

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 18 MAY 2021 AT 4.00 PM, VIA MICROSOFT TEAMS

Committee members:

Andrew Barnes (Chairman), Corrienne Peasgood (Principal), Jonathan Barnard, Noel Bartram

In attendance:

Julie Jarvey (Health and Safety Manager) – agenda item 1 only, John Pollitt (Deputy Managing Director) – agenda items 1-2 only, 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)

1. Health and Safety Strategy

(Paper 01)

The Chair welcomed Julie Jarvey, Health and Safety Manager, to the meeting.

The Health and Safety Strategy, previously circulated, was discussed and the following highlighted:

- Julie Jarvey gave governors a résumé of her health and safety background and explained that she is working on a three-year Health & Safety Strategy to provide a clear vision for a proactive health, safety and wellbeing journey offering transparency, consistency, is targeted and provides accountability. The aim of the strategy is to ensure the health, safety and wellbeing of employees and to have a positive influence on students and contractors and the objective is to focus on ten key themes to assist in achieving an improved balance between systems and behaviour aspects of management.
- Julie Jarvey informed governors that ten key strategic objectives within health, safety and wellbeing themes will be focused on and a new and refreshed Policy will be made available for governors, staff and students. The right level of Health and Safety training will be made available to everyone and a leadership forum will be set up.
- During the first year, seven key priorities will be focused upon: the develop and implementation of the H&S management system will bring the new revised policy to the next full Board Meeting; a review of first aid provision and training will be analysed and courses and communication links reviewed; a fire safety review will take place and the number and use of fire marshals in all areas reviewed. It was noted that an external fire assessor will be available every three years to audit this area; the contractor management review will be undertaking due diligence and integrating the Modern Slavery Act; all staff will be encouraged to report all incidents and near incidents as part of the incident reporting, investigation and analysis; a review of the H&S training provision is underway and the H&S training will be undertaken every three years. Julia Bates and John Pollitt informed governors that they have undertaken the new training which they found to be extremely professional and more in-depth than in previous years; and a farm safety strategy is being implemented.
- Julie Jarvey explained that the strategy will be implemented with the aid of an associated action plan which has clear objectives and ownership.

The plan for 2021 will focus on the seven H&S priority topics. It was confirmed that an action plan has already been mapped out for years two and three, but the main concerns have been covered within the seven key priorities for 2021.

- Governors were informed that the revised edition of the Health Safety Executive's HSG 65 guide has been used to allow flexibility within the revised CCN Health and Safety Policy. It was noted that the previous policy was used across the TEN Group, and incorporated academies and a primary school, so the new policy will give structure and correct processes and procedures to be used by the college.
- The benchmarking of statistics was discussed, and governors were informed that AoC provide benchmarking to which the college can be compared.
- The question was asked by governors how Julie Jarvey will show insight to committees and Board and it was agreed that it would be beneficial to review the annual report and a update provided to the Business committee once a term.

The Chair thanked Julie Jarvey and her team for the positive and professional approach to health and safety and Julie Jarvey left the meeting at 4.30 pm.

Corrienne Peasgood confirmed that in previous years staff and students have been adhering to H&S compliance but staff now need to move forward and be more proactive. Huge changes have been seen since Julie Jarvey joined the team and she is making a big difference. Her common sense approach is very reassuring. She is managing her team proactively and they are finding her professionalism a positive experience and they now have the drive and impetus to move the health and safety agenda forward.

Action 1: Julie Jarvey to prepare an annual H&S Report and an H&S update to the Business Committee once a term (JJ / CJ).

2. IT Update (Paper 02)

Please see confidential minutes.

3. Apologies for Absence

Apologies were received from Emily Staley.

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

4. Declaration of Interests

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.

Jerry White asked for governors to be informed that he has been appointed as a member of the North Norfolk District Council's UK Community Renewal Fund Strategic Stakeholder Board.

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

5. Unconfirmed Minutes of the Meeting held on 16 March 2021 (Paper 03)

The unconfirmed minutes of the meeting held on 16 March 2021 were agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

6. Unconfirmed Confidential Minutes of the Meeting held on 16 March 2021 (Paper 04)

The unconfirmed confidential minutes of the meeting held on 16 March 2021 were agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

7. Matters Arising from the Previous Minutes (Paper 05)

Action 5 (13.10.2020): *The Principal to contact Bree Sherwood to ascertain the skills she requires from additional Audit Committee members and then contact appropriate Governors to attend the meeting taking place in November. Membership is agreed as Bree Sherwood, Philip Richardson and Jill Lanning. The Principal is in discussion with one further Governor. The action will be discussed further as part of Governance Strategy review.* The Principal informed the Committee that she has been contacted by a potential governor with audit experience who would be interested in joining the Board and it was agreed that the Principal will forward his CV to both Andrew Barnes and Bree Sherwood for review and discussion.

Action on-going.

Action 2 (02.02.2021): *Governors' role descriptions to be reviewed and refreshed after the TEN Group strike-off to remove references to them in the document. Scheduled for review at the meeting taking place on 29 June 2021.* **Action on-going.**

Action 1: *CCN Board to approve the appointment of Philip Richardson to the Curriculum and Standards Committee Meeting. Approved at the Board Meeting on 23 March 2021.* Action completed.

Action 2: *Full Board approval of the amended CCN's Instrument and Articles to be sought at the next meeting taking place on 23 March 2021.* Approved at the Board Meeting which took place on 27 April 2021. Action completed.

Action 3: *Full Board approval of the transfer of NES shares from TEN to CCN to be sought at the next meeting taking place on 23 March 2021.* Approved at the Board Meeting which took place on 27 April 2021. Action completed.

Action 4: *SSA discussions to take place at the next full Board Meeting taking place on 23 March 2021.* Approved at the Board Meeting which took place on 27 April 2021. Action completed.

Action 5: *The 12-month extension to the Catering Contract to be recommended to the full Board at their next meeting taking place on 23 March 2021.* Action completed.

Action 6: *Cost of Living Pay Award to be discussed at the CCN Business Committee Meeting taking place on 29 June 2021 as part of their budget setting agenda.* **Action on-going.**

Action 7: *Fees Policy for 2021/22 will be updated and presented to the next full Board Meeting for agreement.* Approved at the Board Meeting held on 23 March 2021. Action completed.

8. Section A

8.1 Finance Reports (Papers 06-08)

Please see the confidential minutes.

8.2 Gender Pay Gap Report (Paper 09)

Please see confidential minutes.

8.3 Governance Matters

Clare Johnson informed the Committee that a response to the Code of Good Governance has been submitted and the College is awaiting the final version of the Code.

9. Section B

Papers presented in Section B are for discussion only if requested by Governors.

9.1 GDPR Compliance Report (Paper 10)

Please see the confidential minutes.

9.2 DigiTech Update – May Digital Factory Report (Paper 11)

The May Digital Factory Report was previously distributed for information and the following was highlighted by Martin Colbourne:

- It was noted that it is a tight completion schedule and a busy few months are ahead.
- Consultants Appointments and Novation Agreements have been signed, therefore allowing the Main Contract to be signed. The contract is currently with RG Carter for signature and due to be delivered to CCN for signature later this month.
- It was confirmed that finances remain on budget and a small surplus is currently noted of £128,266, but it was confirmed that this money will be spent.

The Chair thanked everyone involved for their continuous involvement and governors look forward to viewing the building when restrictions allow.

10. Papers presented in Section C are for information only.

There were no papers tabled in this section of the meeting.

10.1 Union Colleagues Minutes (Papers 12-13)

Please see the confidential minutes.

11. Other Urgent Business

There was no urgent or additional business discussed at the meeting.

12. Confidentiality

Agenda items 2; 8.1; 8.2; 9.1 and 10.1 are tabled as confidential.

11. Date of Next Meeting

The next Business Committee is scheduled to take place on Tuesday 29 June 2021 at 4.00 pm, via Microsoft Teams.

All business having been concluded; the meeting finished at 5.55 pm.

CHAIRMAN: **DATE:**
(signed)