

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 22 MARCH 2022 AT 4:00PM, VIA MICROSOFT TEAMS

Committee Members:

Noel Bartram (Chair) (NB), Andrew Barnes (ABn), Corrienne Peasgood (Principal) (CP), Jonathan Barnard (JBd)

In attendance:

Martin Colbourne (Deputy CEO) (MC), Jerry White (Deputy Principal) (JW), Julia Bates (Vice Principal FE Curriculum and Quality) (JBs), Jon Bonham (Director of Estates and Facilities) (JBn), Clare Johnson (Governance and Legal Assistant, Minutes) (CJ)

In the absence of NB, it was agreed for ABn to Chair until NB arrives.

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

6.1 Estates and Facilities Update

The Estates and Facilities report was previously circulated and presented to the Committee by JB:

ACE Centre Update Report

Please see confidential minutes.

Compliance/Planned Maintenance live status – Ipswich Road and Paston

6 – Not Started
152 – Complete
5 – Late – all in progress

Compliance/Planned Maintenance live status – Easton

0 – Not Started
159 – Complete
5 – Late

JBn confirmed there has been substantial progress made with planned maintenance tasks at Easton, especially compared to the last report provided.

Contractors KPIs

Incident data is under constant review and we are currently receiving good feedback for Norse.

Cleaning KPIs

The KPIs are measured and reviewed monthly and there have been no major breaches.

Catering KPIs

The catering procurement tender is underway with site visits taking place on 21/03/2022 at Ipswich Road and Paston by contractors.

6.8 Strategic Priorities

6.8.1 Estates Strategy

Please see confidential minutes.

NB joined the meeting 4:28pm and resumed as Chair.

JBn left the meeting at 5:07pm.

1. Apologies for Absence

Apologies were received from Jodie Mitchell and Evie Berg.

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

2. Declarations of Interest

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.

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

3. Unconfirmed Minutes of the meeting held on 7 February 2022

The unconfirmed minutes of the meeting held on 7 February 2022 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 meeting held on 7 February 2022

The unconfirmed confidential minutes of the meeting held on 7 February 2022 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. Matters Arising

Bus 1 Action 3 - Jodie Mitchell is reviewing the new Code of Good Governance and will update all governors as soon as possible. *RemGov have been discussing the review of the Code of Governance and all actions nearly in place.* ACTION ON-GOING

Bus 1 Action 7 - The Principal to check the figures in the Workforce Core Data as at 1 August 2020 and 31 July 2021 table for accuracy with HR (CP). *NB queried updated table provided at the meeting on 22.03.2022. Further update required – JW.* ACTION ON-GOING

Bus 2 Action 1 – JB to present the Accommodation Strategy to CCN Business Committee on 22 March 2022. *Agenda item 6.1 - as part of Facilities and Estates Update.* **ACTION COMPLETE**

Bus 2 Action 2 - JP to provide an update to the Business Committee regarding the strategy and schedule for replacement of IT equipment on 1 February 2022. ACTION ON-GOING

Bus 2 Action 7 - CP to discuss with Julia Bates the communication of the Student Commission for Racial Justice with all students and recruiting student commissioners. *Four students have become college Ambassadors for racial justice as part of the Student Commission for Racial Justice programme. Students were also involved in attending 'Step In, Speak Up' performances across all three sites which focus on the Bystander Programme (Sexual harassment against girls and women). Reported to C&S 15.03.2022.* **ACTION COMPLETE**

Bus 3 Action 1 - JM to update the Business Terms of Reference with recommended amendments ready for approval at the Board on 08.02.2022. *Amendments presented to Board and approved 08/02/2022.* **ACTION COMPLETE**

Bus 3 Action 2 - JM to update Terms of Office log relating to Co-opted dates. **ACTION COMPLETE**

Bus 3 Action 3 - JM to confirm which committee the FE Student Governor will sit on. *FE Student Governor attending both C&S in March and Business in May.* **ACTION ON-GOING**

Bus 3 Action 4 - CP and JM to re-word the reactive statement regarding Easton. *NFU have confirmed that they are happy with the wording of the reactive statement.* **ACTION COMPLETE**
CP reported there has been no coverage to date.

Bus 3 Action 5 - MC and JM to investigate additional insurance policies with networks and HJB. *Agenda Item 6.6 - Business 22 March 2022.* **ACTION COMPLETE.**

Bus 3 Action 6 - JM to investigate the minimum increase figures within the 'Engineering Inspection and insurance (Allianz)' policy. *Hugh J Boswell have advised that the way the Long-Term Undertaking (LTU) wording for this read: Insurance Premium and Inspection Fee will be increased by an amount in line with the Retail Price Index for the 12-month period ending 3 months prior to the renewal date subject to minimum increase of 2%. In short this means there is not a cap at the 2% or above, it is just the minimum that insurers will increase their renewal premium by from the previous year as per the above passage in italics. The LTU does not need to be taken up, however we would be very unlikely to see less than a 2% increase on an Engineering risk at renewal. As an indication, we are tending to see around 6-7% applied at each renewal on Engineering risks.* **ACTION COMPLETE.**

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

6.1. ACE Project Update

Please see item 6.1.

6.2. Finance Reports

All finance papers were previously distributed, and MC presented the following to the committee. Please see confidential minutes.

6.3. Fees Policy for 22/23

Please see confidential minutes.

6.4. Confidential Item – Gender Pay Gap Report

Please see confidential minutes.

6.5. Confidential Item – Insurance Renewal Update

Please see confidential minutes.

6.6. Confidential Item – Contract Extensions

Please see confidential minutes.

6.7. Strategic Priorities

12. Prepare a new Estates Strategy with sections for each site

CP confirmed an update was provided under item 6.8.1 earlier in the meeting.

6.8.2 Strategic Targets

CP confirmed the targets have been set from the 21/22 budget paper. Targets F1-F7 will be reviewed by the Business Committee. CP presented a schedule for review of each target for the Spring, Summer and Autumn Terms.

Governors approved the Strategic Targets and recommended them to Board for final approval.

7. SECTION B

No items were discussed under this section.

8. SECTION C

8.1. Health and Safety Update

The Health and Safety group meeting minutes were noted.

CP noted that previously Julie Jarvey had attended to provide an H&S update. Nick Sainton-Clark is now the new H&S Manager who can attend to provide an update to the committee.

ACTION 5: CJ to invite Nick Sainton-Clark to next Business Committee meeting on 17 May 2022.

8.2. Confidential Item – Union Colleagues Minutes

The Union Colleagues meeting minutes were noted.

9. Other Urgent Business

No items were discussed under this section.

10. Confidentiality

No items were discussed under this section.

11. Confidential Items

Please see confidential minutes for items 6.1 (part of), 6.8.1, 6.2-6.6.

12. Date of Next Meeting

The next Business Committee is scheduled to take place on Tuesday 17 May 2022 at 4:00 pm, via Microsoft Teams.

All business having been concluded; the meeting closed at **6:30pm**.

CHAIR:.....
(signed)

DATE: