

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 17 MAY 2022 AT 4:00PM, VIA MICROSOFT TEAMS

Committee Members:

Noel Bartram (Chair) (NB), Andrew Barnes (ABn), Corrienne Peasgood (Principal) (CP), Jonathan Barnard (JB)

In attendance:

Martin Colbourne (Deputy CEO) (MC), Jerry White (Deputy Principal) (JW), John Pollitt (Executive Director of IT Services) (JP), Nick Sainton-Clark (Health & Safety Manager) (NS-C) Jodie Mitchell, (Director of Governance & Legal) (JM)

6. SECTION A and reminder from Chair re identifying items for Board

6.2 Health and Safety Update

NB welcomed NS-C to his first Business Committee meeting. NS-C introduced himself and provided the committee with an update on Health and Safety matters.

Safety Team Activities

- Having joined CCN on 4 January, the past four months have involved a considerable amount of fact finding and assimilation into the role of H&S Manager. This process is still partly ongoing due to the scale and breadth of activities undertaken across CCN. The focus for the H&S Team is centred around translating previously agreed strategy and intent into tangible, practical improvements.

Strategic Priority 3 - Management. This work covers four broad areas:

1. Fire Safety and Fire Risk Assessments
2. Safety improvements required for Easton farm
3. Site Safety Inspections
4. Accident and Incident Reporting

1. Fire Safety and Fire Risk Assessments

The Fire Policy was recently updated as it was overdue and NS-C stated that First Aid cover is looking good.

Fire Marshals

We have continued to ask for more fire marshals across all our sites. Progress is being made in many areas with a few areas of shortfall remaining, particularly Paston.

Fire Marshal numbers

Site	Number Required	Number Recruited
Ipswich Road	99	85
Paston	33	17
Norfolk House	4	6
Easton	37	44

NB acknowledged that Paston has low coverage compared to the other areas. NS-C agreed this was the case but added that the low numbers were not impacting on the fire drill operation from what he had observed in recent weeks so had no concerns.

At Norfolk House specific work is being carried out to have a Fire Controller in situ so they can operate as a separate entity by taking ownership of the site instead of having the fire marshal come from Ipswich Road to cover this. It is an ongoing process.

Fire Drills

NS-C confirmed these are being carried out regularly. The legal requirement is one a year but as an educational establishment one per term is ideal which we are currently implementing. NS-C added any issues noted are being addressed by implementing a rolling programme of works to achieve the required outcome.

NS-C stated a planned drill is needed at Norwich building, although an unplanned drill has been carried out recently with no major issues being reported. All other drills have also been carried out to plan with no concerns raised.

CP added that the weekly site safety meeting has been continued to be held every Thursday which MC chairs and NS-C attends with Fire Risk Assessment being discussed widely. CP confirmed that all fire equipment is in place as needed so there are no issues of concern at this time relating to equipment.

ABn queried the shortfall of numbers and how we can recruit more. ABn asked who sets the number of FMs and if it is a statutory requirement? NS-C confirmed that the figure is based upon the size of building and the number of floors. ABn asked if we are vulnerable by not having the quota required? NS-C responded that there is backup via our caretakers who go round doing checks as well. NS-C stressed that there are no issues of concern that could cause risk to life with not being able to evacuate a building safely. NS-C added that he is aware of the need to make sure fire marshal numbers are not low in any of our large buildings which would be a risk. ABn queried if it was critical we meet required number? CP responded stating that in the unplanned drill at Norwich building other staff stepped in to meet the need, highlighting the importance that staff know the procedures and follow them, whether they are a trained fire marshal or not.

NB clarified that ABn was referring to there being a heavy responsibility on Governors with actions being taken against the individual if we are not

meeting the legal statutory requirement and if an incident occurred resulting in death.

CP reassured committee that there were no time issues with evacuating buildings or that an area had not been cleared during this academic year's drills. There were concerns raised on one occasion at a drill at Easton which have since been addressed.

NS-C acknowledged NB and ABn concerns on the fire marshal stats but stressed that this was not confined to colleges as Covid has impacted on the level of cover with home working. NS-C highlighted that CCN can demonstrate that significant efforts have been made to make CCN a safe place to work and study. NS-C confirmed that fire drills had been carried out and implementation of fire evacuation procedures were in place. In addition, NS-C stated the college also has a recruitment drive in place to enrol and train more fire marshals to provide the required cover.

NB suggested putting in a timescale to increase fire marshal numbers, but CP reminded all that the fire marshal post is voluntary so is a challenge at this time to deliver requirements.

ACTION 1: NS-C to provide fire marshal statistics update at the next Business Committee meeting on 28 June 2022.

2. Safety Improvements required for Easton Farm

NS-C attended the pre-arranged visit to the farm with the NFU, his first event since starting at CCN. CP stated it was a good opportunity for NS-C to get to know the farm layout and surrounding areas. Most of what was discussed had previously been noted and the outcomes are compiled into this report. NS-C stated he has a regular meeting with the Estates Manager to prioritise the action list.

ABn asked if it is possible to see the action plan when it is complete due to the nature of the issues and what steps are being taken to resolve them. CP clarified there was only 1 very high risk which was of petrol being stored inside, which formed part of the fire assessment.

ACTION 2: NS-C to provide the Business Committee with the Easton Farm Safety Improvements Report and provide an update on actions undertaken and those actions outstanding.

NB noted that prior to the merger of the two colleges, Health and Safety at the farm was noted an area of concern and focus. CP stated a lot of progress had already been made prior to NS-C appointment and NS-C acknowledged the efforts of the Farm manager to date in making progress on the farm H&S.

3. Site Safety Inspections

A cross site inspection was already carried out prior to NS-C arrival, which produced a large list of actions required for each site; prioritising of the work is ongoing. Over the Summer, further inspections will be carried out across the sites. A review will also be undertaken on a site-by-site basis on what has been completed to date. Actions will then be prioritised according to severity. NS-C confirmed that they are nearly halfway through the action list.

4. Accident and Incident Reporting

NS-C stated that accident reporting is working well with staff reporting incidents, although mostly minor ones, and that they are also being followed up. NS-C said this shows the college has a good culture in reporting incidents and added that where there is something to be learned from an incident it is being put in place and resolved. CP also added that this is reviewed weekly at the site safety meeting.

ABn asked NS-C if Governors will get to see the reported data. NS-C confirmed that they would see the data in the annual report in October.

NB asked NS-C if there are enough near miss incidents being reported. CP confirmed that they are reported and each incident is reviewed by CP. CP stated that they include near misses by individuals identifying mistakes they have made in respect of site safety. This was particularly notable in Inclusive Learning and Curriculum services when working with a student. NB stressed how important reporting is, being the first line of defence.

Strategic Priority 5 - Collaborative Working

NS-C stated there have been closer links forged between the safety team, industry and work placement team, with information sharing to deal with the demand for employer visits. In addition, NS-C advised that plans have been put together in order to manage the workload more effectively. A new administrator, Barbara has been appointed to provide dedicated administrative support managing diary appointments for the two H&S Officers so they can concentrate on site visits. NS-C is also looking at how to integrate the H&S Leads now they are altogether with a view to having a centralised system in place to provide effective monitoring.

Strategic Priority 6 - Training and Competence

NS-C stated there will be a revision of Core Safety Induction Modules and Refresher sessions which will be more relevant and interactive for staff. This will include the importance of reporting incidents and what type of incidents need to be reported, particularly highlighting near misses. NS-C noted that staff are taking on board the reminder to report near misses which is evident in the reports being received.

Strategic Priority 7 - Communication and Engagement

NS-C stated progress is being made in creating a master list of all risk assessments across CCN using SharePoint as an interim data base. NS-C added SharePoint can provide an overview to track status of risk assessments which Governors and Auditors can access. This system is a useful way to notify individuals to update/review the assessment. The H&S Leads forum has been reinstated for updates and ideas. The first meeting was in Spring term and another is arranged for the Summer term. NS-C said it is an opportunity for people to swap ideas and experiences and provides a platform to discuss what is working well and if more support is needed.

NB asked whether NS-C had been through the CCN H&S strategy. NS-C confirmed he had looked at it though not in great detail but had used it as a reference guide for his report. NB asked if NS-C would review the strategy and NS-C confirmed he would as part of his on-going review of H&S.

CP stated that there had been some additional factors to consider since the strategy was originally written that have been issued by DfE post Covid. CP said they take the form of guidance concerning living with Covid and include the health and wellbeing

guidance which had previously applied only to schools and not to colleges. But now Colleges are required to use this guide and CP advised NS-C has been looking through the guide as it links up with all the other H&S matters.

ABn thanked NS-C for his really helpful update, stating that it is a critical area and proposed that NS-C provide a progress update once a term instead of providing an annual report. ABn confirmed it had been good having the communication with NS-C which provided a positive insight of the level and nature of works being dealt with.

JM confirmed that it was originally stated that NS-C would attend these meetings twice a year but it was unanimously agreed that NS-C should attend once a term instead.

ACTION 3: JM to amend the schedule of business to include a termly update from NS-C.

NS-C left the meeting at 4.29pm

6.1 IT Update

JP presented his report and noted the following:

- Significant and sustained investment in technology is required to maintain technology requirements for both learning and business
- Paston and Easton have failed to invest appropriately in technology prior to our mergers adding additional requirements
- Windows 10 will no longer be supported from October 2025 therefore requires replacing by September 2025
- Windows 11 requires the presence of a Trusted Platform Module chip - Approximately 60% of our estate pre-dates this technology and requires replacement prior to September 2025
- Refresh work is currently scheduled during the summer break with careful consideration given to budgeting
- JP noted additional pressure regarding delivery timescales for technology / equipment, previously seen when ordering for the Digitech site

NB asked if CCN are tied to Windows 11 technology? JP stated it is part of the funding agreement with ESFA that dictates this, as well as the looming update date of September 2025. Technology updates are also best practice to keep systems secure. JP stated that CCN would be vulnerable to cyber-attacks which the Governors are fully aware of. JP stated that it presents a huge task and is unprecedented with Microsoft enforcing the TPM chip onto users.

JP stated that he has contacted JISC regarding technology updates to see if they will approach Microsoft on CCN's behalf. JP confirmed that regardless of the outcome CCN still needs to keep all cyber essentials up to date to provide a good student experience with equipment that works well.

Desktops

- There are 3,650 desktops in total across the 3 sites. There are considerably more monitors, many over 10 years old of which most are small and not widescreen.

- We are running further platform compatibility tests but initially tests on TPM alone indicate 60% of desktops are incompatible with Windows 11 and require replacement prior to Autumn 2025.

NB asked why there are so many desktops. JP stated they work more efficiently compared to the mobile devices which cause a lot of disruption. CP added that anyone requiring a new pc will be allocated a currently unused machine and confirmed that JP has a list of them. In addition, CP stated the college is looking at timetabling both computer and room use more effectively going forward.

Mobile

- Mobile devices are loaned to both staff and students and comprises of laptops, tablets, iPads and Smart Phones on both Apple and Windows platforms.
- The 806 DfE laptops donated after lockdown for students to use won't be refreshed and are therefore excluded from future investment.

NB asked about annual expenditure on replacement items. JP referred NB to the costing detail in the pack and confirmed this year we have invested in high performance equipment, replacing Macs with PC's. CP stated we should make it easier for students to bring their own devices into college to use instead of relying on mobile devices or needing new ones.

Mitigations to consider

- Smooth years to July 2025 for Windows devices, further for monitors and AV, JP confirmed he can do this.
- Re-use higher spec machines at 5 years for a further 2 years as standard desktops when replaced. JP Confirmed this will be implemented.
- Consider leasing as an option for higher spec machines (5 years)

NB asked about how the funding authorities view the 2025 deadline for Windows 11. JP responded stating that Government will leave colleges to organise their own requirements imposed by Microsoft. It is unlikely there will be any investment from Government.

JP suggested the college could explore a lease model but added this is not particularly cost effective, although it could be a short-term solution. NB stated that nothing should be ruled out at this stage, including liaison with other colleges to lobby and consider solutions to resolve this issue. CP added that this can be through JISC and AoC.

JP stated the laptops gifted from DfE was appreciated but they have not performed in line with student expectations so will not be used.

JP left meeting at 4:56pm

1. Apologies for Absence

No apologies were received.

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

2. 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.

There were no new declarations of interest given at the meeting.

3. Confirmed Minutes of the meeting held on 22 March 2022

The unconfirmed minutes of the meeting held on 22 March 2022, after minor amendments, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

4. Confirmed Confidential Minutes of the meeting held on 22 March 2022

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5. Matters Arising

Bus 1 Action 3 - Jodie Mitchell is reviewing the new Code of Good Governance and will update all governors as soon as possible. *Jodie is continuing work on the code of Good Governance which will be updated at RemGov meeting in June.* **ACTION ON-GOING**

Bus 1 Action 7 - The Principal to check the figures in the Workforce Core Data as at 1 August 2020 and 31 July 2021 table for accuracy with HR (CP). *JW apologised that this has not been completed but will provide update at the next business meeting.* **ACTION ON-GOING**

Bus 2 Action 2 - JP to provide an update to the Business Committee regarding the strategy and schedule for replacement of IT equipment on 1 February 2022. **ACTION COMPLETE**

Bus 3 Action 3 - JM to confirm which committee the FE Student Governor will sit on. *Jodie informed committee that EB has attended C&S twice but was unable to attend this meeting. JM said she thinks EB interests lay with C&S but will update governors on EB decision next time. NB asked whether an open invite can be made, and JM confirmed we can. JM to ask EB if she would like to attend another Business meeting. JM added that as Student Union elections running, the successful candidate will be given the option to sit on both committees, so this is another option to recruit a student governor.* **ACTION COMPLETE**

Bus 4 Action 1 - CP to arrange dates for additional site visits for each site and send to governors to review the Estates Strategy. **ACTION COMPLETE**

Bus 4 Action 2 - CP to confirm how much notice we need to provide regarding lease breaks. *CP confirmed lease details for all sites with committee.* **ACTION COMPLETE.**

Bus 4 Action 3 - JW to update the fees policy model for 2022/23 and present to Board on 29 March 2022. **ACTION COMPLETE**

Bus 4 Action 4 - JW to update the Gender Pay Gap Report with 'keys' to confirm colours and present to Board on 29 March 2022. **ACTION COMPLETE**

6. SECTION A and reminder from Chair re identifying items for Board

6.3 Finance Reports

6.3.1 ESFA Financial Statement Review 20-21

MC presented the ESFA letter which confirmed our financial grade as Outstanding. There were no control concerns noted from the review of the annual accounts and financial statements.

There are no financial interventions necessary.

6.3.2 Management Accounts March to May

Please see confidential minutes.

6.3.3 Debt Report

MC presented the latest weekly debts report to the committee.

MC noted that a large proportion of the SLC debt is due for payment in May 2022.

JW and MC are meeting with Credit Control colleagues on 20 May 2022 to ensure HE Debt is a focus for the end of the year.

6.3.4 Easton Land Report

Please see confidential minutes.

6.4 Strategic Priorities

CP confirmed that a full report on all Strategic Priorities will be brought through to the next Business and Board meetings.

An interim update on 4 of the priorities noted the following:

- Reintegrate the College and NES
Most of this is ready for sign off and once completed it will go through to Companies House.
- Investors in Diversity Plan
Staff and Student surveys are due to go out later today and an induction day has been booked for 6 June.
- Programme of Staff Well-being activities
Activities have started on the Wellbeing Newsletter. Staff Development Day is on 13 July 2022 and a Wellbeing Fair will be held for 2 hours on the day for staff to attend.
- Cyber Security Measures
JP had already touched on this matter earlier in the meeting but the essentials of Multifactor Authentication measures have been put in place this year.

CP advised that none of these 4 priorities had highlighted any concerns.

6.5 CONFIDENTIAL ITEM – Catering

Please see confidential minutes.

6.6 CONFIDENTIAL ITEM – Norwich Building Roof Parapet Defect

Please see confidential minutes.

7. SECTION B

7.1 Workforce Development Report

CP presented a verbal update and confirmed the report would be added to the pack after the meeting. CP confirmed there are/were no issues to address, only to state that staff appraisals, core Training Stats, and sickness return to work forms are being chased on a weekly basis including the monitoring of stats.

ACTION 5: CP to send CJ copy of Workforce Development Report for adding to the meeting pack.

7.2 GDPR Compliance Report

NB raised the following points:

- First page - request for information, queried the word 'proceeding' under title.
- Data incidents – NB raised concern about the use of bcc and emails going to unintended recipients. CP and JW confirmed using bcc is now safe as it had been changed so it anonymises senders if email going to multiple recipients.
- Point 10 - NB raised concerns that an item of this nature was left, even though classified as low impact. JW & CP unaware of the details so will investigate. NB confirmed he did not require feedback regarding the issue but just wanted to raise his concerns.

ACTION 6: JW/CP to check details concerning Data Incident no.9 and investigate.

8. SECTION C

NB stated this was for information no points were raised with this report except NB queried the title of the report.

8.1. Confidential Item – Union Colleagues Minutes

The minutes were noted and confirmed as information only.

CP informed the Committee that the Staff Forum Aims and Functions / Terms of Reference are currently being reviewed in terms of membership following the reintegration of NES. These will be brought to the next Business Meeting for approval.

ACTION 7: CP to present the amended Staff Forum Aims and Functions for approval at the next Business meeting on 28 June 2022.

9. Other Urgent Business

Please see confidential minutes.

10. Confidentiality

No items were discussed under this section.

11. Confidential Items

Please see confidential minutes for 6.3.2, 6.3.4, 6.5, 6.6 and 9.

12. Date of Next Meeting

The next Business Committee is scheduled to take place on Tuesday 28 June 2022 at 4:00 pm, via Microsoft Teams.

All business having been concluded; the meeting closed at **6:19pm**.

CHAIR: DATE:
(signed)