

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 27 JUNE 2023 AT 4:00PM, IN THETFORD BOARD ROOM

Committee Members:

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

In attendance:

Martin Colbourne (Deputy CEO) (MC), Lana Jackman, (Governance & Legal Interim Clerk) (LJ), Sebastian Gasse (Vice Principal Student and College Services) (SG), Anne Vallins-Hooper (Director of Registry observing) (AVH), Nick Sainton-Clark (Health and Safety Manager until 4:32pm) (NS-C), Barbara Ashby (Governance and Legal Administrator) (BA)

1. Health and Safety

The Health and Safety report was previously circulated and presented to the committee by NS-C and the following key points were noted:

- 3 Riddor incidents were reported and the levels of accident/incident reporting remain good with a slight reduction overall
- SpLD/Inclusive learning student behavior continues to show a high level of incidents but includes '*near miss incidents*' and activity of this nature is expected in this area of delivery.
- 3-day First Aid training is being delivered to staff that volunteer to cover First Aid duties so the College is meeting the current needs analysis
- Full fire risk assessments have been carried out across Easton and Paston which have highlighted a variety of issues to address, from poor fire extinguisher servicing to lack of alarm system connectivity
- Issues were noted regarding the poor quality of fire door installation in halls of residence. These are matters already being addressed
- There has been a slight decrease in the progress with fire risk assessment at Easton due to an increase in actions and Paston results were not received in time to include in the report
- Fire/emergency signage will be a focus for the Summer
- Meetings have been held with Unions in terms of the proposed suggestion that all staff are trained as fire marshals. However, there are concerns around the implementation process and discussions are needed with HR around exemptions for staff
- It was noted that fire drills at the Ipswich Road site are currently outstanding (challenge fitting them in around exams) and all Paston ones are scheduled before end of this term. Easton has been completed.
- A redraft of the fire policy will be produced after the inconsistencies and gaps in the current policy have been resolved
- Aviva has been sent operational documentation regarding the Electrical Vehicle workshop following their site visit and we're awaiting any queries they may have.
- Progress is being made regarding Easton Farm actions increasing from 40% back in February to 67% completion as at end of May

Governors asked whether there is funding available from college capital monies to replace fire

doors and it was confirmed this could be a possibility in terms of the criteria fire doors fall under for capital spending.

Governors commented on what ratings fire risks are given and it was noted there are a mix of ratings and the responsibility for the ratings is a deciding factor for the College.

- It is proposed to redefine and revitalize the role of Health and Safety Area Leads in time for the new academic year as it is an important part of the safety management structure for the College.
- Amendments have been made to the Health and Safety and Wellbeing Policy and a draft policy regarding electrical testing on behalf of Estates and Facilities has also been devised.
- with the number of capital projects due to start soon the importance of awareness of the requirements under CDM was highlighted as well as effective management in relation to health and safety matters.

Progress continues to be made to deal with issues that arise from site inspections. Health and Safety refresher training sessions have increased with 280 staff having been trained to date. Training Revisions are being carried out for asbestos awareness, manual handling, and working at height. A new fire marshal module will be included.

Work Placement Employer Checks

These are going well due to a smoother process in place and assistance from the additional Health & Safety Officer role has been beneficial, especially when staff have been absent either through sickness or holiday.

There was a slight reduction in requests from April into May with an increase in June. Concerns have been raised over liability issues with tutorial supervisors regarding some of the A-Level placements for students with Health and Safety not being informed of arrangements. Consequently, no checks would have been carried out beforehand. In addition, there have been short notice requests for placements giving very little time to complete the required checks for suitability.

NS-C left the meeting at 4:42pm

2. Facilities and Estates Update

The discussion was confidential and is recorded within the Confidential Minutes.

3. Apologies for Absence

Apologies were received from Seth Harvey 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.

4. 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.

5. Unconfirmed Minutes of the meeting held on Tuesday 16 May 2023

The unconfirmed minutes of the meeting held on Tuesday 16 May 2023, were agreed as a true record of the meeting, and will be signed by the Chair at the next available opportunity.

6. Unconfirmed Confidential Minutes of the meeting held on Tuesday 16 May 2023

The unconfirmed confidential minutes of the meeting held on Tuesday 16 May 2023 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

7. Matters Arising

22/23 Bus 2 Action 10: MC to update the strategy document that needs to include capacity utilisation and bring to Business meeting on 31 January 2023. *MC provided an update that costings are needed to fully assess the financial return and utilization of the 3g pitch. Further update to be provided at next meeting. Still in progress.* **ACTION ON-GOING**

22/23 Bus 5 Action 1: JW/MC to raise, with the AoC, the issue of Window 11 migration implementation within the required timescale and the risk to data security. This matter has been raised with the AoC but nothing to report as yet. **ACTION ON-GOING**

22/23 Bus 5 Action 2: JP to provide a business cost proposal, outlining IT software procurement costs for formal approval sign off at Board on 23 May 2023. *Added to Board Agenda, item 14.* **ACTION COMPLETE**

22/23 Bus 5 Action 3: JW to bring an updated draft of the Accountability Statement to Board on 23 May 2023 for further discussion and sign off to be submitted by 31 May 2023. *Added to Board Agenda, item 9.* **ACTION COMPLETE**

22/23 Bus 5 Action 4: MC to explore benchmarking for Cyber Security and Health and Safety training in relation to what other colleges do and provide an update at the next Business Committee on 27 June 2023. *Agenda item 11.1. MC confirmed that benchmarking will be incorporated next year.* **ACTION COMPLETE**

22/23 Bus 5 Action 5: JW/MC to present the projects improvement plan drawn up on 17 May 2023 at the Business Committee on 27 June 2023. *Updated provided within finance reports* **ACTION COMPLETE**

22/23 Bus 5 Action 6: MC to provide a report showing proposed short term cash deposit options with rates and present at Board on 23 May 2023. *Added to Board Agenda, item 13.* **ACTION COMPLETE**

22/23 Bus 5 Action 7: JW/MC to provide a progress report on Curriculum costing and present at Board on 23 May 2023. *Added to Board Agenda, item 12.* **ACTION COMPLETE**

8. Finance Reports

8.1 Finance Executive Summary paper

The discussion was confidential and is recorded within the confidential minutes.

8.2 Weekly Debts Report

The discussion was confidential and is recorded within the confidential minutes.

8.3 Easton Land Legals Report

The discussion was confidential and is recorded within the confidential minutes.

8.4 Capital Projects

The discussion was confidential and is recorded within the confidential minutes.

8.5 Treasury Deposit

The discussion was confidential and is recorded within the confidential minutes.
Meeting broke at 5:34pm and resumed at 5:42pm.

8.6 Draft Budget

The discussion was confidential and is recorded within the confidential minutes.

9. Draft IAS Audit Plan for 2023/24

The discussion was confidential and is recorded within the confidential minutes.

10. Annual Review of the Business Continuity Policy

The Annual Review of the Business Continuity Policy was circulated prior to the meeting and taken as read. MC stated that a routine refresh has been carried out to the Policy and no significant changes have been made. Governors queried whether any other items should be included in the list of risks and it was confirmed no further matters needed adding at this time.

11. Workforce Development Report

The Workforce Development Report was circulated prior to the meeting and taken as read. The following were noted:

- Mental Health remains the largest reason for staff absence and there is assistance for staff to deal with issues via Occupational Health and counselling.
- There was an increase in staff absent with cancer in recent months, not previously noted which could be linked with diagnosis delays due to Covid
- Covid absence showed a decrease with just 28 absences in May
- There was an increase in the number of outstanding probations in May which was disappointing.
- Admin days have been allocated to Core Training with a view to increase completed sessions

11.1 Cross Sector Training Benchmarking

MC provided a verbal update stating this had been an action point from the last business meeting and confirmed that benchmarking has been explored with a view for the College to aim for a completion rate of 97%.

SB left meeting at 6:43pm

12. Governance Matters

12.1 Annual Review of Committee Terms of Reference

The Annual Review of Committee Terms of Reference report was previously circulated and taken as read.

It was highlighted that the membership and quorum figures should be considered being amended to reflect the number of new Governors that have recently been recruited. Governors agreed this was a matter that should be referred to the Board for further discussion and approval.

ACTION 1: LJ/CJ the query around membership and quorum numbers to be considered for further discussion at Board on 4 July 2023.

13. Strategic Priorities

JW provided a verbal update noting that:

- *Priority 7 Investors in Diversity*: this continues to be worked on with HB leading the project.
- *Priority 8 Creating a Vibrant College Community for Staff* : this is proving a challenge against issues of morale at this time but the recent roll out of the staff survey may provide a better picture of how to drive this one forward.
- *Priority 9 Reducing Reliance on Public Funding*: nothing to update this time.
- *Priority 10 Grain Store Project*: this remains on hold.
- *Priority 12 Estate Strategy*: only 1 out of the 3 has been focused on to date, due to circumstances beyond college control.
- *Priority 13 To Develop an Approach to Net Zero Focusing on Green Travel*: good progress is being made as there is more awareness around sustainability issues.

14. Confidential Item – Union Colleagues Minutes

No items were raised for discussion.

15. Other Urgent Business

No items were raised for discussion.

16. Date of Next Meeting

The next Business committee meeting will take place on 10 October 2023.

All business having been concluded; the meeting closed at 6:53pm.

SIGNED: DATE:
(Chair)