

## CORPORATION BOARD MEETING

### CONFIRMED MINUTES OF THE ADDITIONAL MEETING HELD ON TUESDAY 25 MAY 2021 AT 4:00 PM, VIA MICROSOFT TEAMS

#### Present:

Andrew Barnes (Chairman), Corrienne Peasgood (Principal), Jill Lanning, Jonathan Barnard, Andrea Blanchflower, Philip Richardson, Emily Staley, Nikki Gray, Noel Bartram (from agenda item 6.1.2.1)

#### Attendees:

Jerry White (Deputy Principal), Julia Bates (Vice Principal, FE Curriculum and Quality), Helen Richardson-Hulme (Assistant Principal, Student Services), Martin Colbourne (NES MD), Clare Johnson (Clerk to the Corporation), Sue Millions (Administrator)

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#### 1. Apologies for Absence

Apologies were received from Denise Troughton and Bree Sherwood.

#### 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.

Jerry White informed governors that he has been appointed as a member of the North Norfolk District Council's UK Community Renewal Fund Strategic Stakeholder Board.

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

#### 3. Minutes from Previous Board Meetings

##### 3.1 Unconfirmed Minutes of the Meeting held on 23 March 2021 (Paper 02)

The unconfirmed minutes of the meeting held on 23 March 2021 were amended and formally agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

##### 3.2 Unconfirmed Confidential Minutes of the Meeting held on 23 March 2021 (Paper 03)

The unconfirmed confidential minutes of the meeting held on 23 March 2021 were agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

##### 3.3 Unconfirmed Minutes of the Meeting held on 13 April 2021 (Paper 04)

The unconfirmed minutes of the meeting held on 13 April 2021 were agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

##### 3.4 Unconfirmed Confidential Minutes of the Meeting held on 13 April 2021 (Paper 05)

The unconfirmed confidential minutes of the meeting held on 13 April 2021 were agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

**3.5 Unconfirmed Minutes of the Meeting held on 27 April 2021** (Paper 06)

The unconfirmed minutes of the meeting held on 27 April 2021 were agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

**3.6 Unconfirmed Confidential Minutes of the Meeting held on 27 April 2021** (Paper 07)

The unconfirmed confidential minutes of the meeting held on 27 April 2021 were agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

**4. Matters Arising from the Previous Minutes** (Paper 08)

There were no matters arising from the previous three meetings.

**5. Chairman's Remarks**

The Chairman thanked all staff for their input into the Easton land deal and the Digitech building and he informed governors that he is hopeful and optimistic for the future.

Earlier today, the Principal forwarded a briefing from the AoC on the Skills and Post 16 Education Bill to all governors, and she asked for any feedback to be emailed directly to her.

It was highlighted that several bids have been submitted to Norfolk County Council, and others will be submitted to Central Government in the near future. It was noted that Jerry White has undertaken the work, with support from the Working Group. The Chair thanked everyone involved for the additional work on the following:

- Additional support for 18-year olds on courses across the summer.
- The blueprint to become a Net Zero College.
- A formal letter of intent has been submitted to NUCA to be part of and to support their Media city proposal.
- Skills Accelerator, part of the Strategy Development Fund, with 5 New Anglia colleges and with endorsements from the Chamber of Commerce
- The Further Education Capital Transformation Fund (FECTF) confirmation, due on 21 May 2021, is still awaited.
- The Principal noted that a new fund is being made available to meet the demographic growth now in Year 11. The college does not, at present, demonstrate the growth required to meet the fund criteria, but work is being undertaken on the growth of the proportion of young people in construction to see if it enables the college to meet this criteria.
- Catch-Up Funding has been made available with the potential to earn above £700,000k with more expected for next year.
- The Towns Deal Board have approved the ACE Project.

The Principal informed governors that for the previous three weeks that there were no COVID cases within the campuses, but last week, three new cases came to light. It was confirmed that there has been no impact on students and post half-term this is something that will be monitored closely. It was noted that PCR tests will be offered immediately to all students if the variant of concern becomes a problem within the college, or the local area.

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

### 6.1 Chairs' Summaries of Committee Meetings

#### 6.1.1 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 11 May 2021 and all key matters discussed at the meeting are highlighted and brought to the Board's attention in the paper previously distributed.

In addition, it was noted that:

**Qualification Arrangements for 2021** - a "basket of evidence" for grading each student is being put together and a robust system is now in place. Similar work is being undertaken in apprenticeships to support the EPA. It is possible that there is in place to handle higher numbers of appeals this summer, but a comprehensive process is in place to handle these.

**Easton Report** - it was noted that there is the potential for a residential Ofsted visit at Easton and at the last Curriculum and Standards Committee, governors were given a comprehensive update on how Easton are meeting the National Minimum Standards. Going forward, a few standards will be selected for each meeting and a report produced. The standards will be RAG rated so Governors can see where the college is prioritising their actions and interventions. It was noted that work has been undertaken to make the farm sites safe and English and Maths at Easton have been the main curriculum scrutiny of C&S governors.

**NTTC** - Jill Lanning informed governors that a review is being undertaken on strategic issues relating to the development of new Teaching Hubs in the Eastern region, which may provide competition to the NTTC.

The full content of the Curriculum and Standards Update was noted.

#### 6.1.2 Business

(Paper 10)

Andrew Barnes, the Chair of the Business Committee, informed Governors that a meeting of the Business Committee was held on 18 May 2021 and all key matters discussed at the meeting are highlighted and brought to the Board's attention in the papers previously distributed.

In addition, it was noted that:

**Health and Safety** - Julie Jarvey (Health and Safety Manager) attended the meeting and provided an overview of the current work and priorities being undertaken by herself and her team. Benchmarking has been taking place which has shaped the college's H&S strategy. The first year's priorities were discussed including the need to embed a H&S management system. It was noted that Julie Jarvey will provide an update to the Business committee termly, linking health and safety to staff well-being.

**IT Update** – please see the confidential minutes.

**Digitech** – it was noted that the build remains broadly on schedule (2-week delay on main contract) and finances remain within the overall budget set. The tight completion schedule for August handover was noted. Publicity opportunities are being planned.

The full content of the report was noted.

#### **6.1.2.1 Managements Accounts – March 2021**

(Paper 11)

Please see confidential minutes.

#### **6.1.2.2 Easton Land Deal Update**

Please see the confidential minutes.

#### **6.1.2.3 Gender Pay Gap Report**

(Paper 12)

Please see the confidential minutes.

### **6.1.3 Remuneration**

The Clerk to the Corporation informed the Board that the Remuneration Committee met on 17 March 2021.

There was no update provided at today's meeting.

#### **6.1.3.1 Annual Remuneration Committee Report for 2019/20**

(Paper 13)

The Clerk to the Corporation explained that the Remuneration Committee has adopted and abided by the requirements of the Colleges Senior Post Holder Remuneration Code (2018) ("The Code") and in accordance with the Code they have written and published an annual report on its work for the year. The report, previously distributed, provided an overview of the work of the Remuneration Committee and other matters of note.

The full content of the report was noted and approved by the Board.

### **6.2 Strategic Priorities and Targets Update**

(Paper 14)

It was noted that the progress updates for Curriculum and Standards Committee, as per the reporting schedule, were discussed at their meeting last week and it was agreed that each committee's targets will be circulated to all governors for information.

**Action 1: Committee Strategic Priorities and Targets to be forwarded to all governors for information (CP).**

#### **6.2.1 Review of Governance Structure and Compliance with Code of Good Governance**

Clare Johnson informed the Committee that a response to the draft revised AoC Code of Good Governance has been submitted and the College is awaiting the final version of the Code.

#### **6.2.2 CCN's Response Update**

The Principal informed governors that the review of governance structure and compliance with the Code of Good Governance for English Colleges in the context of the changing group structure action has been delayed due to the Association of Colleges consulting on changes to the Code. Governors feedback on the proposed changes was submitted and publication of the revised code is imminent. It was noted that when the update is published, the college

will make a recommendation to governors that the Code is adopted as within the 'must and should' convention there is sufficient flexibility to make it work within the college's context.

### **6.2.2.1 Systemic Racism**

The Principal informed Governors that the college is proposing to widen the priority target to plan for the next stage of the college's approach to Equality, Diversity and Inclusion (EDI) by supporting a more inclusive and diverse sector by not just focusing solely on one strand of EDI. Governors agreed that the college must not lose sight of those students, particularly those from ethnic minorities, who are not thriving.

### **6.2.2.2 Climate Change**

The Principal informed governors that a Community Renewal Fund bid relating to carbon reduction processes in both business and curriculum areas has been submitted, with the intended outcome of being a Net Zero College. It was noted that if the bid is not successful, the college will scale back the activities within the project but still follow the same methodology. Governors made the point that it is important for the college to be clear what it is aiming for as the term NET Zero can be misleading.

### **6.2.2.3 Staff and Student Mental Health and Well-Being**

A College Mental Health Charter group and a 'Fika' Task and Finish Group has been set up and is working on Fika, which is a mental fitness app which has been rolled out to staff and a pilot group of students, ready for full roll-out to all students in September 2021. It was noted that there are several mental health and well-being activities currently taking place and an update is awaited on their impact.

## **6.3 KPMG Benchmarking Report**

There was no KPMG Benchmarking Report provided at today's meeting.

## **6.4 Governance Matters**

### **6.4.1 Draft Meeting Calendar for 2021/22**

(Paper 15)

The proposed meeting calendar for 2021/22 was previously distributed and discussed.

The request was made to change the date of the Group Audit Meetings from Thursday 25 November to Tuesday 23 November 2021 to be in line with all CCN Meetings. Martin Colbourne informed governors that he will review the date with auditors and confirm if the change is appropriate. It was also suggested that the date could be carried over until Tuesday 30 November 2021.

Andrea Blanchflower informed governors that the OfS Assurance Return will need to be signed off by the Board by 01 December 2021 and the proposed Board Meeting in December is after the deadline. It was noted that last year the return was reviewed by the Curriculum and Standards Committee and virtually recommended to the Board. Following discussion, it was agreed that an additional single agenda meeting could be arranged to review and agree the Office for Student return for December 2021. It was agreed that the Principal and Chair of the C&S Committee would agree the way forward.

**Action 2: Martin Colbourne to review the proposed revised date for the 2021 Group Audit Meetings, with the auditors and finance team, and confirm the date as soon as possible (MC).**

**Action 3: The Principal and Jill Lanning to liaise on the completion of the OfS Assurance Return and confirm any changes or additional dates for meetings in November 2021 (CP / JL).**

#### **6.4.2 Corporation Sealing Register to Date**

(Paper 16)

The Corporation Sealing Register was previously circulated for information and the content of the report was noted.

### **7. SECTION B – papers for discussion only if required by Governors**

#### **7.1 Student Voice Report**

(Papers 17-18)

The full Student Voice Report was previously discussed at the Curriculum and Standards Committee meeting and included a very useful update on the work of the Student Union and it was noted that the Union and its Officers were adjusting to different ways of engaging with students and hearing their views.

Emily Staley provided an update to governors on the end of year student feedback; new campaign ideas; potential freshers ideas; preparation for new academic year and the Year 11 transition feedback. It was agreed that the transition information is worth viewing and gives an excellent perspective on students' thoughts.

Emily Staley was thanked for the excellent work being undertaken and the full content of the report was noted.

#### **7.2 Well-Being and Inclusion Report**

(Paper 19)

The Wellbeing and Inclusion Report, including Safeguarding and Child Protection, provided by Helen Richardson Hulme, and previously distributed, was discussed and the following highlighted:

- It was noted that the papers inform governors of safeguarding, wellbeing and equality, diversity and inclusion matters relating to staff and students since the last Board Meeting.
- Helen Richardson-Hulme informed governors that the main theme of the report is around sexual misconduct, sexual harassment and sexual violence. There has been a significant amount of activity locally, and at a national level, with Government setting out expectations and guidance on sexual harassment and sexual misconduct.
- An update has been received from Ofsted and additional links to Ofsted documentation have been included in the report, which are useful aide memoires for governors, should an inspection take place.
- A very useful letter was received from the NSCP (Norfolk Safeguarding Children Partnership) and included within the report are the college's RAG rated responses for information.
- The OfS Statement of Expectations of Sexual Harassment and Sexual Misconduct was appended to the report and it was noted that it draws upon procedures used by the college and captures them in one place.
- It was noted that the college have undertaken Blackboard quick polls to recognise students' perspectives and understanding.



- Staff have been sent a Safeguarding News and students a Student Safety and Wellbeing Newsletter focusing on relationships and thinking about what makes a healthy relationship.
- Governors asked the question as to whether there has been an increase in sexual abuse and it was noted that there had been an increase in recorded incidents of sexual harassment as students are now more aware of what sexual harassment is, but there had been no increases in sexual assaults being reported.
- Helen Richardson-Hulme informed governors that her team are currently “digging down” the data on referrals as the figure seemed high this month. It was noted that the Easton campus report concerns in an holistic way and incidents are sometimes recorded in more than one place. The statistics are currently being reviewed.

The Chair thanked Helen Richardson-Hulme for her excellent and comprehensive report.

### **7.3 Training – Information Security** (Paper 20)

The PowerPoint presentation was uploaded and presented by the Principal and the following highlighted:

It was noted that much of the information security presentation was discussed under the confidential section of agenda item 6.1.2.

It was confirmed that the phishing attacks are one of the most common ways cyber criminals acquire credentials to enter a network. They can be very sophisticated and appear to look like genuine messages. Hacked sites have data stolen to be sold on and / or files encrypted and ransom demanded. It was agreed that attackers will get into systems if they are determined to do so but will go away and try another establishment if the process has been made more difficult, therefore the college have set up a multi layered approach with strong password management including regular testing and strong yet memorable pass phrases which are not easily guessed or worked out and are never used elsewhere. Staff training and regular communications has been heightened to make staff more aware of threats. Staff are now very aware that they must report anything out of the ordinary or suspicious to IT and be responsible for security and data protection.

The Principal informed governors that cyber security insurance has now been purchased at a cost of around £20k. This will give the college around £1m cover, with an excess of £25k.

## **8. SECTION C – papers for information only**

### **8.1 Committee Minutes from Previous Meetings**

#### **8.1.1 Curriculum and Standards** (Paper 21)

The unconfirmed minutes from the Curriculum and Standards Committee Meeting held on 11 May 2021 were previously distributed for information.

#### **8.1.2 Business** (Paper 22)

The draft minutes from the Business Committee Meeting held on 18 May 2021 were previously distributed and the full content noted.

## **9. Any Other Business**

There was no urgent business noted at today’s meeting.

**10. Confidentiality**

It was agreed that agenda items 6.1.2 (IT Update), 6.1.2.1 and 6.1.2.2 and 6.1.2.3 would remain confidential.

**11. Date of Next Meeting**

The next CCN Board Meeting is scheduled to take place on Tuesday 6 July 2021 at 4:00pm, via Microsoft Teams.

All formal business having been concluded; the meeting closed at 6.10 pm.

**Signed** ..... **Date** .....  
**(Chairman)**