

## CORPORATION BOARD MEETING

### CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 17 NOVEMBER 2020 AT 4:00 PM, VIA MICROSOFT TEAMS

#### **Present:**

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

#### **Attendees:**

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

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

Apologies were received from Andrea Blanchflower.

#### **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 03 November 2020 (Paper 02)**

The unconfirmed minutes of the meeting held on 03 November 2020 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

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

The unconfirmed confidential minutes of the meeting held on 03 November 2020 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

#### **5. Matters Arising from the Previous Minutes**

Governors asked for an update on the following information discussed at the last meeting:

**Impact of national restrictions on students and parents** – it was agreed that the Principal would provide an update as part of her CEO Report.

**IoT Update** – it was agreed that an update will be provided to the next Business Committee Meeting and the Expression of Interest would be forwarded to Clare Johnson for distribution to all Governors.

**Aviation Academy** – it was noted that there is no further information available about the Norse plans at the present time, and the College is awaiting confirmation of a meeting to address the ongoing concerns.

It was noted that CCN is very open to further discussion and continuing the dialogue. Provision for students continues to run as normal.

## 6. CEO's Report

(Paper 04)

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:

**Impact of national restrictions** - it was noted that further national FE guidance was received on 12 November 2020 and included seven changes. The Principal informed Governors that the whole document has been reordered and the document is difficult to navigate around but it has been agreed that the college do not need to change their current practices. All students and parents have now been written to and those parents who were concerned about their children attending college during the period of national restrictions have been reassured. The Principal confirmed that there are very strict rules around the provision of on-site learning which must remain the primary delivery mode and the ESFA agreement would be needed to change from this. It was noted that the Government have stated that those young people whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place and the Principal informed Governors that arrangements have been put in place by the college to enable those affected students to continue their education at home.

The guidance for college residential students is the same as for weekly boarders and therefore Easton students can go home at weekends. The testing of HE students is for institutions with over 1000 students, so with numbers of less than 20, no testing is required at Easton.

Individual conversations are ongoing with those students and parents who have any concerns or issues around safety.

**Update on Ofsted assurance visit** – 11 and 12 November 2020 – the Principal updated Governors on the virtual visit of two HMIs from the Eastern Region last week. It was noted that the visit was not an official inspection and the Inspectors were not making any judgements and did not require any written evidence or paperwork. It was noted that the visit will be viewed as research and contribute to a research report from Ofsted. The two Inspectors listened and asked questions about what has been done, is being done, rather than why and the impact of all actions. During the two day visit, conducted via Zoom, meetings took place under each of the three themes for the visit with no more than four staff / students in any one meeting. The College is not expected to receive the publication of the short letter (750 words in length) until the New Year. The Principal confirmed that she is content that the letter will read positively and reflect the hard work everyone has put into the last nine months.

The inspectors explored the following three themes:

*What actions are leaders taking to ensure that they provide an appropriate curriculum that meets the reasonable needs of students and stakeholders and adapts to changed circumstances?* Jerry White informed Governors that four meetings took place, including with the LEP, teams from Norfolk County Council relating to strategy and operations and the N&N Hospital. The Inspectors noted that the college demonstrated that they are playing a key role in supporting their key partners, and the local community, to respond to the current challenges and this came through strongly during their discussions.

*What steps are leaders, managers and staff taking to ensure that the approaches used for building knowledge and skills are appropriate to meet the reasonable needs of students?*

The Inspectors noted that the college has prioritised face-to-face teaching and that there were multiple examples provided to them of the work that is being undertaken to adapt learning programmes and keep all students learning on track in these difficult times. Ofsted commented that they felt teachers and delivery staff were “on a roll” when it came to developing skills to support teaching and learning online and in coping with the challenges of groups in different stages of self-isolation.

*How are leaders ensuring that students are safe and well informed about potential risks, including from online sources?* Students spoke about how they appreciate the work the college are doing to keep as much learning “face to face” as possible, but also noted the good support where online provision has been necessary. Students and staff reported knowing clearly what they had to do to keep themselves and their community safe. The Inspectors had commented that when staff were prompted about how recent times had been for them, throughout the conversations they only spoke about their students and that this told them “all they needed to know about the culture of the college”

Jerry White informed Governors that staff have noted that the current A level students have no recent experience of doing a large number of written exams at any one time, as they did not complete last summer’s GCSE exams and are therefore finding written tasks, such as assignments, much harder than had been anticipated. Staff are adapting, planning and preparing students for exams next summer and have delayed mock exams to the early part of 2021. The question was asked if in the future, it was likely that exams could be undertaken electronically rather than writing long-hand and it was agreed that there are no plans in place currently.

The Chair asked for the Board’s thanks to be passed to everyone whether they who spoke to the Ofsted team or not, for their collective efforts. It was agreed that the strength of the College had definitely shone through.

**Students** – the Principal informed the Board that a recent Incident Management meeting was held between the college and the Public Health Consultant at Norfolk County Council to update on the number of positive COVID cases across the three sites and it was confirmed by the Principal that it was a useful meeting with no additional actions are required by the college. It has been agreed that the council would share relevant data on trends, etc. with the college.

It was noted that there are currently 28 live cases of COVID - one member of staff; 26 students and one in the nursery. It was confirmed that no transmissions have occurred in CCN. As a result, 98 students and 12 staff are currently self-isolating with all curriculum areas impacted upon. The current rate equates to approximately 180 per 100,000 cases, which is below the average for the country. It was agreed that it is fair to say that the college is seeing growth, week on week.

**Quality monitoring, assurance and improvement** – the planned TLA grid process was appended to the CEO’s Report for information which will review the quality of teaching and learning has been delivered without attempt to compare this to pre-COVID times. It was noted that Jill Lanning will join the meetings taking place in the coming days and the outcomes will inform the quality improvement plans and will be reviewed and discussed at the next Curriculum and Standards committee meeting taking place on 1 December 2020 before the full grid is prepared for discussion at a future full Board Meeting.

**Staff Survey** – the data obtained from the recent staff survey was appended for information and it was confirmed that the results are more positive than the first survey conducted during

the first lockdown in April. A number of questions allowed staff to add comments and questions and it has been agreed that a virtual Q and A session(s) will be recorded to address these for staff. Noel Bartram asked if the questions in the second survey were the same as the first and it was confirmed that Questions 1 to 8 were, and additional questions were included on safety and well-being. The Principal agreed to compare results between both surveys and make the analysis available to all Governors for information. The survey results will be discussed as a future COVID response team meeting.

**AoC FE Summit** – the Principal informed the Board that she has been taking part in the virtual AoC FE Summit which was replacing the annual AoC conference this year and she will forward notes about the event to Governors for information. Recordings will be available after the event and these include sessions about practical ways of taking FE forward which will be made available for all staff.

**Strategy** – both the Principal and Chair informed Governors of their proposed approach to the strategy review and refresh for 2021-2026 to culminate in a Strategic Framework, Strategic Objectives and Success Indicators, Delivery Plans and Curriculum Strategy by July 2021, which was included as Appendix 3. The process of preparing and reviewing the strategic framework through to the curriculum strategy was highlighted. The final draft of the Strategic Framework will be ready for the Governors' Strategy Day taking place on 19 January 2021. Following discussions, the Board agreed the proposed timeline and strategy.

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

**7. Finance Update** (Paper 05)

Please see confidential minutes.

**8. Chairman's Update**

The Chair again thanked everyone for their continuous commitment and support of both students and staff during the COVID pandemic and all the excellent work undertaken.

The Chair thanked the Principal and all her staff for the excellent feedback received from Ofsted and it was agreed that it was uplifting to hear and reminds every one of the values and culture of the college.

Governors were asked if they had any additional questions and the following was discussed:

- The Principal was asked if she had any worries around COVID and she responded that she hoped that an intention by the Norfolk CC Public Health consultant to refresh the messages county-wide to 14-19 years olds will support the college efforts.
- The question was asked if there had been an update on next year's summer exams for England following the announcement that exams will not now go ahead in Wales next summer. It was noted that the Government, at the present time, are fully committed to them going ahead and the decision lies with the Prime Minister's office, so is not likely to be a high priority at the present time. It was noted that Mock exams will go ahead at the College in 2021 and Jill Lanning offered to forward Ofqual's guidance on mock exams. Jill Lanning also commented that any guidance published for centres in Wales on the centre assessed grades would be useful in case a decision was eventually made to do this in England. Jerry White informed Governors that next summer exams are already under discussion at the College and planning and contingency plans are being drawn up for all eventualities. It was also noted that staff had also been working closely with Awarding Organisations on delayed or adapted assessments for vocational qualifications.

**9. Governance Matters**

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

Governors were asked to formally appoint Philip Richardson as of 17 March 2020 who will be a member of the Board and Audit and Risk Committee.

Following an update from the Clerk, the appointment of Philip Richardson was formally approved and welcomed by all Governors present at today's meeting.

**10. Any Other Business**

It was confirmed that the Remuneration Committee meeting is going ahead at 11.00 am on Thursday 26 November 2020 and invitations will be sent out by the Clerk shortly.

**11. Confidentiality**

It was agreed that agenda 7 would remain confidential.

**12. Date of Next Meeting**

The next CCN Board Meeting is scheduled to take place on Tuesday 15 December 2020 at 4:00pm, via Microsoft Teams.

All business having been concluded; the meeting closed at 5.45 pm.

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