

## CCN BUSINESS COMMITTEE MEETING

### CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 22 NOVEMBER 2022 AT 4:00PM, IN THETFORD BOARD ROOM

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#### **Committee Members:**

Noel Bartram (Chair) (NB), Andrew Barnes (ABn), Jerry White (Principal) (JW), Lewis Pepperell (SU President) (LP), Seth Harvey (Student Governor) (SH), Shirley Barker (Staff Governor) (SB)

#### **In attendance:**

Martin Colbourne (Deputy CEO) (MC), Jodie Mitchell, (Director of Governance & Legal) (JM), Sebastian Gasse (Vice Principal Student and College Services) (SG), Jon Bonham (Director of Estates and Facilities) (JB), Barbara Ashby (Governance and Legal Administrator) (BA),

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#### **1. Apologies for Absence**

No apologies were received for this meeting.

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.

No new declarations were made.

#### **3. Unconfirmed Minutes of the meeting held on 11 October 2022**

The unconfirmed minutes of the meeting held on 11 October 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 11 October 2022**

The unconfirmed confidential minutes of the meeting held on 11 October 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**

21/22 Bus 5 Action 6: JW to check details concerning Data Incident no.9 and investigate. *JW stated it will be brought to Board meeting on 18 October for finalising. JW updated this by confirming this information will be circulated in advance of the next Business meeting on 31 January 2023. ACTION ON-GOING*

22/23 Bus 1 Action 1 JM/CJ to arrange another meeting to discuss Foundation Living Wage issue. *Additional board meeting held 17 October 2022. ACTION COMPLETE*

22/23 Bus 1 Action 2 Health Safety and Wellbeing Policy presented at Business on 11.10.2022 to be presented to Board. Approved 18 October 2022. ACTION COMPLETE

22/23 Bus 1 Action 3 Finance and Balance sheet Report to go to Board on 18 October 2022. MC presented Report to Board ACTION COMPLETE

22/23 Bus 1 Action 4: JM to check paperwork relating to potential claim and insurance information and report back to Business. *JM requested an update on the claim from NS-C which will be provided at the next Business meeting on 31 January 2023.* **ACTION ON- GOING**

22/23 Bus 1 Action 5: JW to update Governors with the staff survey outcomes at the Business meeting on 22 November 2022. Added to agenda 22 November 2022. *JW will provide an update at the next Business meeting on 31 January 2023.* **ACTION ON-GOING**

22/23 Bus 1 Action 6: JW / MC to present report on 'other income' streams to the business committee on 22 November 2022. *Added to agenda 22 November 2022 item 6.2.4. Information presented and discussed at the meeting.* **ACTION COMPLETE**

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

### **6.1. Facilities and Estates Update**

Please see confidential minutes.

### **6.2. Finance Reports**

Please see confidential minutes

#### **6.2.1.ESFA Letter - Financial Health**

Please see confidential minutes

#### **6.2.2.Latest Management Accounts including Emerging Picture**

Please see confidential minutes

#### **6.2.3.Latest Weekly Debts Report**

Please see confidential minutes

#### **6.2.4.Treasury Update**

Please see confidential minutes

#### **6.2.5.Easton Land Legals Report**

Please see confidential minutes

#### **6.2.6.Finance Regulations - Latest Annual Update**

Please see confidential minutes

### **6.3. Insurance Policies Renewal (Presenters: Jodie Mitchell)**

JM provided a verbal update and noted the following:

This is a renewal and is at the start of the process. It is still being worked on due to awaiting valuation which had been requested for the business meeting originally arranged for 6 December.

- Main policy is with Aviva, so quotes are being sent out to them soon.
- CCN have a 2-to-3-year agreement. JM to prepare a paper.
- The insurance held with the brokers has not been changed for several years so alternative provider should be considered soon.
- Boswells were acquired by the parent company Towergate Insurers, and this still provides some continuity.

MC commented that the timing in changing the insurance needs to be right.

NB commented that it was good that changing the insurers would be considered in the future.

#### **6.4. Grounds Maintenance Tender**

JM provided a verbal update and noted the process is not yet completed. Board approval to be requested on 13 December 2022.

#### **6.5. Modern Slavery Statement**

JM presented the Modern Slavery Statement and noted the statement was reviewed by those present and a discussion took place concerning whether this item is dealt with retrospectively or not. JW noted the document considers information going back to 2021 not the current term. NB said this information should not wait until the end of the year to be discussed. JM stated she would check whether this statement is updated retrospectively or not.

**ACTION 7: JM to check if statement on modern slavery is usually retrospective and to bring an update to the Board meeting on 13 December 2022.**

JM continued with an overview and noted the following:

- There are no changes received from Government that will affect this document but will watch for any changes that might come through as this is published on the Government register
- 6 main areas are covered with the main one of note concerning procurement
- Training for the areas noted in the document is set at the level required
- MC supported this requirement of first level training only

JM and NB discussed if the chain of compliance via the supplier filters beyond the first level of command.

JM stated she will check whether the right questions are being asked within the process in relation to chain of command.

NB queried where migrant workers and 'due diligence' fit into this process and stated that *bullet point 1 on page 4* of the document the procedure is not clear and asked that the wording be changed to something more appropriate in relation to this process.

**ACTION 8: JM to amend the wording 'due diligence' within the Modern Slavery Statement before presenting to Board on 13 December 2022.**

Pending the changes requested, all governors recommended this for approval by the Board.

#### **6.6. Strategic Priorities (Presenters: Jerry White)**

JW provided an overview of the priorities and noted the following:

Strategy 10 - Grain Store

*Objective - deliver Easton campus grain store project*

- This is on hold due to the cost being partly funded through new funding being received
- JBn and William Hare to develop the model farm plan
- Public Road issue discussed
- Model farm needs to operate in the way CCN want it to be and this should include both upper and lower farm

**ACTION 9: MC / JW to provide an Easton strategy document so it can be circulated to all Governors.**

Strategy 12 -

*Objective - create further developed proposals for up to 3 of the highest priority estate strategy developments*

NB asked if strategies 10 and 12 would be brought together going forward?

SB queried whether strategy 10 should be rephrased so that Easton shows farming and queried if there is an opening for an HE where model farm can be used to promote relevant courses at this level.

JW stated CCN need to recognise there are some advantages with having a food enterprise farm nearby to model farm.

NB queried about replicating something that is already in place external to the college. Plans could be considered regarding Easton that could include having a small cohort to facilitate this possibility.

LP suggested that with the residential site this could be offered out nationally not just regionally.

JW stated that both 18 plus and HE groups could be starting to develop. However, more consideration is needed regarding the younger residents in relation to this development.

NB stated that Easton has the potential to be a centre of excellence whereby the students could be sent to other areas for training. This would mean consideration in extending accommodation.

JW will consider exploring these again and feed back to Board.

SB suggested sustainability and financial support could be considered in developing a small cohort.

NB there are many options and sources to use regarding having a small cohort.

Strategy 13 - ACE helped with this through use of sustainable transport. Objective - Further develop CCN approach to Net Zero focusing on green travel NB asked if there is any Government support with green travel?

JW local authority provides cycle/pedestrian access, Easton have active travel footpaths.

NB asked if there had been any consultation regarding these schemes with the council and if so, what affect these schemes would have for CCN.?

MC stated there have been no discussion of note but added this strategy has been shared with transport.

SG commented about safe scooters and green travel by bike and raised the issue of safety in relation to CCN students when they come racing past and asked what are the terms of use?

MC commented about how there is the potential for a wider use of these modes of transport to promote greener travel which Covid has brought more awareness of.

NB queried about the capacity and use of these modes of transport in terms of effectiveness.

MC stated that the vehicles are used for a mixture of commercial activity. NB asked if CCN rented out residential accommodation?

JW stated that the college rented rooms during the summer break and MC confirmed these were existing customers using the rooms for weekend stays. A general discussion ensued about the college needing more ideas to acquire income and how these strategies might help in obtaining funds going forward.

**ACTION 10: MC to update the strategy document that needs to include capacity utilisation and bring to Business meeting on 31 January 2023.**

**6.6.1 Investors in Diversity - Action Plan**

JW will bring an update on this item to the meeting on 13 December 2022 as discussed under matters arising.

**7. SECTION B**

No items were discussed under this section

**8. SECTION C**

No items were discussed under this section

**8.1. CONFIDENTIAL ITEM - Union Colleagues Minutes (Presenters: Jerry White)**

No queries were raised with the minutes except it was noted it was unclear what organisations the listed individual was with, so needs clarity next time.

**ACTION 11: CJ to contact JS requesting the next Union Colleagues Minutes provide clearer information regarding which individual is from which organization.**

**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 6.2, 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5, 6.2.6

**12. Date of Next Meeting (Presenters: Noel Bartram)**

The next Business committee meeting will take place on 31 January 2023.

All business having been concluded; the meeting closed at 6:37pm.

**SIGNED:** ..... **DATE:** .....  
(Chair)