

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 14 DECEMBER 2021 AT 4:30PM, VIA MICROSOFT TEAMS

Present:

Andrew Barnes (Chair), Corrienne Peasgood (Principal), Andrea Blanchflower, Bree Sherwood, Noel Bartram, Jill Lanning, Jonathan Barnard, Mark Eastwood

Attendees:

Jerry White (Deputy Principal), Julia Bates (Vice Principal FE Curriculum and Quality), Helen Richardson-Hulme (Assistant Principal, Student Services), Martin Colbourne (NES MD), Jodie Mitchell (Director of Governance and Legal), Rakesh Sunak (MHA McIntyre Hudson) (up to and including item 7.1.7)

1. Apologies for Absence

Apologies were received from Nikki Gray.

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 19 October 2021

The unconfirmed minutes of the meeting held on 19 October 2021 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 19 October 2021

The unconfirmed confidential minutes of the meeting held on 19 October 2021 were amended slightly 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. *Jodie Mitchell is undertaking a review of Governance against the new Code and will update governors as soon as possible, reporting to the Remuneration Committee in December and then the Strategy Day in January 2022. Action on-going.*

Board Meeting – 21 September 2021

Board 2 Action 2: Staff Satisfaction Survey results to be reported upon at the CCN Business Committee meeting taking place on 12 October 2021. *Report to be brought to the next CCN Business Committee Meeting taking place on 7 December 2021. Agenda item 6.3 ACTION COMPLETE*

Board 2 Action 3: Governors to make contact with the Principal if they would like to organise a tour of a particular site. *It was noted that both Andrew Barnes and Jill Lanning found their*

site visits very beneficial and following discussion, the Principal agreed to circulate visit dates to all governors for this academic year, with the first visit being one to understand the site in advance of consideration of the revised Estates Strategy and further visits linked to the strategic priorities. ACTION COMPLETE

Board Meeting – 19 October 2021

Board 3 Action 1: HE Report, containing the HE National Student Survey (NSS) 2021, to be made available to all governors for information and the HE Report, produced for all C&S Meetings, is forwarded to Noel Bartram as Link Governor. *C&S Meeting Pack 19.10.2021 on OnBoard Resources – page 37/86 for NSS results. All historic and future meetings pack are available in On Board – Resources/Curriculum and Standards/Meeting Packs. ACTION COMPLETE*

Board 3 Action 2: All regular HE Reports are forwarded to Noel Bartram as HE Link Governor. *All historic and future meetings pack are available in On Board – Resources/Curriculum and Standards/Meeting Packs. ACTION COMPLETE*

Board 3 Action 3: References to the TEN Group to be removed from the Safeguarding Procedure. ACTION COMPLETE

Board 3 Action 4: Helen Richardson-Hulme to think about whether there is anything more that could be done from a formal safeguarding point of view when a person exits the Channel process and returns or remains in college. *HRH noted we have the cross-college safeguarding referral system, within which concerns are raised through red button and subsequently picked up by safeguarding team. Additionally, HRH meets with Jacky Sturman monthly to complete a prevent risk assessment audit. This also includes a single central record audit. Any cases of extremism and radicalisation that were raised within that month are reviewed and those cases pull through to the monthly DSL meeting. An overarching support layer is the interaction with external agencies when a young person leaves the channel process. We then engage with the 6- and 12-month multi-agency channel follow up meetings. ACTION COMPLETE*

Board 3 Action 5: Teams Meetings to be resent to all Governors for the next half term tomorrow. ACTION COMPLETE

6. Chair's Remarks

ABn thanked JW for the site tours recently and the upcoming Easton visit in the New Year. Governors are encouraged to attend these.

CP suggested that the Estates Strategy is discussed at the Strategy Day in January 2022 following the site tours.

ABn noted the exceptional achievements for this calendar year and thanked the Executive team and the NES team for their hard work.

ABn further thanked the Governors for their dedication and engagement.

CP noted that the NES team will shortly be TUPE'd back to the college and MC's role will be changed to Deputy CEO in January 2022.

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

7.1. CCN Annual Report & Financial Statements 2020/21

7.1.1. CCN - Annual Report & Financial Statements 2020/21

Please see confidential minutes.

7.1.2. CCN - FSA (MH) Letter of Representation

MC confirmed this is a standard Letter of Representation and requires approval by the Board for submission with the accounts.

7.1.3. CCN - Regularity Assessment

MC confirmed within the accounts we must provide regularity options and we must be assured that we are clear on the opinion we are stating and is undertaken as a self-assessment.

NB queried within the Internal Control questions (page 10 of paper) if there are internal procedures relating to:

Is there a process to notify ESFA of any significant matters in excess of £10,000 (or less than £10,000 if unusual, novel, complex or there may be public interest)?

MC confirmed discussed would be held with Lucy Walker as account manager of ESFA. For example, the Easton Land Deal would have been brought to the attention of the ESFA.

CP noted this will become part of the annual strategic discussion that we are having in January 2022. Previously this would have been discussed informally but including this within strategic discussion will raise this formally.

NB queried within the Procurement questions (page 20 of paper) if we have fully answered:

Consideration of return on investment / good use of public funds?

CP noted this is managed through the Finance Regulations and policies. MC noted that the procurement process means approval is sort through the Board for contracts over £100k.

7.1.4. CCN - Covid Regularity Assessment

MC noted this assessment is similar to item 7.1.3 but provides assurance on the Covid support we have received through Government.

7.1.5. CCN - Going Concern

MC noted that the Audit and Risk (A&R) Committee requested this be shared with the Board to support the Governors in discharging their responsibilities in connection with the use of the going concern basis of preparation of the financial statements.

7.1.6. Assurances on Subsidiaries

MC confirmed that this paper is presented to provide Governors with an overview of the subsidiary accounts and key points pertaining from them.

The full accounts are available to Governors in sections 10-12 of this meeting pack.

All Subsidiary Companies have held Board meetings to approve and sign these, and they have been reviewed as part for the CCN A&R Committee on 30 November 2021. This process has been undertaken ahead of the CCN Board approval of the consolidated accounts.

7.1.7. CCN - MHA Audit Memo

MC noted that as part of the new Audit Code of Practise and Code of Good Governance changes, MHA McIntyre Hudson attend this Board meeting annually to provide feedback to the Board.

RS confirmed the report provides a breakdown of the planned works, works undertaken and the final conclusions. MHA support clean opinions on the regularity and financial statements.

RS thanked MC and the finance team for the support they have given to MHA and praised the comprehensive paperwork provided throughout.

RS noted some changes to the ESFA assurances relating to income and MHA were required to publish their opinions on the entitlements and recognition of income. MHA were happy to approve the work undertaken at CCN and that of the internal audit process.

At the point of the report there was a risk of clawback due to the threshold for the Adult Education Budget not being achieved. However, following on from conversations at the A&R Committee this has now been resolved.

RS confirmed that the subsidiary accounts were not generated on a going concern basis however it was deemed appropriate as to show the pensions liability as a long-term liability.

ABn queried if the approach to next years work will be different? RS confirmed there were no planned amendments.

ABn verified, following confirmation from the Governors, that all documents for items 7.1.1-7.1.7 have been reviewed and approved by the Board and will therefore be signed by the Principal and Chair.

RS left the meeting.

7.1.8. CCN Letter of Support to EOC Enterprises

MC confirmed the letter is there to provide intercompany support to EOC Enterprises and has been reviewed by the Business Committee.

7.1.9. Easton land legals – summary update

Please see confidential minutes.

7.1.10. Audit Committee Annual Report 2020/21

BS confirmed the Report had been discussed and scrutinised at the A&R Committee and did not have any additional comments to raise but asked Governors for their feedback.

Please see confidential minutes for further comments.

The Audit Committee Annual Report 2020/21 was approved by Governors.

7.1.11. Remuneration Committee Annual Report 2020/21

BS confirmed the Report had been discussed and scrutinised at the A&R Committee and did not have any additional comments to raise but asked Governors for their feedback.

BS noted the ToR included in the paper related to last year and the ToR continue to be refined as the Committee evolves and the review of the Code of Good Governance by JM moves forward.

The Remuneration Committee Annual Report 2020/21 was approved by Governors.

7.2. College Self-Assessment Report

Please see confidential minutes

7.3. Chairs' Summary of Committee Meetings

7.3.1. Curriculum and Standards

JL provided an update to the board as follows:

Easton FE Improvement board (FEIB) / Easton English and Maths

Please see confidential minutes.

Ofsted

JL confirmed that the follow-up action plan from the Ofsted inspection is still being refined, feeding in details from the College SAR.

IAG

The Committee noted the forthcoming Matrix reaccreditation process. The enhanced focus on the IAG provided to Apprentices mirrored elements of the College's Ofsted experience and felt different to previous years.

Higher Education

JL noted that recruitment has been lower than anticipated for HE and the team are investigating this and the C&S Committee will continue to monitor. CP echoed that the Business Committee are also reviewing the budget impact of the HE recruitment. Additionally, the A&R Committee will be reviewing the internal audit report for HE.

Residential

The residential area is continuing to receive good feedback and new students are settling very well.

Teaching and Learning Strategy

The Strategy is proposed by the C&S Committee for approval by the Board with no substantive changes from the previous year.

Curriculum Scrutiny

Scrutiny to continue as follows:

- Easton – FEIB Jill Lanning
- HE Noel Bartram
- T Levels Nikki Gray

Additional areas for recommendation:

- A Levels at Norwich and Paston
- Developments in Adult Provision

JL confirmed ABI will be reviewing one of the additional areas and one further Governor is required to support the scrutiny process.

ACTION 1: JL to follow-up with Governors in January 2022, if any Governors would like to support the scrutiny process and cover the remaining area.

7.3.1.1 Teaching and Learning Strategy

The Governors approved the Teaching and Learning Strategy.

7.3.2. Business

NB provided an update to the Board as follows:

Norwich Building Roof

A defect has been identified in the parapet gutter lining to the Norwich Building. Jon Bonham is currently investigating the matter.

Higher Education

As mentioned earlier in the meeting the Business Committee are focusing on the effects of the reduced Higher Education tuition fees.

Commercial Profitability

In addition to the impact of COVID on commercial trading the overall profitability of the commercial income streams was noted. It was agreed that further work and analysis was required once the College had full (and settled) trading.

HR updates – a paper was presented at Business which noted the impact on the paycales of the recent increase in the Voluntary Foundation Living Wage rate.

7.3.3. Audit

BS confirmed there were no additional comments from Audit following the discussion of the accounts and audit report.

7.4. Modern Slavery Statement

JM confirmed the Modern Slavery Statement was reviewed and discussed at the Business Committee. JM reported that last year it was highlighted changes would be required to the Statement. There has been a Government Consultation and the Government have committed to making changes to support the Statement, but these changes are not yet included within the legislation. Having reviewed all the Government recommendations, JM reported that the College is undertaking these recommendations.

Therefore the Report has been updated for this year and requires Board approval.

Governors approved the Modern Slavery Statement.

7.5. Insurance Update

Please see confidential minutes.

7.6. Wellbeing & Inclusion Report and Safeguarding

Please see confidential minutes

7.7. Strategic Priorities for Board

CP confirmed that all Strategic Priorities had been covered in this first term to presented to either Board, Business or C&S.

3. Reflect on working and learning in pandemic and post-pandemic times and evolve working practises

For Students - Unfortunately, due to the College's Funding Agreement all learning has had to return to face-to-face learning as stipulated by the DfE.

The College is starting to review what planned on-line delivery could be offered going forward.

For Staff – The College launched an Occasional Working from Home Policy alongside some changes to the Flexible Working Policy so staff could either request a portion of their working week at home on a regular basis or OWFH policy for one-offs occasions.

5. Plan and deliver engagement with the right sectors at the right levels

The College have identified the staff representatives for the sector groups and sector skills groups. The next stage is to facilitate handovers or introductions as appropriate and agree the outputs we are looking for from each group.

7. Ensure Governors have assurance of internal reporting and monitoring

Processes

Once JM has completed the review of the Code of Good Governance review, details can be provided of the external assurances to support this and if there are no external assurance how we might provide that going forward. Examples of the external assurances would be the MiDAS reports and the ESFA Financial Dashboard.

14. Concentrate on strategic stakeholder engagement, management, and Experience

The College have held two sessions relating to stakeholder engagement relating to what engagements the College already has and ones that the College might need going forward.

Those identified stakeholders were then plotted as national, regional or local stakeholders and identified their power and influence to help the College achieve its objectives.

15. Play a leadership role in tackling education inequity in Norfolk

The Norfolk Learning Board has just been founded and the Principal is member of that Board. There are two key focuses at present being, transition and inclusion. CP and JW will be facilitating a workshop on inclusion for the NLB and identifying those challenges relating to inclusion and what inclusion should look like. A further workshop will be run for all education providers in Norfolk.

7.8. Governance Matters

JM confirmed that the Remuneration Committee have had discussions regarding the governance arrangements following the Code of Good Governance review and there are some follow up actions required, particularly around the Committee Terms of Reference.

7.8.1. Corporate Sealing Register

JM confirmed this is shared for information.

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

8.1 FE Commissioner Letter

CP noted this letter is the first one from the new Commissioner, Shelagh Legrave. There is a clear focus on shifting the work of the ESFA and FE Commissioners team to building more supportive relationship with teams, moving from intervention and more into support.

CP attended a break out session as part the AoC Conference and supported different surveys relating to the views, efficiency and effective of them.

8.2 Student Voice Report

CP apologised that no report was provided on this occasion but confirmed the Executive Officers were working really well together and have redesigned the CCN LGBTQ+ flags that we have displayed.

The Officers are making full use of the SharePoint.

There are some new clubs starting shortly, such as BSL club and an LGBTQ+ group.

We have also been out for the first round of feedback for the student forums.

8.3 Five Minute Training

No items were discussed under this section.

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

9.1 Committee Minutes from Previous Meetings

Committee minutes to be provided at the next Board meeting.

9.2 Student Forum and Parliament Minutes

No items were discussed under this section.

10. NES - Annual Report & Financial Statements 2020/21 (proposed final)

10.1. NES Annual Report & Financial Statements 2020/21

ABn confirmed these are shared for information in relation to the signing of the full accounts as noted earlier in the meeting.

10.2. NES - FSA (MH) Letter of Representation

ABn confirmed this is shared for information in relation to the signing of the full accounts as noted earlier in the meeting.

11. EOC Enterprises Annual Report & Financial Statements 2020/21

11.1 EOC Enterprises - Annual Report & Financial Statements 2020/21

ABn confirmed these are shared for information in relation to the signing of the full accounts as noted earlier in the meeting.

11.2 EOC Enterprises - FSA (MH) Letter of Representation

ABn confirmed this is shared for information in relation to the signing of the full accounts as noted earlier in the meeting.

12. EOC SPV Ltd Annual Report & Financial Statements 2020/21

12.1 EOC SPV Ltd - Annual Report & Financial Statements 2020/21

ABn confirmed these are shared for information in relation to the signing of the full accounts as noted earlier in the meeting.

12.2 EOC SPV Ltd - FSA (MH) Letter of Representation

ABn confirmed this is shared for information in relation to the signing of the full accounts as noted earlier in the meeting.

ABn confirmed with Governors if there were any queries or concerns relating to items 10-12. No concerns were raised.

13 Other Urgent Business

No items were raised under this section.

14 Confidentiality

It was agreed that agenda items 7.1.1, 7.1.9, 7.1.10, 7.2, 7.3.10 (one item only), 7.5 and 7.6 would remain confidential.

15 Confidential Items

No items were raised under this section.

16 Date of Next Meeting

The next CCN Board Meeting is scheduled to take place on Tuesday 8 February 2022 at 4:30pm, via Microsoft Teams.

All formal business having been concluded; the meeting closed at 7:00pm.

Signed **Date**
(Chair)