

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 20 OCTOBER 2020 AT 4:00 PM, VIA MICROSOFT TEAMS

Present:

Andrew Barnes (AB, Chairman), Corrienne Peasgood (CP, Principal), Jill Lanning (JL), Noel Bartram (NB), Andrea Blanchflower (ABI); Jonathan Barnard (JBd), Philip Richardson (PR), Denise Troughton (DT), Bree Sherwood (BS) and Emily Staley (ES).

Attendees:

Martin Colbourne (MC, NES MD), Julia Bates (JB, Vice Principal, FE Curriculum and Quality), Helen Richardson-Hulme (HRH), Clare Johnson (CJ, Clerk to the Corporation)

1. Apologies for Absence

Apologies were received from Jerry White (Deputy Principal), Nikki Gray and Sue Millions.

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 meeting held on 29 September 2020

The unconfirmed minutes of the meeting held on 29 September 2020 were amended and agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

4. CONFIRMED Minutes of meeting held on 11 February 2020

The minutes of the meeting held on 11 February 2020, previously approved at the Board Meeting which took place in June 2020, were reviewed for information.

5. CONFIRMED Confidential Minutes of meeting held on 11 February 2020

The confidential minutes of the meeting held on 11 February 2020, previously approved at the Board Meeting which took place in June 2020, were reviewed for information.

6. Matters Arising

CCN Board 1 Action 4 - *The Principal to review the risk impact statements and scores and bring to the December 2019 Board for approval.* Action Completed.

CCN Board 1 Action 5 - *The Principal to review the Finance and Funding and Compliance, Health and Safety and Statutory Compliance risks which are above the new risk appetite and report back to the December Board.* Action Completed.

CCN Board 4 Action 1 - *All Governors to be given access to all papers from all Committee Meetings.* Action Completed.

CCN Board 4 Action 2 - *The Budget risk paper presented to the next Business Committee Meeting will be presented to the full Board at their meeting taking place on 31 March 2020.* Action Completed.

CCN Board 4 Action 3 - *Key points from monthly DSL Meeting to be captured in the Well-Being and Inclusion Report.* Action Completed.

CCN Board 4 Action 4 - *Helen Richardson Hulme to ask NES staff to check the core training data within the Well-Being and Inclusion Report and provide an update to the next full Board Meeting.* Action Completed.

CCN Board 4 Action 5 - *The PowerPoint Training Update on Education Inspection Framework to be uploaded onto OnBoard.* Action Completed.

CCN Board 4 Action 6 - *Clare Johnson to prepare a report showing the original changes to the Terms of Reference and Standing Orders and a review will take place at the next full Board Meeting.* Summary will be provided at Board on 15 December 2020. **Action On-going**

CCN Board 4 Action 7 - *Clare Johnson to liaise with the Principal on the appointment of additional Governors to the Audit and Risk Committee.* Committee membership was discussed at Business on 13.10.2020. CP discussed with JL about becoming formal member and JL agreed. CP to provide confirmation on final vacancy once further discussions have been had with governor on leave. **Action On-going**

CCN Board 4 Action 8 - *The Chair and Principal to discuss the DigiTech best and final offers with Jonathan Barnard before final agreement is made with RG Carters.* Action Completed.

7. Chairman's Remarks

AB highlighted that the flexibility and resourcefulness of staff during these difficult times has been outstanding and is recognised by all of the Governing Body. Staff and Students are working together to resolve issues and AB noted he is very proud of everyone's commitment.

DT seconded this and said that the response to ensuring students are able to engage has been creative and innovative i.e. students dialling in to class being held on site.

AB noted that the improvements seen so far at Easton are excellent and changes will continue to enrich the experience at Easton; it is a great benefit to have Philip as part of our board who brings great knowledge and experience in the sector.

Following the review of the July Management accounts (item 8.1.2) AB also noted the current position is a great achievement and shared his thanks to MC and his finance team for their hard work and resilience.

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

8.1 Chairs' Summary of Committee Meetings

8.1.1. Curriculum and Standards

The Principal and the Chair reported on the key matters considered at the Curriculum and Standards Committee:

- CP noted that C&S discussed closing down the 19/20 quality targets. These have been grouped into 3 categories; data related I outcomes that will not be able to be measured given the absence of national data this year and the exceptional nature of awarding grades this year, those that have been achieved and those that need carrying forward to 20/21 which will be included in the priority actions (item 8.2). The final results will be present to Board in December 2020.
- T-levels and pre-Ts – C&S will be looking at the challenges that are being highlighted at their meeting on 1 December 2020.
- NTTC successful student completion in 19/20 with school support despite Covid. There is a challenge in getting enough placements in 20/21 which has resulted in some prospective trainees being turned away.
- NSS – the results and areas for improvement were discussed at length. The effort made by the HE management team was noted but it is recognised that addressing underlying issues with HE student experience is a priority, especially around staff engagement with students and culture.
- HE regulation alignment is on-going but C&S recognised that trying to align three different sets of regulations is not a simple process.
- Recognition of the work being done to make careers advice fit the current employment environment and the changes that had to be made to achieve that.
- Easton Residential Provision (ERP) – We are expecting an Ofsted visit imminently relating to ERP and it was noted that there had been some behavioural issues which have needed to be addressed. JB and JW have been working with HRH so that there is a consistent and clear message about the expectations of behaviour both in the residential area and when in the classroom/workshop and how this is managed by the staff.

ACTION 1: CP to finalise 19/20 targets and present to Board on 15 December 2020 (CP/CJ).

ACTION 2: HE Regulation alignment to be discussed at Board on 15 December 2020 (CP/CJ).

JL reported that the quality at Easton has improved greatly some areas such as Construction and Public Services and that the Transition Boards for HE and apprenticeships are being wound down as the Easton provision is assimilated with that of CCN. However, there are still some areas of concern remaining, such as the land based provision and English and Maths that continue to be a focus.

ABI highlighted that we should use the opportunity to work with student reps on those particular courses and invite them to feedback into Board, understandably utilising tech to do this.

ES confirmed Milly Sadd is in place as Further Education Executive Officer at Easton and to date she has not received any feedback.

8.1.2. Business

The content of the Business Committee Report highlights the key items that featured in their recent discussions and the full content of the report was noted and discussed.

Please see confidential minutes for further notes.

- 8.1.2.1 EOC Stub Accounts and KPMG Audit Memo
MC confirmed CCN held responsibility for the Easton accounts for August 2019 – December 2019. The accounts have been audited by KPMG and Steph Beavis has sent final audit memo (gaps in missing information highlighted in yellow).

The audit memo has been shared with SNC and their approval of this and the accounts is still outstanding. Once we have received this we will arrange the signing of the accounts – Karen McIntosh will liaise with SNC regarding scheduling.

MC confirmed finance staff at Easton had been a great help in starting the accounts before leaving. All Governors confirmed they had no comments at present. MC confirmed that if any amendments are required an approval will be set-up via passageways for Governors to complete.

- 8.1.2.2 Grounds Maintenance Extension Paper
The extension of the contract was reviewed and discussed and MC confirmed this had been approved at Business on 13 October 2020.

All Governors approved the extension of the contract.

- 8.1.2.3 Annual Health and Safety Report
The Annual Health and Safety report was reviewed and discussed. CP noted that the last page of the report highlights the priorities and focus for 20/21 and that Julie Jarvey is currently reviewing the Health, Safety and Wellbeing policies.

8.2 Priority Actions Report

The Priority Action Report was reviewed and discussed, specifically page 5 of the report. CP noted these will require approval at the December Board meeting. CP confirmed that the targets and focus areas will be handled very differently this year as we are in a unique situation.

CP noted that items shaded yellow in the report continue to be a key priority. Once the priority actions are agreed, it is proposed that the C&S committee will allocate a link governor against the themes instead of usual designated curriculum areas.

JL noted that although the report may have an action against a particular month, e.g. October 2020, many targets are likely to be in place for the remainder of 2020 and potentially into 2021.

AB expressed his concerns about how much of stretch these areas of focus were and whether there management capacity to cover these. CP confirmed that the management team are currently looking at pulling together different teams to support activity on each of the Priority Actions and redistributing workloads accordingly.

PR queried if target end dates are required for some items. CP confirmed the format could be changed to include these once areas of priority are confirmed.

NB queried whether there is a point when the extent of staff and/or student absences due to Covid means that keeping the college open becomes untenable. CP confirmed that currently the cases are community spread and that Public Health England have confirmed that these cases are not regarded as an outbreak at the college. However,

the need to subsequently isolate students and staff has a great impact and requires a high level of support. CP confirmed that we require ESFA permission to close completely but that we would move as many lessons as possible online should we need to.

JL queried if the experience of online learning is different now compared to earlier in the year? CP confirmed that any lessons that are moved online continue their normal timetable and are delivered through Collaborate. Departments are reviewing if students require any additional hardware at home and IT are looking at altering networked laptops to become standalone to distribute where necessary.

CP also shared that we are expecting a full ESFA funding audit relating to all funding stream based on 19/20 academic year. This will be a large project for Chris Caddamy's team.

CP confirmed that Gillian Keegan MP, Minister for Apprenticeships and Skills will be having a virtual tour of the college (22nd October) predominantly to look at T Levels.

All governors approved the Priority Actions going forward.

8.3 Wellbeing and Inclusion Reports

The Safeguarding Annual Report was reviewed and discussed. HRH highlighted item 2.9 which details the biggest safeguarding concerns pre, during and post lock down for each site. Unfortunately, mental health and anxiety has been the biggest concern. One positive aspect is that engagement in multi agency meetings has improved, especially with parents/carers attending with the students. HRH confirmed the team suspected an increased in bullying, specifically online, but there has been no solid evidence of this.

The Wellbeing and Inclusion Report was reviewed and discussed. HRH highlighted the following items:

- Item 2.2. Top 10 Case Types - 'Parenting' at no.3 has never been in the top 10 before therefore investigations carried out. Young people have been confined to hard family environments often resulting in family fallouts. This therefore leads to homelessness (no. 7), poor mental health (no. 1) and suicidal thoughts (no. 2) resulting in a blended mix of concerns
- HRH provided links to the new Keeping Children Safe in Education 2020
- HRH provided links to safety and wellbeing newsletters that have been sent to students and staff

JL expressed concerns over the large increase of LAC; HRH confirmed that recently a large number of unaccompanied asylum seekers have been relocated to Norfolk and they will be included in LAC figures.

JL also noted that within the student survey there has been a big increase in the responses for students feeling safe on site which is great progress.

The Safeguarding Procedure, Prevent Strategy and CCN Prevent Risk assessment were all reviewed and approved by the Governors.

8.4 TEN Group Verbal Update **Please see confidential minutes.**

8.5 Governance Matters

8.5.1 Governors Self-Assessment results

CJ confirmed that 9/11 governors responded to the survey and that Governors have primarily responded very positively highlighting:

- We have worked well towards our strategic priorities
- Meetings (both board and committees) are open, transparent and hold good discussion, all within a timely manner
- The information provided to governors is of good quality and quantity
- The relationship between governors and staff is extremely positive

CJ noted the attendance comparison for the last 4 years. From a recent (and previous) surveys the average attendance across board meetings is between 80%-85% which should be our target. For 16/17 and 17/18 Board attendance was good but dropped significantly during 18/19. We have seen a marked improvement during 19/20 but it is still considered low at 75%.

Areas for review during 20/21 were highlighted by CJ as follows:

- Student input to be improved at Board
 JL suggested that more needed to be done to support student representatives to attend and engage in meetings, not least to support the Student Union President
 ABI queried if by asking the Student Governors to attend Board and Committee governors this is the best way to encourage engagement
 CP highlighted that previous student governors who have engaged well were clear about what they wanted from the role. Therefore, it would be beneficial to raise awareness with tutorial supervisors who would be aware of the students' aspirations who then might be able to promote the role to the students. We need to promote the benefits of the student role as well as the role requirements.
- Summarising of documents/minutes that share the views of staff and students such as Staff Forum and Student Forums
- How to improve and ensure the engagement, views and needs of stakeholders
- Improvements for sub-committees – the membership of the audit committee. After discussion it was agreed that Jill Lanning would be a permanent member of the audit committee going forward with BS and PR. CP will speak to 1 further governor about becoming a member.

Potential training required for Governors as requested:

- Responsibilities and knowledge required as governor - update
- Information Policy update
- Site tours (when appropriate)
- Ways of Working update
- Safeguarding / Prevent / Code of Conduct Update

9. SECTION B

9.1 Student Voice Report

ES provided a verbal update and confirmed to Governors:

- The Executive officer elections were nearly completed with 4 applications for the FE Officer (Paston), FE Rep (Easton), Environmental Officer and LGBT+ Office roles.
- The set-up of FE Forums is currently under review as they cannot be held in person
- Student engagement has been harder this year as they are unable to meet face to face but using tools such as mail chimp has been very helpful
- The first SU newsletter went out a few weeks ago and the next one is being drafted

10. SECTION C

10.1 Committee Minutes

The Unconfirmed C&S Committee Minutes (06.10.2020) and the Draft Business Committee Minutes (13/10/2020) were shared for information.

10.2 Student Forum and Parliament Minutes

The first student parliament is due on Wednesday 25th November 2020, therefore no minutes were available to view.

FE Forums currently on hold due to restrictions in holding meetings as highlighted by ES in item 9.1.

11. Other Urgent Business

No items were raised.

12. Confidentiality

Please see confidential minutes.

13. Confidential Items

No items were raised.

14. Date of Next Meeting

The next CCN Board Meeting is scheduled to take place on Tuesday 3 November 2020 at 4:00pm, via Microsoft Teams.

Board / Committee meetings are as follows:

- 17 November – Additional Board Meeting
- 26 November - A&R
- 26 November - Remuneration
- 1 December - C&S
- 8 December - Business

All business having been concluded; the meeting closed at 6:35pm.

Signed **Date**
(Chairman)