

## CCN BUSINESS COMMITTEE MEETING

### CONFIREMD MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 16 MAY 2023 AT 4:00PM, IN THETFORD BOARD ROOM

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#### **Committee Members:**

Noel Bartram (Chair) (NB), Andrew Barnes (ABn), Jerry White (Principal) (JW), Lewis Pepperell (SU President) (LP), Seth Harvey (Student Governor) (SH), Shirley Barker (Staff Governor) (SB)

#### **In attendance:**

Martin Colbourne (Deputy CEO) (MC), Lana Jackman, (Governance & Legal Interim Clerk) (LJ), Sebastian Gasse (Vice Principal Student and College Services) (SG), John Pollitt (Director of IT until 4:27pm) (JB), Barbara Ashby (Governance and Legal Administrator) (BA)

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## 1. IT UPDATE

The IT report was previously circulated and presented to the Committee by JP. The following key points were noted and approval sought regarding IT software procurement costs:

#### Info Security:

- Cyber Training has increased to 88%, but 134 staff still to complete the training
- A recent IT Security Health check carried out by Scrutton Bland had noted that Cyber training and the disaster recovery plans required additional work
- Outstanding items from a previous IT Security Audit were completed
- Information Security training currently stands at 91%

#### Activity:

*Midland HR:* The College will be migrating to this system to host premises installations; other FE providers are also using this product. The College systems will require repurposing to effect this change as well as the re-write of many reports, resulting in a cost increase. The review of the admissions process has created significant work for the development team.

#### Software:

*Tribal products* - A Learner Portal and an Engage App are being explored, however this will require investment approval due to the significant costs. It was noted that the Engage App has many uses, in particular assisting with pre and post enrolment and can also be used with existing students.

*Power Bi* – new dashboards have been produced which includes a facility for users to download reports directly from the dashboard.

*CCTV* - works at Paston and Easton are now complete. Additional storage space is being explored due to the increase in the number of cameras.

*OFS 33 AV* – The equipment installation at Norfolk House is now complete and LP shared with the Committee that the new touch screens are providing an improved learning environment for students.

Several other activities are occurring, including a Teams migration planned for July through to December 2023 and more significantly the IT Capital for replacement of equipment to facilitate windows 11 migration. There is concern whether the migration will be implemented in the

timescale required and of the cost involved, which could see some of the College cash reserves being used to be compliant. In addition, there is the risk to data security if the timescale is not met. Governors agreed the matter needed to be taken up with AoC for discussion.

**ACTION 1: JW/MC to raise, with the AoC, the issue of Window 11 migration implementation within the required timescale and the risk to data security with the AoC.**

JP highlighted that the numerous projects the College is undertaking are providing a challenge in terms of obtaining the required equipment and the increased costs to suppliers which are being passed onto consumers. This situation will also impact on meeting the timescale.

**Governors recommended the proposal for formal approval at the Board on 23 May 2023, of the IT software procurement costs.**

**ACTION 2: JP to provide a business cost proposal, outlining IT software procurement costs for formal approval sign off at Board on 23 May 2023.**

*JP left meeting at 4:48pm*

**2. Apologies for Absence**

No apologies were received for this meeting.

It was noted that a quorum was present, and the meeting had been convened in accordance with the articles of association of the company.

**3. Declarations of Interest**

Governors and Committee members are 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.

*No additional declarations were noted.*

**4. Unconfirmed Minutes of the meeting held on Tuesday 21 March 2023**

The unconfirmed minutes of the meeting held on Tuesday 21 March 2023, 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 meeting held on Tuesday 21 March 2023**

The unconfirmed confidential minutes of the meeting held on Tuesday 21 March 2023 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

**6. Matters Arising**

22/23 Bus 2 Action 5: MC to bring an update regarding the change in priority with Lloyds to the next Board meeting on 7 February 2023 for approval. **ACTION COMPLETE**

22/23 Bus 2 Action 10: MC to update the strategy document that needs to include capacity utilisation and bring to Business meeting on 31 January 2023. *MC provided an update that costings are needed to assess for future utilization of the football pitch. Further update to be provided at the next Business Committee on 27 June 2023. **ACTION ON-GOING***

22/23 Bus 4 Action 1: JW and MC to investigate whether the College has contact with a key person at Caterlink regarding contract issues. *MC informed he has had contact with a key person*

at Caterlink. ACTION COMPLETE

22/23 Bus 4 Action 2: ONS reclassification including reserve commitments to be an agenda item at Board meeting on 28 March 2023. *Added to agenda on 28 March 2023.* ACTION COMPLETE

22/23 Bus 4 Action 3: Summary Details of Leavers to be an agenda item at Board meeting on 28 March 2023. *Added to agenda on 28 March 2023.* ACTION COMPLETE

### **Additional Matter**

The discussion was confidential and is recorded within the confidential minutes.

## **7. Accountability Sign-Off**

The Principal informed the Committee that this had previously been presented at C&S Committee with no reservations noted.

Key points presented were:

- National priorities and 6 proposed targets have been added as per the report
- The targets are the main part of the statement
- A draft version will be provided at Board on 23 May 2023 for further consideration
- Deadline for submission of the draft is 31 May 2023 with final draft submission date of 31 July 2023

No comments were raised by Governors at this time as the document will be discussed further at Board.

**ACTION 3: JW to bring an updated draft of the Accountability Statement to Board on 23 May 2023 for further discussion and sign off to be submitted by 31 May 2023.**

## **8. Core Training Update**

JW provided an update from the report previously circulated and the following points were noted:

- The report was previously presented at C&S Committee for information where it was noted a small increase had occurred in two training areas
- Improvement is still needed to increase completion rates
- It was discussed that there is no benchmark to measure against whether the figures the College are presenting are good. This is a matter to explore going forward.

**ACTION 4: MC to explore benchmarking for Cyber Security and Health and Safety training in relation to what other colleges do and provide an update at the Business Committee on 27 June 2023.**

## **9. Finance Reports**

### **9.1. Finance Executive Summary Paper**

The discussion was confidential and is recorded within the confidential minutes.

**Weekly Debtor Report** – nothing of significance to note.

### **Capital projects**

The discussion was confidential and is recorded within the confidential minutes.

*Meeting broke at 5:27pm resuming at 5:34pm*

**Easton Land Legals Report**

The discussion was confidential and is recorded within the confidential minutes.

**Budget Setting for 23/24:**

The discussion was confidential and is recorded within the confidential minutes.

**Treasury Deposit**

The discussion was confidential and is recorded within the confidential minutes.

**9.2. Latest Management Accounts including Emerging Picture**

The report was circulated prior to the meeting and taken as read.

**10. Strategic Priorities**

The Strategic Priority report was circulated prior to the meeting and taken as read and covered under item 8 on the Agenda. No further points were raised.

**11. GDPR Compliance Report**

The GDPR Compliance report was circulated prior to the meeting and taken as read.

The following points were raised:

- There has been an increase in requests for information by Police as they are taking the option to obtain CCTV footage as a third-party data source for non-related student activities. This has made for time consuming responses in the required turnaround timescale.
- It was noted that there had been no referrals to the ICO.

**12. Confidential Item – Union Colleagues Minutes**

The discussion was confidential and is recorded within the confidential minutes.

**13. Other Urgent Business**

The discussion was confidential and is recorded within the confidential minutes.

**14. Date of Next Meeting**

The next Business Committee meeting will take place on 27 June 2023.

All business having been concluded; the meeting closed at 6:08pm

**SIGNED:** ..... **DATE:** .....  
(Chair)