

## CORPORATION BOARD MEETING

### CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 15 DECEMBER 2020 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

#### Attendees:

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

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**1. Easton Land Deal Update** (Paper 02)

Please see confidential minutes.

**2. Apologies for Absence**

Apologies were received from Andrea Blanchflower, Bree Sherwood and Denise Troughton.

**3. 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.

**4. Unconfirmed Minutes of the Previous Meeting held on 17 November 2020** (Paper 03)

Following a minor amendment, the unconfirmed minutes of the meeting held on 17 November 2020 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

**5. Unconfirmed Confidential Minutes of the Previous Meeting held on 017 November 2020** (Paper 04)

The unconfirmed confidential minutes of the meeting held on 17 November 2020 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

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

Board 4 (19/20) Action 6: *Clare Johnson to prepare a report showing the original changes to the Terms of Reference and Standing Orders and a review will take place at the next full Board Meeting. Summary will be provided at mid-year review of terms of reference at Board on 15 December 2020.* Further updates are expected in the new year following recommendations from Governance audit. Action completed.

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. **Action on-going.**

Board 4 - Action 1: *CP to finalise 2019/20 targets and present to Board on 15 December 2020.* **Action on-going.**

Board 4 - Action 2: *HE Regulation alignment to be discussed at Board on 15 December 2020. Please see agenda item 8.1.9.* Action completed.

## 7. Chairman's Remarks

Please see confidential minutes.

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

### 8.1 Annual Report and Financial Statements

#### 8.1.1 Annual Report and Financial Statements for 2019/20 (Paper 06)

Please see confidential minutes.

#### 8.1.2 KPMG Update (Paper 07)

KPMG have prepared a short paper in relation to the audit of the 2019/20 accounts and Martin Colbourne informed the Board that an additional Audit Committee Meeting will be held on 19 January 2021 in order to review and approve the final accounts, the Audit Report, the formal KPMG audit memo and letter of representation.

The audit work has now been completed and delivered and KPMG are reviewing some technical matters such as pensions, DRC valuations and any going concerns to arrive at a positive place prior to sign off in January 2021.

#### 8.1.3 EOC Stub Accounts (Paper 08)

Please see confidential minutes.

#### 8.1.4 EOC KPMG Letter of Representation (Paper 09)

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

#### 8.1.5 EOC KPMG Audit Memo (Paper 10)

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

#### 8.1.6 EOC Pool Disaggregation Report

Please see confidential minutes.

#### 8.1.7 EOC Enterprises Limited 2019/20 Draft Accounts (Paper 11)

The EOC Enterprises Limited 2019/20 Draft Accounts were previously distributed to Governors for guidance and Martin Colbourne informed the Board that the full accounts have been consolidated into the main Annual Report and Financial Statements for 2019/20 and will be reviewed and approved at the additional Audit Committee Meeting being held on 19 January 2021.

### **8.1.8 EOC SPV Limited 2019/20 Draft Accounts**

(Paper 12)

The EOC SPV Limited 2019/20 Draft Accounts were previously distributed to Governors for guidance and Martin Colbourne informed the Board that the full accounts have been consolidated into the main Annual Report and Financial Statements for 2019/20 and will be reviewed and approved at the additional Audit Committee Meeting being held on 19 January 2021.

### **8.1.9 CCN Self Regularity Questionnaire**

(Paper 13)

It was confirmed by Martin Colbourne that the questionnaire is very similar to the version viewed by all Governors at a recent Board Meeting and also reviewed by the Audit and Risk and Business Committees accordingly and it was confirmed that there is nothing by exception to be brought to Governors' attention today.

Governors previously suggested that all acronyms within the document could be written out in full at their first reference and it was also suggested that a stronger comment regarding COVID could be included as referenced in the annual report and financial statements and it was noted that these recommendations have been made.

All Governors formally agreed that document and it will now be signed by both the Chair of the Board and the Principal of CCN, as the Accounting Officer.

### **8.1.10 Audit Committee Annual Report 2019/20**

(Paper 14)

It was noted that the Audit Committee is required to submit an annual report on its work for the year, for approval by the Corporation Board.

The report gives an overview of the work of the committee and covers Internal Audit, Financial Statements Audit, Risk Management, Performance Indicators for Auditors and other matters of note.

The final report from KPMG is expected by 11 January 2021 and will be reflected in the final Audit Committee report. It was noted that the wording in red relates to these aspects that are still to be reviewed and updated.

The final version of the report will be submitted and approved at the additional Audit Committee Meeting taking place on 19 January 2021.

## **8.2 Chairs' Summary of Committee Meetings**

### **8.2.1 Curriculum and Standards**

(Paper 15)

Jill Lanning, the Chair of the Curriculum and Standards Committee informed Governors that a meeting of the Curriculum and Standards Committee was held on 1 December 2020 and all key matters discussed at the meeting are highlighted and brought to the Board's attention in the paper previously distributed. In addition, it was noted that:

- Internal College performance data for the 2019/20 academic year was reviewed along with some national benchmarking data for GCSE English and Maths and shows that the college has performed slightly better than the data for GDE colleges which is pleasing.
- It was noted that 16-18 recruitment for the 2020/21 year is very near to the targeted levels, but the pressures on places in areas such as Construction and ESOL is very

concerning. The inability to offer places to all applications has raised concerns about the potential increase in NEET students.

- Governor Curriculum Scrutiny will continue throughout 2021 and the following areas have been agreed by the Curriculum and Standards Committee: Easton FE Improvement Board – to reinstate this group, suspended in March 2020; English and Maths – with particular focus on the provision at Easton; HE – with focus on the student experience, bearing in mind the NSS and the Implementation of T Levels. Jill Lanning asked for a volunteer from Board members to take the vacant role of HE Governor link.
- The suggestion was made that a Teams Meeting could be arranged to discuss the role of the Link Governors and the focus and structure of scrutiny reviews and the Principal and Jerry White agreed to hold the meeting with anyone who is interested.

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

**Action 1: Governors to liaise with Jill Lanning if they are interested in volunteering for the vacant role of HE Governor (All Governors).**

**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 (CJ).**

### 8.2.1.1 HE Regularity Alignment

(Paper 16)

Jill Lanning informed the Board that the recommendation that the College moves from the Norfolk Regulatory Framework (NRF) to the UEA HE regulations was considered formally at the last Curriculum and Standards Committee meeting. Following their discussions, it was agreed that the proposal be recommended to the full Board for formal agreement. It was noted that the analysis previously undertaken had concluded there would be no overall detrimental impact on CCN students from a transition to the UEA partners regulations.

The full paper that the Curriculum and Standards Committee considered are included in Board papers for information and review.

Following discussions, the proposed HE regularity alignment was formally agreed by the Board.

### 8.2.1.2 Annual Complaints Report

(Paper 17)

The Curriculum and Standards Committee scrutinised the Annual Complaints and Appeals report and praised the thoroughness of the commentary on the report as particularly helpful in allowing Governors to consider trends.

The full paper that Curriculum and Standards Committee considered was included in Board papers for scrutiny.

### 8.2.2 Business

(Paper 18)

Andrew Barnes, the Chair of the Business Committee informed Governors that a meeting of the College Business Committee was held on 8 December 2020. Key matters to be brought to the attention of the Board are covered in agenda items 8.2.2.1 to 8.2.2.3. The following was also highlighted:

As the Brexit transition period is coming to an end, discussions took place at the business Committee Meeting with regard to the additional work required to support EU College students. This included how the College will need to treat EU students in terms of fee status

from 01 January 2021 and it was proposed that EU students will have to have “international” fees applied to them from this time. In addition, the additional work that may be necessary to process future applications was also discussed and it was noted that the College Leadership Team taking forward more work in this regard to be ready for September 2021. It was confirmed that any changes will have a negative impact on foreign students, going forward.

Following discussions, Governors approved the changes for EU students.

It was noted that Brexit risks are being monitored, including the potential delay in the arrival of the cladding for the Digitech building and purchasing of IT equipment in the coming year.

The full content of the Business Committee Update was noted.

### **8.2.2.1 Modern Slavery Statement**

(Papers 19-21)

The College’s Modern Slavery and Human Trafficking Statement for the financial year ending 31 July 2020 has been updated and approved by the Business Committee, and the Statement is brought to the full Board for approval.

On behalf of Jodie Mitchell, Martin Colbourne presented the latest annual revision to the College’s Modern Slavery Statement previously discussed with the Business Committee. Changes were relatively minor and more discussion took place on the anticipated changes to the statement that will be required in 2021, ahead of publishing a revised statement by 30 September 2021. Government guidance on any new requirements is anticipated in the early part of 2021.

After review, the Modern Slavery Statement was formally approved by Governors.

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

**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 the full Board by the end of September 2021 (JM/CJ).**

### **8.2.2.2 Management Accounts and Emerging Picture**

(Paper 22)

Please see confidential minutes.

### **8.2.2.3 Debt Write Off**

(Papers 23-24)

Please see confidential minutes.

### **8.2.3 Audit and Risk**

This agenda item was covered in items 8.1 – 8.2 inclusive.

### **8.3 Insurance Renewal**

(Papers 25-26)

Please see the confidential minutes.

### **8.4 FECA**

Please see the confidential minutes.

## **Governance Matters**

### **8.5.1 Update to the Code of Governance**

It was noted that the internal audit on the Code of Governance has been completed and the report will be published shortly. It was confirmed that the College is adhering to the Code of Governance.

### **8.5.2 Terms of Reference Update**

(Papers 27-30)

Clare Johnson informed Governors that all Terms of Reference from October 2019 are current and approved.

The Board are asked to review and approve the Remuneration Terms of Reference following the committee review which took place on 26 November 2020.

Following discussion, Governors formally approved the Remuneration Committee's Terms of Reference.

### **8.5.3 Review of Memberships and Terms of Office**

(Paper 31)

Governor Appointment – it was noted that the following formal appointment was delayed from March 2020 Board Meeting.

Governors were asked to formally reappoint Andrew Barnes, as of 20 March 2020, for a further four-year period.

Following discussion, the reappointment of Andrew Barnes was formally approved and welcomed by all Governors present at today's meeting.

It was noted that this is Andrew Barnes' final four-year term and it was agreed that succession planning will be reviewed in 2021.

**Action 5: Succession Planning to be reviewed by Governors during 2021 (CJ).**

### **8.5.4 Corporate Sealing Register**

(Paper 32)

The Corporate Sealing Register was previously circulated for information and the content of the report was noted.

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

### **9.1 Student Voice Report**

(Papers 33-35)

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.

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

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

(Paper 36)

The full Well-Being and Inclusion Report was previously discussed at the Curriculum and Standards Committee meeting and highlights the College's revised benchmarking against Gatsby Benchmarks for the post-merger College, specifically noting the progress made at Easton.

It was noted that the safeguarding referrals had increased with 575 referrals, including 519 concerns and 59 disclosures. These numbers are high, and in some part reflect the impact of referrals at Easton where staff may refer students to safeguarding rather than other available support.

Helen Richardson-Hulme informed Governors that new ways of recording mental health referrals have been introduced that will enable a better understanding of the concerns and disclosures in this complex area. The top 10 case types for referrals were confirmed with a large number of increases seen in homelessness, family arguments and parenting noted.

A summary of the position regarding residential students at the Easton College campus was received and discussed.

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

### **10.1 Committee Minutes from Previous Meetings**

#### **10.1.1 Curriculum and Standards** (Paper 37)

The unconfirmed minutes from the Curriculum and Standards Committee Meeting held in 1 December 2020 were previously distributed for information.

#### **10.1.2 Business** (Paper 38)

The draft minutes from the Business Committee Meeting held on 8 December 2020 were previously distributed and the full content noted.

#### **10.1.3 Audit and Risk** (Paper 39)

The unconfirmed minutes for the Audit and Risk Committee Meeting which took place on 26 November 2020 were previously distributed for information and the full content noted.

### **10.2 Student Forums – feedback from Student Forum Meetings** (Paper 40)

The update on the recent Student Forum Meetings was previously distributed and the full content noted.

## **11. Any Other Urgent Business**

The Principal informed Governors that there are currently 70 live COVID-19 cases across the campuses with a number of staff and students in self-isolation. It was noted that Public Health and Norfolk County Council are content that no additional actions need to be taken by the College. It was also noted that contact tracing remains a priority for senior staff and takes up a significant amount of their time.

New guidance from the Government had just been issued that day concerning the start of the next term and the introduction of weekly testing of staff and daily tests for seven days for students who had been in contact with a positive COVID case. The expectation is that these tests and related contact tracing will be done by the college on site. The Principals' initial reading of the guidance indicated the need for some additional 20 people to conduct the

tests. Governors were very concerned at the expectations being placed on the college, in particular, the senior staff and queries whether there was the capacity to implement this guidance. It was confirmed that financial support and additional staffing will be on the agenda at tomorrow's CLT Meeting.

The Principal informed Governors that the recent college survey results show a dip in understanding of the guidelines that have issued and there is some indication that staffrooms and classrooms have become more relaxed in their adherence to the rules. The Principal reported that some staff have said that they are uncomfortable with following her request that staff challenge each other if the guidance is not being followed. Governors agreed that staff need to do all that they can to ensure that the control measures are followed. A refreshing of signage and communications will be put in place for January 2021 and the Principal said that she planned to circulate some examples of good practice of how staff have worked with the controls.

## 12. Confidentiality

It was agreed that agenda items 1, 7, 8, 8.1.3; 8.1.6; 8.2.2.2; 8.2.2.3; 8.3 and 8.4 would remain confidential.

## 13. Date of Next Meeting

The next CCN Board Meeting is scheduled to take place on Tuesday 5 January 2021 at 4:00pm, via Microsoft Teams.

All business having been concluded; the meeting closed at 6.35 pm.

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