

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 23 FEBRUARY AT 5:00 PM, VIA MICROSOFT TEAMS

Present:

Corrienne Peasgood (Principal), Jill Lanning (Acting Chair), Noel Bartram, Philip Richardson, Nikki Gray, Jonathan Barnard, Andrea Blanchflower, Bree Sherwood

Attendees:

Jerry White (Deputy Principal), Julia Bates (Vice Principal, FE Curriculum and Quality), Clare Johnson (Clerk to the Corporation), Sue Millions (Administrator)

1. Apologies for Absence

Apologies were received from Andrew Barnes (Chairman), Emily Staley, Denise Troughton, Martin Colbourne (NES MD) and Helen Richardson-Hulme (Assistant Principal, Student Services).

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 Previous Meeting held on 09 February 2021 (Paper 02)

The unconfirmed minutes of the meeting held on 09 February 2021 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 Previous Meeting held on 09 February 2021 (Paper 03)

The unconfirmed confidential minutes of the meeting held on 09 February 2021 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. Matters Arising from the Previous Minutes (Paper 03)

It was confirmed that matters arising from the previous meeting, will be carried forward to the next full Board Meeting taking place on 23 March 2021.

6. CEO Report

The verbal update from the Principal informed the Board how the College is continuing to operate through the Coronavirus pandemic. The following information was discussed and highlighted:

Risk Register – the Principal informed governors that the Risk Register has recently been updated and will be presented to the Audit and Risk Committee Meeting which is taking

place on 2 March 2021. Guidance for Further Education received in the recent Government's Roadmap out of lockdown will be included in the Risk Register and the updated version of the Register will be presented to the next full Board Meeting taking place on 23 March for agreement. It was noted that one new risk has been included regarding the college's capacity to deliver the required catch-up activity for students alongside mainstream delivery across all three sites whilst social distancing. It was confirmed that no risks have been archived and a couple have been downgraded.

Reopening of all sites – Updated Government guidance has been received and the guidance on the awarding of qualifications in Summer 2021 is expected on Thursday. The Principal informed governors that the CLT have met twice since the Prime Minister's announcements the day before and a Zoom Meeting has been arranged for all managers on Wednesday morning. Social media communications will be used to notify students of updates and the Principal is meeting with Norfolk County Council communications teams tomorrow and a Headteachers' Update is taking place on Thursday with Public Health England. It was noted that there are very few musts through the guidance most are expressed as 'should', and to date, no Union feedback has been received. The Principal informed governors that FE guidance will be used for HE students and not the University guidance.

The Principal informed governors that there were 12 new coronavirus cases last week, down from a high of 62 in mid-December but higher than last September. New guidance has confirmed that face coverings will always need to be worn indoors, including in classrooms and workshops, and outdoors in certain circumstances, e.g. the bus queue at Easton. The college will be challenging everyone to ensure that the contact is minimised. Staff and students will have to continue to stay 2m apart from each other. The new guidance states that if anyone has been within a metre of someone who tests positive for coronavirus, even to just say hello, will be required to self-isolate and the 15 minute rules for 2 metre contact is now an accumulation of 15 minutes through the day rather than just at any one time. Staff will continue to work from home wherever possible during the next three weeks.

The Principal informed governors that the college is trying to address the worries of staff and students and will be introducing a COVID Support Team through all three sites, supporting people to comply with the control measures put in place. Duty Principals will remain on call across all sites. The Principal will ask Julie Jarvey, Health and Safety Manager, to lead up this important team.

It was noted that for those students who test positive for coronavirus, the college will now be able to pass on their details to the NHS portal to allow them to claim the £500 grant for self-isolating. It was agreed that this should encourage declaration of a positive test from those who might not have done so previously, for example where this would have prevented them from earning.

Coming Back on Site – staff will be asked to prepare a clear plan for their students from March to September including assessments; skills training; progression etc. This will allow managers to check that the plans for all students will work e.g. coordinating access to workshops. A Framework will be produced for this period using a range of delivery approaches although 1618 students are required to have a significant majority of their learning face-to-face. Heads of Area have been asked to phase the return of 16-18 students over the week of 8 March to ensure online learning for those returning later in this first week. Registrations will be kept ensuring all attendance is recorded for audit purposes.

Testing Regime – Jerry White informed the Board that three testing centres have been set up at Norwich, Easton and Paston and Lateral Flow Testing will take place for staff and students twice a week.

90 additional staff have been appointed to support the proposed three phase approach. The question was asked if there were any financial implications on the recruitment of additional staff and it was noted that the majority are new, but some are staff on variable hours contracts, e.g. enrolment temps. The Principal informed governors that the college is being as prudent as possible, but there is an expense, and monies will be available to assist and clarity is awaited on this.

Phase 1 will take place between now and 5 March and all staff and students on site will be able to have a test. Work will be in progress for the return to college of students and staff from 8 March. Phase 2 will cover the three week period to 26 March when face to face testing will be taking place for the additional students who are on site. Those students on site will be offered and encouraged to attend on three separate occasions for testing, three to five days apart. After their third test, students will be offered the opportunity to receive two home testing kits a week.

Staff will no longer be tested on site but will be supplied with home testing kits to enable them to test themselves twice a week. A distribution mechanism is being worked on for approx. 1200 staff across all three sites as each kit distributed will have to be signed for and registered. It was agreed that this will be a busy three week period with an expected 1200 tests administered on site per day, but this should hopefully taper off over the Easter break. It was noted that if students do a test at home, but do not register their result with the NHS, this is not the responsibility of the college.

Phase 3 will see the majority of staff and students conducting home testing, but a small testing facility will remain on site as required by the government and track and trace will be in place through the summer term. It was noted that there would still be considerable work involved in receiving, storing and distributing the testing kits and continuing to encourage students and staff to make use of the kits.

It was noted that Government guidance continues to evolve and it was pointed out that it is the duty of the college to offer the testing kits, but it is not a requirement for staff and students to use them. This is voluntary. All students, aged 16 or over, give their own consent to take part and do not need parental consent.

7. Finance Update

There was no financial update made available at today's meeting.

8. Chairman's Update

There was no Chairman's Update discussed at today's meeting.

9. Governance Matters

There were no governance matters for discussion at today's meeting.

10. Any Other Urgent Business

There was no other urgent business tabled at the meeting.

11. Confidentiality

It was agreed that there were no agenda items deemed confidential at today's meeting.

12. Date of Next Meeting

The next CCN Board Meeting is scheduled to take place on Tuesday 23 March 2021 at 4:00pm, via Microsoft Teams.

All business having been concluded; the meeting closed at 5.55 pm.

Signed **Date**
(Chairman)