

## CORPORATION BOARD MEETING

### CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 15 SEPTEMBER 2020 AT 4:00 PM, VIA MICROSOFT TEAMS

#### **Present:**

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

#### **Attendees:**

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 Bree Sherwood, Jerry White (Deputy Principal) and Julia Buckland (Vice Principal, FE Curriculum and Quality).

#### **2. Declaration 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 Previous Meeting held on 01 September 2020** (Paper 02)

The unconfirmed minutes of the meeting held on 01 September 2020 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

#### **4. CEO's Report** (Paper 03)

The CEO Report from the Principal informed the Board how the College is continuing to operate through the Coronavirus pandemic. The following information was discussed and highlighted:

**Testing, self-isolation and management of cases** – the Principal informed the Board that the Department for Health, NHS and Public Health England have collectively given a strong line to Colleges that students, where possible, should not be sent home. The current situation with regard to the testing systems is holding things up centrally and around 50 staff and students are now at home in a full 14-day isolation situation.

The COVID response email address is currently receiving around 50 emails a day and around 50 students and staff are now self-isolating. One Coronavirus case was confirmed on Sunday, after being contacted by the Track and Trace system. The Norfolk County Council Outbreak Management Team have been supportive, and the situation was talked through with them, including an NHS Consultant and a decision made for two members of staff and the students in the 'bubble' to self-isolate and continue their learning online.

This is a second year group. The College also informed Public Health England with regard to the situation after there were some difficulties contacting them. The Principal commented that it was important to guard against the spread of rumours within college although the strongest views expressed had been by the general public.

Emily Staley discussed the student experience, noting that huge changes have taken place for students but by working together and promoting the college guidance, students feel safe and comfortable on site.

Denise Troughton noted that it is vital that communication to staff supports a consistent message to deal with rumours. She reported that staff had taken time to establish new routines and new ways to teach in order to keep the 2m distance from students, but all staff are doing their best and remain positive and upbeat. Denise Troughton asked for communication emails from the CEO to be as short and focussed as possible with the subject heading clear so that they stand out in the volume of emails received.

It was noted that the management of the COVID controls are working well, and technology is now being reviewed to ensure that if a teacher is working at home for any reason, they can deliver to the classroom of students on site. It was noted that IT have ensured that Collaborate is being used "in reverse" to allow this. Emails to the COVID email address are checked regularly, and the improved communication has received excellent feedback. 10 home testing kits have been received for each site (CCN, Paston and Easton) and a supply of PPE for use in isolation rooms etc.

**DfE/ESFA** – the College had been asked to submit a new daily attendance form to the DfE from 1 September but as clarification on what is required has not been received, no submission has been made as of today's date. Staff will be asked to mark and submit their registers before the end of each day for further and higher education and apprenticeship groups when clarification is received from the ESFA.

**Ofsted** – interim guidance on Ofsted's institutional and residential visits in the autumn term has been received which confirms that in the institutional visits, Ofsted will be looking at three areas – actions taken to provide an appropriate curriculum including changes made to accommodate the COVID 19 situation, the steps taken to build knowledge and skills and ensuring that students are safe and well informed. The college will be informed in advance of a visit by the Lead Inspector, via email. Performance data and quality improvement plans will not be required by Inspectors, but an update will be required on how to enable students to access training, learning and curriculum. Professional discussions will take place mainly between senior leaders and management online and onsite and staff and students may be interviewed. The Principal informed Governors that an Ofsted visit of the Easton residential provision is expected in the near future. Full inspections are expected again from January 2021 and the Principal expects that the college will have a full inspection during 2020-21.

**Students** – the College have enrolled just over 5,500 16-18 students against our ESFA target of 5,723 and are still trying to place a considerable number of applicants who wanted to follow courses that are limited by COVID restrictions, e.g. construction, engineering. The college is prioritising 16 and 17 year olds and discussions are taking place with the applicants to establish their requirement and also to see what additional space can be utilised to put on additional groups for unplaced applicants. It was noted that the ESFA have been involved and kept informed and are aware that the main issue is around the space and resources needed. In addition, there are currently around 90 Unaccompanied Asylum Seekers Children, aged 15-18, that need to be placed compared to 32 last year, with more expected shortly. Several placements for these young people are in Dereham so provision at Easton is likely to be required and potentially at Paston to accommodate any unaccompanied asylum seekers that are placed in North Norfolk.

The College is on track to be very close to the HE recruitment target of 682 and an update will be provided at the next meeting taking place on 29 September.

**Risk Register** – all 22 risks have been reviewed and updated to reflect new controls, guidance and change and 5 risks have been archived largely due to moving from a lockdown to the current controlled open position and where income targets have been met. The full update was appended to the CEO's report for information.

It was noted that additional risks have been created which are associated with re-opening as the virus is still prevalent and the need to follow government directives to mitigate against and in the case of an infection occurring. Significant additional mitigation has been applied to risks associated with protecting the health of staff and students and bearing in mind the potential for litigation in this area.

Some of these risks have moved to the bottom right of the matrix due to potentially very high impact but managed by multiple mitigations. The highest scoring risks are associated with risks directly associated with the virus, although some IT and financial risks remain reasonably high as the risks have not yet diminished. There are 6 risks which need to be closely managed as they are above governors' risk appetite.

A complex review has taken place and it was agreed that the Principal would provide the 12 page PDF document to all Governors to enable them to view the full and comprehensive version. Following receipt, Governors were asked to contact the Principal if they have any questions or concerns.

**Easton Farm** – the Principal informed Governors that the issues that had come to the surface as moves had been made to ensure that the farm is used as a resource for teaching and learning have now been resolved. The HSE issues have been reviewed by Julie Jarvey, the Health and Safety Manager and Chris Nix and closed. It was noted that the review did identify areas for improvement, e.g. general maintenance, record keeping but the relationship between the teaching and the farm team is getting better.

**Chair of Norfolk and Suffolk Agri-Food Industry Council** – Corrienne Peasgood informed Governors that she has been appointed as the new Chair of Norfolk and Suffolk Agri-Food Industry Council. Congratulations were forwarded to Corrienne Peasgood by the Board.

**Kickstart Initiatives** - under Kickstart, a £2billion Government fund has been created to produce hundreds of thousands of six-month placements to prevent huge numbers of young people from becoming unemployed. It was noted that CCN will be partnering with Norfolk Chambers and the College of West Anglia and the East Coast College to provide a package of different training activities for employers, who will have £1500 for each young person to spend on such activities. A menu of these will be provided in the near future.

**Workforce of the Future** – the Principal informed Governors that the NHS and AoC have produced a report on the workforce on the future through a collaborative approach with Colleges. The Principal plans to proactively develop a proposal along the lines of the national report to take to the Norfolk and Waveney NHS including the proposal for a College Council for Workforce Development.

The Chair thanked the Principal for her full and comprehensive report.

## 5. CCN Finance Update

(Paper 04)

Please see the confidential minutes.

**6. Any Other Business**

There was no additional business tabled at today's meeting.

**7. Confidentiality**

It was agreed that agenda item 5 will remain confidential.

**8. Date of Next Meeting**

The next CCN Board Meeting is scheduled to take place on Tuesday 29 September 2020 at 4:00pm, via Microsoft Teams.

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

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