

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 19 OCTOBER 2021 AT 4:30 PM, VIA MICROSOFT TEAMS

Present:

Andrew Barnes (Chairman), Corrienne Peasgood (Principal), Andrea Blanchflower, Bree Sherwood (up to and including 11.4), Noel Bartram, Jill Lanning, Jonathan Barnard, Mark Eastwood

Attendees:

Jerry White (Deputy Principal), Helen Richardson-Hulme (Assistant Principal, Student Services), Martin Colbourne (NES MD) - up to and including 11.4, Jodie Mitchell (Director of Governance and Legal), Sue Millions (Administrator)

The Chair welcomed Mark Eastwood to his first full Board Meeting. Please see agenda item 11.5.1.

1. Apologies for Absence

Apologies were received from Nikki Gray and Julia Bates (Vice Principal, FE Curriculum and Quality).

2. Declarations 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 Meeting Held on 6 July 2021 (Paper 02)

The unconfirmed minutes of the meeting held on 6 July 2021 were amended slightly and agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

Noel Bartram asked for confirmation from the Principal as to whether the College were successful with their coordinated bid for the Strategic Development Fund (part of the Skills Accelerator initiative which forms part of the White Paper developments) on behalf of the 5 FE colleges in the New Anglia area. It was confirmed that unfortunately the bid was not successful, and neither was the bid for an Institute of Technology. The college has been successful in acquiring funding of £50k for middle manager training across the college.

4. Unconfirmed Confidential Minutes of the Meeting Held on 6 July 2021 (Paper 03)

The unconfirmed confidential minutes of the meeting held on 6 July 2021 were amended slightly agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

5. Unconfirmed Minutes of the Meeting Held on 7 September 2021 (Paper 04)

The unconfirmed minutes of the meeting held on 7 September 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 7 September 2021 (Paper 05)

The unconfirmed confidential minutes of the meeting held on 7 September 2021 were agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

7. Unconfirmed Minutes of the Meeting Held on 21 September 2021 (Paper 06)

The unconfirmed minutes of the meeting held on 21 September 2021 were agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

8. Unconfirmed Confidential Minutes of the Meeting Held on 21 September 2021 (Paper 07)

The unconfirmed confidential minutes of the meeting held on 21 September 2021 were agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

9. Matters Arising from the Previous Minutes (Paper 08)

Board Meeting – 6 July 2021

Action 1: *Clare Johnson to update the Declarations of Interest documentation.* Updated and included on the website. Action completed.

Action 2: *Jerry White to prepare an annual update on the OfS Assurance Return for delivery to the first C&S and Board meetings of each academic year.* The Schedule of Business has been amended and is on the C&S and Board agendas for discussion. Action completed.

Action 3: *Clare Johnson to amend the Schedule of Business to include Action 2 above.* Action completed.

Action 4: *Martin Colbourne and Jodie Mitchell to prepare a high-level timeline regarding the dissolving of the NES Board for the CCN Strategy Day.* Presented to the full Board at their meeting held on 21 September 2021. Action completed.

Action 5: *Estates Strategy to be delayed until the autumn term.* The strategic priorities were discussed under agenda item 11.2. Action completed.

Action 6: *The revised Schedule of Business to be brought to the full Board meeting taking place on 19 October 2021 for discussion and agreement.* Jodie Mitchell is undertaking a review of Governance against the new Code and will update governors as soon as possible, reporting to the Remuneration Committee in November and then the Board. **Action on-going.**

Action 7: *A review of Governor Appointments and Length of Service will be held following receipt of the new Colleges Governance Code.* Jodie Mitchell is undertaking a review of Governance against the new Code and will update governors as soon as possible. Please see Action 6 above. Action completed.

Action 8: *Subject to Bree Sherwood checking that she had no conflict of interest the Board approved the appointment of Mark Eastwood to the Board of Governors.* Mark Eastwood's appointment will be recommended at Business on 12 October 2021 and approval will be sought at the full Board Meeting on 19 October 2021. Please see agenda item 11.5.1. Action completed.

Action 9: *Jodie Mitchell to review and amend the Roles and Responsibilities and Job Descriptions documentation.* Amended and approved at the Remuneration held on 7 July 2021. Action completed.

Board Meeting – 7 September 2021

Action 1: Jodie Mitchell to share all strategy documents with Governors. Governors to respond with feedback by 17 September 2021 for final review at the Additional Board meeting on 21 September 2021. Action completed.

Action 2: Jodie Mitchell to share final 2021/22 Priorities on Passageways post CLT review. Action completed.

Action 3: Formal paper on CCN / NES to be presented to Governors on 21 September 2021. Action completed.

Action 4: J Jodie Mitchell to upload the current management structure chart on Passageways. Action completed.

Board Meeting – 21 September 2021

Action 1: The Principal to report on the Strategy Reporting Schedule and CLT leads at the next meeting Board Meeting taking place on 19 October 2021. Please see agenda item 11.2. Action completed.

Action 2: Staff Satisfaction Survey results to be reported upon at the CCN Business Committee meeting taking place on 12 October 2021. Report to be brought to the next CCN Business Committee Meeting taking place on 7 December 2021. **Action on-going.**

Action 3: Governors to make contact with the Principal if they would like to organise a tour of a particular site. It was noted that both Andrew Barnes and Jill Lanning found their site visits very beneficial and following discussion, the Principal agreed to circulate visit dates to all governors for this academic year, with the first visit being one to understand the site in advance of consideration of the revised Estates Strategy and further visits linked to the strategic priorities. **Action on-going.**

10. Chairman's Remarks

Ofsted - please see the confidential minutes.

Open Days – the Principal informed governors that although the Open Days tested everyone's stamina it was agreed that they were very successful and extremely well attended, especially the specialist areas at Easton. It was agreed that moving the dates to before half term was positive, and the lighter nights and good weather, helpful. Applications are now being received and it is anticipated that additional applications may be made following the issuing of the Ofsted Report. The Principal informed governors that the lack of careers, advice and guidance in secondary schools was noticeable with parents and students asking in-depth questions of staff during their visits.

11. SECTION A – papers in Section A are for discussion and action

11.1 Chairs' Summaries of Committee Meetings

11.1.1 Curriculum and Standards

(Paper 09)

Jill Lanning, the Chair of the Curriculum and Standards Committee, informed Governors that a meeting of the Curriculum and Standards Committee was held on 5 October 2021 and all key matters discussed at the meeting are highlighted and brought to the Board's attention in the paper previously distributed. The minutes from the meeting are available under agenda item 13.1.

English and Maths Provision at Easton – please see the confidential minutes.

NTTC – following discussion, it was noted that some dedicated strategic focus on this area is necessary post the publication of the Government's response to their consultation, which is

expected in Autumn / Winter 2021. It was agreed that this will be done at the Governors' Strategy Day and via a specific paper to Curriculum and Standards at the earliest opportunity.

HE National Student Survey (NSS) 2021: Curriculum and Standards noted the significant improvements in the NSS scores particularly in relation to teaching, assessment and feedback and student voice. This comes after several years of poor NSS results and the committee recognised the hard work of the HE managers and staff to get to this point. It was agreed that work will continue to ensure that scores do not slip back and continue to improve. It was noted that the NSS results are viewed as part of the HE Report and it was agreed to ensure that all governors have access to the NSS report and that the HE Reports submitted to Curriculum and Standards committee should also be sent to Noel Bartram, who is the HE Link Governor.

The full content of the report was noted.

Action 1: HE Report, containing the HE National Student Survey (NSS) 2021, to be made available to all governors for information and the HE Report, produced for all C&S Meetings, is forwarded to Noel Bartram as Link Governor (CJ/JM).

11.1.1.1 Office for Students – Compliance Approval

(Paper 10)

The Office for Students – compliance approval: this was previously discussed in depth at the last C&S Committee meeting. The OfS regulates higher education provision for the college, and in order to provide assurance to the governing body that the college remains compliant with their requirements, the report provides updates against each of the conditions of registration.

It was noted that C&S governors were reassured that the College remains compliant with the conditions of registration that are applicable to them and that they will continue to use the regular HE reporting to Governors to inform them of any changes. The Curriculum and Standards Committee are advising the Board that they are satisfied that the college is compliant with the current OfS Conditions.

Following further discussion, it was agreed that the Condition E3 – the regular HE reports ensure Governors continue to have clear oversight into the work of the College's HE area – is made available to Noel Bartram as HE Link Governor.

It was noted that the College has received formal notification that following the merger with Easton they will retain their TEF Bronze award and Noel Bartram asked if the college were satisfied with receiving a Bronze Award. It was confirmed that they would have preferred a higher award but noted that some institutions did not achieve any award and that the award is presented using a range of historical performance data including the NSS. It was confirmed that the OfS is considering scrapping these awards and has recently conducted a consultation about using a wider range of evidence to benchmark provider performance. They have said that all HE providers should not use their award in public or marketing.

Action 2: All regular HE Reports are forwarded to Noel Bartram as HE Link Governor (CJ/JM).

11.1.1.2 Curriculum Strategy

(Paper 11)

The Principal informed governors that the paper, previously distributed, introduces the final review of the curriculum strategy following the July Strategy Day and the recent C&S Committee Meetings and contains the current curriculum strategy; the proposed curriculum

strategy for 2021/22 and the new Strategic Framework for the College for the period 2021/2026.

The full content of the Curriculum Strategy has been agreed by the Curriculum and Standards Committee and is brought to the full Board today for sign off. This was formally approved by those governors present.

11.1.2 Business (Papers 12-15)

Please see the confidential minutes.

11.1.2.1 Finance Update (Papers 16-17)

Please see the confidential minutes.

11.1.2.2 ESFA Letter to Corporations – September 2021 (Paper 18)

The ESFA Letter to Corporations, dated 22 September 2021, was previously distributed and discussed at the recent Business Committee Meeting.

The new interim accounting officer and chief executive of ESFA, John Edwards, sets out in the letter an update on accounting and wider financial governance for the College sector.

It was agreed at the Business Committee to share the letter with the full Board and it was confirmed that the Business Committee are alert to the information and their actions are being reviewed.

11.1.2.3 Annual Health and Safety Report (Paper 19)

The Annual Health and Safety Report was previously circulated for information and discussed at the recent Business Committee meeting.

It was noted that the Principal provided an overview of the annual Health and Safety Report which, in the absence of Julie Jarvey, has been collated by the H&S team members.

The main activities for last year were noted as were the priority areas for 2021/22. A new appointment has recently been made and they will commence their role on 1 January 2021. It was noted that currently the two assistant managers are working well and continue to review the strategy put in place by Julie Jarvey.

11.2 Strategy Reporting Schedule and CLT Leads (Paper 20)

The paper, previously circulated, takes the agreed Strategic Priorities for 2021/22 and proposes when, and at which board or committee meeting, progress against each priority will be reported upon.

The paper also updates on priorities due to be reported on during this first half-term, which are: Focus on post-merger consolidation and implement re-organisation plans; Reintegrate the College and NES; Implement a reviewed and revised Curriculum Strategy; and Strengthen Cyber security measures.

It was noted that the college launched the strategy to staff on 14 October in a Zoom session.

The Principal asked Governors to review the proposal and agree a final version for implementation. Following discussion, this was formally agreed by those governors present.

11.3 Well-Being and Inclusion Report and Safeguarding Update

(Papers 21-27)

The Safeguarding Annual Report was previously circulated and the key information for governors within the report was noted.

The Wellbeing and Inclusion Report including Safeguarding and Child Protection paper inform governors of safeguarding, wellbeing and equality, diversity and inclusion matters relating to staff and students throughout the year.

Ofsted inspection visit 5 - 8 October 2021 – please see the confidential minutes.

The Safeguarding procedure was previously circulated to all governors so that the procedure can be formally approved by governors at today's Board meeting. Following discussion, it was agreed that the document will be reviewed to remove any references to the TEN Group and was formally approved by those governors present.

The Prevent Strategy 2021/22 and the Prevent Risk Assessment and Action Plan for 2021/22 were previously circulated and governors were asked to formally approve the procedure today's Board meeting.

Discussions followed and Jill Lanning enquired, as part of the Channel Process grid, whether any follow-up actions take place when a person exits the Channel process in order to provide on-going support to the individual. Andrea Blanchflower pointed out that the Channel process had to have an end point rather than leave the person concerned under constant supervision. Helen Richardson-Hulme informed governors that when a person does leave the Channel process this marks the end of the process, but if a person is under 18, multi agencies support remains in place. It was agreed that this is something that could be thought about from a college perspective.

The Prevent Strategy for 2021/22 was formally approved by those governors present.

Helen Richardson-Hulme previously distributed the following documents for governors:

- Keeping Children Safe in Education 2021
- Sexual Violence and Harassment between children in schools / colleges 2021
- All staff are expected to read and understand Part One of Keeping Children Safe in Education and it was asked that all governors please also read and understand Part One of Keeping Children Safe in Education and the Sexual Violence and Harassment between children in schools / colleges 2021.

Action 3: References to the TEN Group to be removed from the Safeguarding Procedure (JM).

Action 4: Helen Richardson-Hulme to think about whether there is anything more that could be done from a formal safeguarding point of view when a person exits the Channel process and returns or remains in college (HRH).

11.4 2021/22 Internal Audit Plan

(Paper 28)

The detailed plans for both CCN and NES' internal audits during 2021/22 was previously circulated and the content noted.

It was agreed that it is a detailed plan, supported by the Audit and Risk Committee.

Martin Colbourne left the meeting at 6.00 pm.

Bree Sherwood left the meeting at 6.00 pm.

11.5 Governance Matters

Jodie Mitchell informed governors that she is reviewing the updated Code of Good Governance and will provide an update to all Governors as soon as possible.

Governors were reminded that the EDI Survey has been published on Passageways and the date for completion is 20 October 2021.

11.5.1 Governor Appointments (Paper 29)

Mark Eastwood - as discussed at the beginning of the meeting, the Chair welcomed Mark Eastwood to today's meeting, and it was noted that he will join the Board and Audit and Risk Committee.

The Board formally approved the appointment of Mark Eastwood to the Board and Audit and Risk Committee.

Noel Bartram - the formal appointment of Noel Bartram as the Chair of the Business Committee was formally approved by all governors present at today's meeting.

11.5.2 Governance Calendar Invitations

Jodie Mitchell informed governors that as Sue Millions is retiring at the end of October and she originally posted the invitations to the next round of meetings on Teams, they would need to be cancelled and resent from the new Governance calendar.

All governors accepted this and it was confirmed that new invitations will be sent out tomorrow.

Action 5: Teams Meetings to be resent to all Governors for the next half term tomorrow (CJ).

11.5.3 Corporation Sealing Register to 19.10.2021 (Paper 30)

The Corporation Sealing Register to 19.10.2021 was previously circulated to all governors for information.

12. SECTION B - papers presented in Section B are for discussion only if requested by Governors.

12.1 Student Voice Report (Paper 31)

The Principal informed governors that the Curriculum and Standards Committee noted that it was the last meeting of Emily Staley as SU President as she left to take up a new role at a local Primary School. The Committee thanked her Emily for her contributions and for her work in ensuring the student voice was effectively captured and fed into Governor discussions.

The Student Voice Report previously distributed to the Board was discussed and the full content of the Student Voice Report was noted, with thanks to Emily Staley.

It was agreed that it has been a good and positive start to the new term.

12.2 Five Minute Training update on AoC Qualification Reform

(Paper 32)

The presentation was uploaded and presented by Corrienne Peasgood and the following Highlighted.

It was noted that David Hughes from the AoC is focused on working with colleges to understand the following details:

- Qualifications that can cease to be funded because they are not used, or where the T Level does replace them, e.g. childcare.
- Qualifications that must continue to be funded – performing arts, sport etc as well as smaller qualifications to be used alongside A Levels / other qualifications.
- Those where DfE believe there is overlap with a T Level – need more understanding of who is taking them, what and how they study, the assessment approach & what the outcomes are, as well as more understanding of the T Level before decisions should be made.

The key issues going forward were discussed and it was agreed that the reforms will affect those for whom T Levels will not be appropriate. The position of Level w and below is still being considered by the DfE but could have even greater impact.

The Principal informed governors that a Governors' Question and Answer session with the AoC is being proposed and if governors register they will receive the discussion slides, even if they are unable to attend the session.

The Principal agreed to keep all governors informed of any progress and the lobbying process going-forward.

13. SECTION C - papers presented in Section C are for information only.

13.1 Committee Minutes from Previous Meetings

Curriculum and Standards

(Paper 33)

The unconfirmed minutes from the Curriculum and Standards Committee Meeting held on 05 October 2021 were previously distributed for information.

Business

(Paper 34)

The unconfirmed minutes from the Business Committee Meeting held on 12 October 2021 were previously distributed and the full content noted.

13.2 Student Forum and Parliament Minutes

It was noted that dates of the Student Forum and Parliament Meetings are to be arranged.

Governors were informed that Class Reps are currently being appointed.

14. Other Urgent Business

The Chair thanked Sue Millions, on behalf of the Board, for her hard work in supporting the Board and wished her a happy and successful retirement.

15. Confidentiality

It was agreed that agenda items 10 (Ofsted update), 11.1.1 (English and Maths provision at Easton), 11.1.2, 11.1.2.1 and 11.3 (Ofsted visit) would remain confidential.

16. Date of Next Meeting

The next CCN Board Meeting is scheduled to take place on Tuesday 14 December 2021 at 4:30pm, via Microsoft Teams.

All formal business having been concluded; the meeting closed at 6.45 pm.

Signed **Date**
(Chairman)