

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 19 MARCH 2024 AT 4:00PM, IN THETFORD BOARDROOM

Present:

Noel Bartram	NB	Chair
Jerry White	JW	Governor / Principal
Nikki Gray	NG	Governor
Shirley Barker	SB	Staff Governor
Lewis Pepperell	LP	SU President

Attendees:

Martin Colbourne	MC	Deputy CEO
Sebastian Gasse	SG	Vice Principal
Nick Stainton-Clark	NS-C	Health and Safety Manager, <i>until 4:20pm</i>
Matt Poll	MP	Director of Estates and Facilities, <i>until 4:50pm</i>
Jodie Mitchell	JM	Director of Governance and Legal
Clare Johnson	CJ	Governance and Legal Assistant – minutes

Apologies:

Andrew Barnes	ABn	Governor
Hilary Bright	HB	Director of HR
Wayne Easlea	WE	Resigned

1. Health and Safety Update

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

NS-C left the meeting at 4:20pm.

2. Facilities and Estates Update

2.1 Estates Project Funding Update

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

2.2 High-Risk Estate Compliance Update

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

MP left the meeting at 4:50pm.

3. Apologies for Absence

Apologies were received and noted as above.

NB confirmed that Wayne Easlea had resigned as a member of the Board and Committee.

4. Declarations of Interest

No new declarations were made.

5. Unconfirmed Minutes of the meeting held on 30 January 2024

The unconfirmed minutes of the meeting held on 30 January 2024 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

6. Unconfirmed Confidential Minutes of the meeting held on 30 January 2024

The unconfirmed confidential minutes of the meeting held on 30 January 2024 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

7. Matters Arising

Bus 2 Action 3: JW / MC to place the discussed property on the open market, noting there is a 'sitting tenant'. *Arnold Keys have been contacted as to how to proceed with this sale.* **ACTION ON-GOING**

Bus 3 Action 1: JW / HB to review the completion of core training and how this is managed going forward. Targets for improvements are to be implemented. *Considerable efforts have been made on this over recent weeks resulting in better compliance. A refreshed management approach is to be aligned to the rolling out of the new supportive management structure in the coming weeks.* **ACTION ON-GOING**

Bus 3 Action 2: JP to include an AI / Emerging Technology Update in all future IT Updates. *Next paper due in May 2024.* **ACTION ON-GOING**

Bus 3 Action 3: ACTION COMPLETE

Bus 3 Action 4: HB to include benchmarking data for staff turnover going forward (once the AoC has provided the up to date data). *AoC data awaited. Due Summer 2024 (update at June meeting).* **ACTION ON-GOING**

Bus 3 Action 5: HB to provide data on 'returning employees within 12 months of leaving' as part of the turnover report. *Next paper due in May 2024.* **ACTION ON-GOING**

Bus 3 Action 6: JW / HB to review the sickness policy regarding sickness pay within the probationary period. Update will be brought to June 2024 meeting. **ACTION ON-GOING**

Bus 3 Action 7: HB to include YOY or comparator/previous data in each section of the workforce development report going forward. *Next paper due in May 2024.* **ACTION ON-GOING**

Bus 3 Action 8: ACTION COMPLETE

Bus 3 Action 9: HB to provide a supplementary summary of the Leavers Analysis report and OnBoarder Analysis report going forward. *Next paper due in May 2024.* **ACTION ON-GOING**

Bus 3 Action 10: HB to investigate the implementation of a Benefits Statement being available for all staff on iTrent. *Discussions ongoing with iTrent and progress has been made. Further update to be provided in May 2024.* **ACTION ON-GOING**

Bus 3 Action 11: ACTION COMPLETE

Bus 3 Action 12: ACTION COMPLETE

Bus 3 Action 13: JW / SG to review adding a Workforce Planning update to future Business Committees or at the next Strategy Day. *Consideration being given to how to best achieve this alongside other HR related reports. Targeting May 2024 for first paper.* **ACTION ON-GOING**

Bus 3 Action 14: SG / LP to develop a Student Satisfaction KPI Dashboard. *To bring back to Committee for the June meeting.* **ACTION ON-GOING**

Bus 3 Action 15: ACTION COMPLETE
Bus 3 Action 16: ACTION COMPLETE
Bus 3 Action 17: ACTION COMPLETE
Bus 3 Action 18: ACTION COMPLETE

ACTION 5: The Easton and Otley long term plan to be shared on OnBoard for governors' information.

Bus 3 Action 19: ACTION COMPLETE
Bus 3 Action 20: ACTION COMPLETE
Bus 3 Action 20: ACTION COMPLETE
Bus 3 Action 21: ACTION COMPLETE
Bus 3 Action 22: ACTION COMPLETE

8. CONFIDENTIAL ITEM - Finance Updates

8.1 CONFIDENTIAL ITEM – College Turnaround and Long-Term Plan

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

8.2 CONFIDENTIAL ITEM – Finance Update

The reports were circulated prior to the meeting and taken as read.

8.3 CONFIDENTIAL ITEM – Reserves Update and Risk Appetite

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

9. Fees Policy

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

10. CONFIDENTIAL ITEM – Gender Pay Gap Report

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

11. CONFIDENTIAL ITEM – Staff Satisfaction

11.1 Staff Survey Results for February 2024

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

11.2 Staff Satisfaction KPI Dashboard

The committee requested this item is carried forward to the next Business Committee meeting on 7 May 2024.

ACTION 10: 'Staff Satisfaction KPI Dashboard' to be carried forward to the next Business Committee meeting on 7 May 2024.

12. CONFIDENTIAL ITEM – External Audit Contract Extension

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

13. Governance Matters

JM provided the Committee with a verbal update noting that several applications have been received for the Governor vacancies and shortlisting will be taking place this week. A further update will be provided at Board on 26 March 2024.

14. CONFIDENTIAL ITEM - Union Colleagues Meeting Minutes

The minutes were circulated prior to the meeting for information and taken as read.

15. Health and Safety Group Minutes

The minutes were circulated prior to the meeting for information and taken as read.

16. CONFIDENTIAL ITEM - Strategic Framework for discussion - Business aspects

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

17. Other Urgent Business

No items were raised under this section.

18. Meeting Review and Summary

Some members noted that too much time is being spent 'page-turning' and that focus needs to be given to areas of concern or achievement. Other members felt that time should be given to allow colleagues the opportunity to discuss matters with the committee. JM noted that further clarification is required around meeting format following the External Governance review report being finalised and action points generated.

Some members suggested that meetings focus on a specific subject or carry out deep dives instead of numerous topics at each meeting. It was agreed that Committee meetings should be more detailed and Board meetings more concise.

19. Date of Next Meeting

The next Business Committee meeting will take place on 7 May at 4:00pm.

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

SIGNED: **DATE:**
(Chair)