

## CORPORATION BOARD MEETING

### CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 16 JUNE 2020 AT 4:00 PM VIA SKYPE

#### **Present:**

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

#### **Attendees:**

Jerry White (Deputy Principal), Martin Colbourne (NES MD), Julia Buckland (Vice Principal, FE Curriculum and Quality), Hilary Bright (Director of HR Services), John Pollitt (Deputy Managing Director), Clare Johnson (Clerk to the Corporation), Sue Millions (Administrator)

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#### **1. Apologies for Absence**

Apologies were received from Bree Sherwood, Andrea Blanchflower and Sophie Gray. Aiden Little was not in attendance.

#### **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 02 June 2020** (Paper 02)

The unconfirmed minutes from the previous meeting held on 02 June 2020 were approved as a true record and will be signed by the Chair at the next available opportunity.

#### **4. Unconfirmed Confidential Minutes of the Previous Meeting held on 02 June 2020** (Paper 03)

The unconfirmed confidential minutes from the previous meeting held on 02 June 2020 were approved as a true record and will be signed by the Chair at the next available opportunity.

#### **5. Verbal Updates from .....**

##### **5.1 Hilary Bright**

The Chair welcomed Hilary Bright, Director of HR Services, to the meeting and she gave the following updates:

**Furloughing of Staff** – it was noted that the furlough scheme has now changed and as of 10 June 2020 employers can no longer put employees on furlough for the first time. To date, CCN have un-furloughed one member of staff, one has ended naturally and seven are still under review. For NES; one employee has been un-furloughed, two have ended naturally and nine employees have been extended.

**Shielding** – 29 members of CCN staff are shielding and 27 shielding live-in household; in NES; 5 are shielding themselves and 8 are shielding with others. All members of staff have now shown HR their personal evidence of shielding. It was noted that shielding is currently due to run to the end of June but may be extended until the end of July 2020. It is hoped to receive more clarity from the Government in the coming weeks.

Occupational Health drop-ins have continued, and personal interviews are taking place, with staff on a waiting list. These interviews have also been useful for those staff who are not entirely sure if they fit into the clinically vulnerable category and those seeking clinical advice.

The College's approach to shielding was praised as an exemplar at a recent AoC Meeting as it seemed that no other colleges had this process in place.

**Equality Impact Assessment** – Hilary Bright informed Governors that for the College to give the appropriate support to staff coming on site who meet the definition of clinically vulnerable, HR need to be sure that they know who these staff are. HR will now undertake an Equality Impact Assessment to check that no member or group of staff e.g. BAME staff, will be adversely impacted by returning to the workplace. Further information will be provided to Governors when the EIA have been completed.

**Staff Well-Being** – online activities continue, with positive feedback received from staff.

## 5.2 John Pollitt

The Chair welcomed John Pollitt, NES Deputy Managing Director, to the meeting and he gave the following update:

**Easton IT Integration** – the Easton campus has been the IT's main focus recently and the cashless catering system is now been migrated across all sites, using the same organisation.

The migration of Easton staff email addresses to the CCN system has now been largely completed. It was noted that this was an excellent achievement.

It was noted that the IT department continues to support those staff who are working from home.

## 5.3 Martin Colbourne

Please see confidential minutes.

## 5.4 Julia Buckland

Julia Buckland updated Governors on the following:

**FE Awards Boards** – Julia Buckland confirmed that all GCSE and A Levels awards have been signed off by the Principal and Awards Boards for Vocational Qualifications had been held with work continuing on Functional Skills awards. The evidence submitted for the VQs had been very thorough which gave confidence in the quality of work done by all staff and managers. The Awards Board had carried out extensive sampling and had asked for additional evidence where necessary. The Principal informed Governors that she is very proud of the work completed by everyone involved and they asked that thanks are passed to all involved.

The question was asked if the pass rates / grades which have been awarded by the college were in line with previous years and it was confirmed that the grades are within the normal scope of achievement, but any subjects / areas which have improved / declined have been further scrutinised. It was noted that the rigour of the process used would enable a proper objective discussion to be held with awarding organisations, students or others in the future, if necessary.

**Wider Opening to Students** – CCN has been open for vulnerable students throughout lockdown and they will start to welcome back more students in the coming weeks, including those for adapted assessments, apprentices, unaccompanied asylum seekers, those identified as vulnerable and around 10 A Level students from Paston who have been noted as being at risk. It was agreed that it will be positive to have more students back on site.

Stand-alone adult groups have been specifically identified for return to college in the Government guidance and so have not been an area of focus. The Principal reported that adults were keen to return such as the Adult Education Hairdressing students who are eager to return to obtain their qualifications so that they can gain employment when lockdown is lifted. It was noted that while the College could manage a return of these students, using members of their own families, etc, this would be criticised by the DfE especially if anyone was to develop Covid-19, but it was agreed that more explicit advice is needed from DfE before a decision can be made about the adult provision.

It was noted that the College have not used 1m or 2m wording on signs, only asking people to keep a safe distance, thus ensuring no additional purchases are necessary, should the social distancing rules be amended.

Governors noted a report in national papers today stating that Headteachers believe that around a third of students are not engaging with work set by their teachers and asked if this is a concern for the College? Julia Buckland informed Governors that it was hard to have a clear view of the amount of work done by each student until they returned to college. As noted above, those students causing concern, are coming onto site to have one-to-one discussions with their tutors. The College has received some challenging emails in the 'qualifications inbox' and concerns have been raised by both parents and staff. One of the issues raised by parents has been that their children have completed their qualifications, but work is still being set. It needed to be pointed out that this work is the enrichment part of students' study programmes and usually completed during this part of the academic year.

## 5.5 Jerry White

Jerry White was asked to provide an update and the following detail was highlighted:

**College Nursery** – the Nursery successfully reopened to other than key workers' children on 1 June 2020 for two days a week and it is expected to extend this to three days a week with numbers around half capacity. Thanks were noted for the professionalism of those staff involved and the extra duties that they have undertaken such as cleaning.

**Developing Policing Programmes** – please see confidential minutes.

**Apprenticeships** – it was noted that positive feedback has been received on the engagement and constant communications from CCN with apprentices and their employers to find solutions to any queries and to ensure all opportunities are available to them and some apprentices are starting to return. It was noted that the Government had guaranteed apprenticeships for all young people as part of the recovery post Covid-19. It was thought that there would be some funds available to support this initiative but there were no details yet.

Following Alison Harvey's retirement, an internal management team restructure has been undertaken with the apprenticeship team and new internal positions have been agreed. Two Apprenticeship Delivery Managers have been appointed alongside an Apprenticeship Employer Manager. There is currently a vacancy for an Operational Manager.

**Open Days** – Successful virtual Course Information Evenings have taken place at CCN and Easton sites recently, with higher attendance noted at Easton this year. The next Open Evening is taking place at Paston on 17 June 2020 and You Tube live sessions will take place with pre-recorded talks on syllabuses and any topics requested. Drop In Q&A sessions will also take place and students will be given the opportunity to experience “virtually” walking around the site. The Norwich site will have a “virtual open” event in early July.

The resources which have been developed to aid virtual events will stand the college in good stead and techniques will continue to be used in the autumn term.

**DigiTech Factory** – please see confidential minutes.

**Student Number Control** – following concerns raised by Jerry White that numbers for the Easton campus had not been built into the student control number originally issued by the DfE and OfS, contact was made, and confirmation was received that indeed Easton had not been included. It was noted that the number has now been revised and the college is content with the new revised figure.

Governors asked if potential students decide to remain ‘local’ rather than attend higher education establishments out of county given the Covid-19 situation, would the college have the capacity to take these students and the Principal confirmed that the student number control would allow for additional recruitment. Jerry White informed governors that students, particularly those part of the Neaco targets, will receive clear communication that they have an option to stay locally.

## 5.6 Corrienne Peasgood

The Principal updated Governors on the following:

**Risk Assessments** – the College is now operating under the content of the Covid-19 risk assessment discussed at the last CCN Board Meeting and it is amended as and when necessary. The Principal informed Governors that two Union representatives have been on site and positive responses were received on the safety of both staff and students following their visit. Risk assessments for site, contractors, individual areas and individuals are now being completed and held centrally. The Red and Blue Team structure is now working well.

**Risk Register** – it was noted that no new Risks have been added to the Register and it has been fully reviewed. Two of the seven risks which sat outside the governors’ risk appetite have now been amended and now fall within the risk appetite. These are: insufficient cash and the DigiTech Factory.

Mitigation has been added to the remaining five risks that were above the Governors’ risk appetite, but these cannot be changed enough and are still above the governors’ risk appetite. These are:

- Breach of Bank Covenants.
- Reduced apprenticeship income.
- Reduced commercial income (even though outdoor tennis has begun at Easton).
- Safely working on site (this will remain in place during the pandemic).

- Data breaches (this will remain as long as staff are working offsite, even though no serious breaches have occurred to date).

It was agreed that the grid would be made available and reviewed again at the next CCN Board Meeting.

**2020 / 2021** – suggestions and ideas to help plan the curriculum for 2020 / 2021 have been requested from staff and numerous ideas have been received. These will be placed into themes to assist planning. Suggestions include prioritising bringing new students into college in case there is another lockdown in the autumn and how do we implement cashless student services. It has been agreed that each working area may be different but overarching guidance will be written and issued for 2020/21.

**6. Chairman’s Verbal Update**

The Chair thanked Governors for their continuing support and asked that if anyone has any concerns or comments that they please contact him.

Andrew Barnes thanked the senior managers for their resourcefulness and resilience, and it was unanimously agreed that everyone has risen to the challenge.

The Chair noted that he is extremely pleased with the financial emerging picture and the Principal agreed that the next few months will be extremely challenging for her team in planning for September and preparing the budget for next year.

Jill Lanning agreed that it was very pleasing to see the College set as an exemplar and a solid base has now been set for the future.

**7. Any Other Business**

There was no additional business discussed at the meeting.

**8. Confidentiality**

It was agreed that agenda items 5.3 and to two sections of 5.5 (DigiTech Factory and Developing Policing Programmes) will remain confidential.

**9. Date of Next Meeting**

The next CCN Board Meeting is scheduled to take place on Tuesday 30 June 2020 at 4:00pm, via Skype. A Skype invitation will be issued before the meeting, with full details available on the agenda on Passageways.

All business having been concluded; the meeting closed at 5.20 pm.

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