

## BUSINESS COMMITTEE

### CONFIRMED MINUTES FROM THE MEETING HELD ON 27 JANUARY 2026 AT 4:00PM CITY COLLEGE NORWICH, THETFORD BOARDROOM

#### Present:

Noel Bartram	NB	Chair
Jerry White	JW	Principal and Governor
Joe McNeill	JMc	Governor
Phil Gormley	PG	Governor
Sarah Appleton	SA	Governor ( <i>remote via MS Teams from 4:21pm</i> )
Shirley Barker	SB	Staff Governor ( <i>until 6:09pm</i> )
Lacey Ross	LR	Student Governor, SU President ( <i>remote via MS Teams until 6:09pm</i> )

#### Attendees:

Jen Eves	JE	Chief Operating Officer
Jodie Mitchell	JM	Director of Governance and Legal
Marcus Bailey	MB	Governor ( <i>remote via MS Teams</i> )
Martin Colbourne	MC	Chief Finance Officer
Nick Sainton-Clark	NSC	Health and Safety Manager ( <i>until 4:38pm</i> )
Claire Harber	CH	Governance and Legal Officer

#### Apologies:

Chris Caddamy	CC	Executive Director for Data, Digital and Transformation
Lillian Rackham	LRa	Student Governor

## 1. Area Updates

### 1.1 Health and Safety Update

The Health and Safety Update relating to the autumn term was circulated prior to the meeting. The following points were highlighted:

- There were no major incidents during the term but there was an increase in the number of slips and trips reported (largely due to an issue with the dancefloor which has been rectified) and an increase in reports of violence and aggression.
- There was one RIDDOR which was submitted to the Health and Safety Executive late due to delayed reporting by the staff member concerned. The new HR system in place will now send an alert in such circumstances so delays in reporting will be less likely in future.
- There was an increase in medical incidents, particularly in relation to epileptic fits and Functional Neurological Disorder (FND).
- The team have been working on health and safety policies, training and templates for commercial events due to increased commercial activity.
- A training package to support requirements under Martyn's Law is being developed and will soon be rolled out.
- Health surveillance is being carried out where potential issues have been identified; recurring budget allocation will be required to cover costs in future years.

*SA joined the meeting at 4:21pm.*

The Committee were informed that training compliance rates are very good, and the College is moving forward with a health and safety skills and training matrix. Governors asked whether the College has considered an enterprise-wide system. It was recognised that a colleges system needs are varied and attendees were not aware that a solution exists in the sector, however it was noted that the College's digital strategy is to reduce the number of systems and ensure systems communicate more effectively.

**ACTION 1: Ask IT about enterprise-wide systems (JW/JE).**

The Committee questioned the absence of fire drills at Norfolk House and were informed that a drill will be arranged. It was noted that College Principals will be responsible for ensuring these go ahead. The Committee also questioned fire marshal failure rates and were informed that teams occupying problem buildings will be targeted.

*NSC left the meeting at 4:38pm.*

**2. Apologies for Absence**

Apologies were received and noted as above.

**3. Declaration of Conflicts**

No declarations were made.

**4. Unconfirmed Minutes of the Meeting Held on 25 November 2025**

The unconfirmed minutes of the meeting held on 25 November 2025 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

**5. Unconfirmed Confidential Minutes of the Meeting Held on 25 November 2025**

**5.1 Unconfirmed Confidential Minutes of the Meeting Held on 25 November 2025 (Set 1)**

The unconfirmed confidential minutes (set 1) of the meeting held on 25 November 2025 were amended and agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

**5.2 Unconfirmed Confidential Minutes of the Meeting Held on 25 November 2025 (Set 2)**

The unconfirmed confidential minutes (set 2) of the meeting held on 25 November 2025 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

**6. Matters Arising**

Bus 1 Action 5: Present a fully costed business case for growth into HE to next Business Committee (to be considered in light of overall agreed sustainable transformation plan) (SG). ACTION ONGOING (Due: March 2026)

Bus 2 Action 1: ACTION COMPLETE

Bus 2 Action 2: ACTION COMPLETE

Bus 2 Action 1: Prepare summary for Board on the situation on the Norwich Building roof and lessons learned (MC). *A short paper will be presented to the February Board.* ACTION ONGOING (Due: December 2025)

**6.1 CONFIDENTIAL – Confidential Matters Arising**

The discussion was confidential and is recorded within the confidential minutes (set 1).

## 7. Risk Register Review

The Risk Register Review was circulated prior to the meeting.

It was noted that the College's approach to risk is evolving and that the Principal and Chair of the Audit and Risk Committee will be meeting to discuss the way forward.

### **ACTION 2: JW and PP to meet to discuss College's approach to risk (JW/PP/JM).**

The Committee highlighted that the paper includes reference to items being 'above risk tolerance' and it was noted that the College does not have a formal mechanism for calculating risk tolerance at this stage, so these references are instinctive.

In relation to risk 6, it was noted that the effects of future changes in local government, such as adult skills funding, are difficult to predict. Governors asked how the College is engaging with MPs in relation to risk 6 and were informed that SMT are actively speaking with MPs - one MP is due to visit next month and another conversation with an MP in relation to VAT is planned.

## 8. CONFIDENTIAL – Strategic Target Monitoring

The Strategic Target Monitoring paper was circulated prior to the meeting.

There was a discussion around the sickness rates at the College and how the new sickness policy is being received. Governors were informed that managers are being held to account for sickness absences in their department and must now submit an action plan to the Principal where sickness absences totalled over 100 days during the autumn term. The Committee were further informed that unions are focussing on stress and workload. It was noted that the Director of People is investigating what additional HR resource is needed to address sickness issues.

It was noted that college Principals will be developing a five-year plan and vision for each site to support transformation.

The Committee asked what the employer engagement strategy goals are and were informed that these would be presented at the Strategy Day on Friday.

### **ACTION 3: Send Employer Engagement Strategy to NB once finalised (CH).**

## 9. CONFIDENTIAL – Finance Updates

### 9.1 CONFIDENTIAL – Finance Report

The discussion was confidential and is recorded within the confidential minutes (set 1).

### 9.2 Procurement Activity Update

The Procurement Activity Update was circulated prior to the meeting.

The Committee noted the Procurement Activity Update.

### 9.3 Insurance Update

The Insurance Update was circulated prior to the meeting.

The Committee noted the Insurance Update.

#### 9.3.1 CONFIDENTIAL – Insurance Renewal

The discussion was confidential and is recorded within the confidential minutes (set 1).

#### **9.4 Annual Review of the Treasury Policy**

The draft Treasury Policy was circulated prior to the meeting and taken as read.  
The Business Committee approved the Treasury Policy.

*The meeting took a break at 5:43pm and reconvened at 5:50pm.*

#### **10. Sustainability Report and Climate Plan Update**

The Sustainability Report and Climate Plan Update was circulated prior to the meeting. The following points were highlighted:

- The Sustainability Board meets termly.
- Workstreams feed into the Sustainability Board and each workstream has its own action plan.
- Due to financial restraints, there is no dedicated sustainability resource.
- The College is delivering against plan.
- Key achievements include a business management system upgrade for the estates team, increased recycling and laptop roll out to enable agile working.
- Students have access to a dedicated sustainability intranet site and student Sustainability Festivals are being arranged.

The Committee asked what progress has been made on the Sustainable Travel Policy and were informed that it has been to the Sustainability Board for consideration and is due to be considered by the Senior Management Team.

The Committee asked whether students feel the College is doing enough in relation to sustainability. The Student Governor present indicated that students have noted the increase in recycling on site, but that travel is still an issue. It was noted that assistance from local authorities is required in relation to cycle paths and bus routes and a lead is needed to take this forward and identify potential partners for lobbying.

**ACTION 6: Identify a lead and possible partner(s) for lobbying to improve public transport links and cycle paths (JW).**

#### **11. GDPR Compliance Report**

The GDPR Compliance Report was circulated prior to the meeting.

The Committee noted the small number of low-level concerns reported. It was further noted that data requests from the police are increasing and impacting workload in the team and that other colleges are also experiencing an increasing number of police requests. The Committee asked about the volume of Freedom of Information requests received and were informed that some do come through but numbers are not significant.

#### **12. CONFIDENTIAL – Union Colleagues Meeting Minutes**

The Committee noted the minutes from the Working Together Group meetings on 22 October 2025 and 12 November 2025.

#### **13. Health and Safety Group Minutes**

No Health and Safety Group Minutes were presented.

#### **14. Other Urgent Business**

No matters were raised under this item.

**15. Meeting Review and Summary**

It was noted that the agenda was straightforward, and the Committee agreed that all points were well covered.

*SB and LR left the meeting at 6:09pm.*

**16. CONFIDENTIAL – Industrial Relations**

The discussion was confidential and is recorded within the confidential minutes (set 2).

**17. Date of Next Meeting**

The next Business Committee Meeting is scheduled to take place on 17 March 2026 at 4:00pm.

All formal business having been concluded; the meeting closed at 6:25pm.

Signed ..... Date .....  
(Chair)