against the role descriptions.

The full content of the role descriptions for the Chairman, Governors and Clerks were noted.

**Bree Sherwood left the meeting at 5.25 pm.**

## **8. SECTION B – papers in Section A are for discussion only if requested by Governors**

### **8.1 Student Voice Report**

(Paper 11)

The full Student Voice Report was previously discussed at the Curriculum and Standards Committee meeting and included a very useful update on the work of the Student Union and it was noted how the Union and its Officers were adjusting to different ways of engaging with students and hearing their views.

Jill Lanning informed Governors that the Committee were impressed by the work undertaken by Emily Staley and her team throughout the pandemic.

The full content of the report by Emily Staley was noted.

### **8.2 Well-Being and Inclusion Report**

(Paper 12)

This agenda item was discussed earlier in the meeting, prior to Section A.

The full Well-Being and Inclusion Report was previously circulated to governors and highlights the College's safeguarding, wellbeing and equality, diversity and inclusion matters relating to staff and students throughout the year.

Helen Richardson-Hulme informed governors that the aim of providing such a detailed level of information from members of her team in the report is to provide governors with an in-

depth insight into the experiences of some of the most vulnerable students during this lockdown and the work that her colleagues have been doing to support them.

The question was asked if the team is encountering significant waiting times for students to access external services after referral. Helen Richardson-Hulme confirmed that this is the case, and this is concerning at times as staff are continuing to support quite unwell students during this time. She confirmed that there is external support and supervision available to staff, which is helpful during this difficult time.

Core training compliance data was discussed, and concerns were raised around the compliance figures for County Lines training and it was confirmed that County Lines is not a core statutory requirement, unlike Safeguarding, Prevent, Code of Conduct and Keeping Children Safe. The County Lines training is available to all staff on a monthly basis, on a rolling programme and key aspects are included in the safeguarding training. Helen Richardson-Hulme agreed that some compliance rates in the report looked low but thought that this was a result of how the data was generated. She agreed to check whether these figures can be presented in a better way in future.

Noel Bartram asked if there will be any changes required to British Values following Brexit? It was confirmed that the college continue to address this mainly through the Ways of Working. Jerry White suggested that there is probably a different challenge or preparing students for a more global and inclusive world throughout the curriculum.

The Chair noted that Helen Richardson-Hulme and her team have been remarkable during the last months and their work and support for students is extremely important and the report gives a fundamental record of the work being undertaken during this time.

The full content of the Wellbeing and Inclusion Report was noted.

**Action 4: Helen Richardson-Hulme to check the training compliance figures and the presentation of this data in future reports (HRH).**

## **9. SECTION C – papers in Section C are for information only**

### **9.1 Committee Minutes from Previous Meetings**

#### **9.1.1 Curriculum and Standards** (Paper 13)

The unconfirmed minutes from the Curriculum and Standards Committee Meeting held in 26 January 2021 were previously distributed for information.

#### **9.1.2 Business** (Paper 14)

The draft minutes from the Business Committee Meeting held on 2 February 2021 were previously distributed and the full content noted.

#### **9.1.3 Audit and Risk** (Paper 15)

The draft confidential minutes for the Audit and Risk Committee Meeting which took place on 19 January 2021 were previously distributed for information and the full content noted.

### **9.2 Student Forum and Parliament Minutes**

There were no Student Forum or Parliament Minutes tabled at today's meeting.

It was noted that the FE Forums are currently on hold due to the restrictions in holding meetings.

**10. Any Other Urgent Business**

There was no other urgent business tabled at the meeting.

**11. Confidentiality**

It was agreed that agenda items 8.1.2 and 8.2 would remain confidential.

**12. Date of Next Meeting**

The next CCN Board Meeting is scheduled to take place on Tuesday 23 February 2021 at 5:00pm, via Microsoft Teams.

All business having been concluded; the meeting closed at 5.30 pm.

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