

## CORPORATION BOARD MEETING

### CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 29 MARCH 2022 AT 4:30PM, VIA MICROSOFT TEAMS

#### Present:

Andrew Barnes (Chair), Corrienne Peasgood (Principal), Noel Bartram, Jill Lanning, Jonathan Barnard, Evie Berg, Nikki Gray, Andrea Blanchflower, Bree Sherwood (until 5:40pm)

#### Attendees:

Jerry White (Deputy Principal), Julia Bates (Vice Principal FE Curriculum and Quality), Helen Richardson-Hulme (Assistant Principal, Student Services), Martin Colbourne (Deputy CEO), Jodie Mitchell (Director of Governance and Legal)

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#### 1. Apologies for Absence

No apologies were received for this meeting.

Mark Eastwood was absent from the meeting.

#### 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 Meeting held on 8 February 2022

The unconfirmed minutes of the meeting held on 8 February 2022 were amended slightly and 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 8 February 2022

The unconfirmed confidential minutes of the meeting held on 8 February 2022 were amended slightly and agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

#### 5. Matters Arising

##### Board Meeting – 6 July 2021

20/21 – Board 17 Action 6: The revised Schedule of Business to be brought to the full Board meeting taking place on 19 October 2021 for discussion and agreement. *CJ confirmed once the ToR have been amended, this will feed into the schedule of business, which will then be brought to Governors.* **ACTION ON-GOING**

##### Board Meeting – 8 February 2022

Board 5 Action 1 - JL to confirm with CP the schedule for the Governor Scrutiny Reviews. **ACTION COMPLETE**

Board 5 Action 2 - JM/CJ to add 'E&D data for withdrawals' to the schedule of business going forward. **ACTION COMPLETE**

Board 5 Action 3 - JW to provide an update to the Business Committee on 22 March 2022 regarding the ACE (Advanced Construction and Engineering) Project. ACTION COMPLETE

Board 5 Action 4 - CP to present the merged risk register for review at the A&R Committee on 8 March 2022. ACTION COMPLETE

Board 5 Action 5 - A review of Risk Appetite to take place at the July Strategy Day.  
**ACTION ON-GOING**

## 6. Chair's Remarks

ABn confirmed that under section 12 Confidential Items, all governors will be required to stay and meet with JM and CP and all staff members will be asked to leave the discussion at this point.

ABn and JL noted they attended a Q&A session on 28 March 2022 with David Hughes, AoC CEO, Shaid Mahmood, AoC Chair and Shelagh Legrave, FE Commissioner.

Shelagh outlined what changes and support are going to be put into place, along with the sharing of good practise across the sector.

At the session there was good discussion around high need learners, apprenticeships, HE and regulation bodies.

JL noted the self-assessment and peer review of Governing Corporations is a key topic of discussion and felt that it would be useful to expand on this at the July Strategy Day.

CP confirmed the requirements of self-assessment and external reviews will be outlined in the confirmed Skills Bill, therefore it is best to wait until this is released to ensure that we are undertaking the review correctly.

ABn also noted that importance of Clerk roles, training and support was a key theme of discussion.

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

### 7.1. Chairs Summary of Committee Meetings

#### 7.1.1. Curriculum and Standards

JL confirmed the C&S Committee discussed:

Easton English and Maths – Please see confidential minutes.

Easton FE Improvement Board – Please see confidential minutes.

Quality Report – retention was a focus of discussion for C&S. Along with the management of apprentices who are BEED 'beyond expected end date'.

TLA – The current impact of Covid is quite profound and the number of staff absent is increasing. Unfortunately, at present staff are also too unwell to work from home and online which is therefore impacting students.

Combined with recruitment struggles staffing numbers are a pressure at the moment. This was also noted at the recent AoC discussion that JL and ABn attended as noted earlier in the meeting.

HE – Please see confidential minutes.

IAG – JL highlighted we continue to meet the Matrix Accreditation standards and accreditation reward will continue. HRH confirmed the formal report had been received today (29.03.2022) and will be shared with Governors in due course.

### **7.1.2. Business**

NB confirmed the Business Committee discussed:

A full finance update will be provided by MC. There are a number of pressures anticipated around rising costs and recruitment / payroll.

Estates Strategy – full discussions around estates will be expected in July.

The Business Committee discussed the fees paper in detail and a further update was requested to be presented today and is expected later in the agenda.

Insurance Papers – Please see confidential minutes.

#### **7.1.2.1 Finance Update**

MC noted that NB included a finance update in the Business Committee paper however updated the governors further on:

January Management Accounts

Please see confidential minutes.

Utilities Update - Please see confidential minutes.

Debt Update – Please see confidential minutes.

Easton Land Matters - Please see confidential minutes.

#### **7.1.2.2 CONFIDENTIAL ITEM – Contract Extensions**

Please see confidential minutes.

#### **7.1.2.3 Fee Policy for 2022/23**

Please see confidential minutes.

#### **7.1.2.4 Gender Pay Gap Report**

Please see confidential minutes.

### **7.1.3. A&R**

MC confirmed that the internal audit reports were reviewed:

- HE report had a significant assurance given. As noted earlier the HE report was highlighted as an area for future discussion as to whether the brief was too big and whether the report achieved what we required of it. There were 4 low and 1 medium recommendations. The medium recommendation was relating to the strategic planning for progression from FE to HE.
- Anti-fraud and whistleblowing was also reviewed, particularly as to how matters are declared. Again, a significant assurance was given and 2 low level recommendations were made.
- Cash-flow forecasting – a strong assurance was given and no recommendations were made.

- Cyber security – a verbal report was given at A&R and the formal report is expected at the A&R meeting in June 2022. Cyber security is a key focus at present and requires continual monitoring.

NB suggested that Cyber security should be added to all Business Committee agendas going forward. This is already included in John Pollitt termly report but can be included in the other meetings.

**ACTION 1: CJ to update the Schedule of Business to include a cyber security update on all Business Committee agendas.**

The merged risk register was discussed at the A&R Committee to combine the NES, CCN and Covid-19 registers, removing any duplicates and archiving those no longer required. The A&R Committee then completed a high-level review of the remaining risks. Once finalised the risks will be allocated to the respective committees so each Committee can undertake an annual review.

**7.2. Strategic Priorities**

CP presented the proposed targets for approval by the Board, noting the four sections of finance, higher education, further education and Ofsted targets. The reporting of the strategic priorities is on track for this year for Term 2b and will continue during Term 3.

JL noted that further to discussions and a relating action at the C&S Committee regarding the Curriculum Strategy that this will need reviewing again in greater detail.

**ACTION 2: CJ to add '6. Implement a reviewed and revised Curriculum Strategy' to Term 3b Strategic Priorities for review.**

**7.3. Wellbeing and Inclusion Report and Safeguarding**

The Wellbeing and Inclusion report was previously distributed to Governors and HRH noted the following:

- Student referrals remain high but are not out of line with previous years
- The top 4 of the top 10 case types relate to mental health
- Numbers for the sexual harassment, sexual abuse and on-line safety referrals are being tracked for the year and historic data will remain in the report
- There has been no changes to prevent referrals to those previously reported
- Concerns have been raised by the Safeguarding and Wellbeing team relating to the time it takes to carry out CADS referrals. HRH has raised this with the Norfolk County Council Safeguarding team. It was noted that the operational arrangements for the CADS team have been changed and therefore closing slightly earlier therefore the calls are being condensed into a smaller window. More staffing is in place so hopefully an improvement will be seen soon.
- ABn queried what the issues were with accessing GP appointments? HRH confirmed that many students are having difficulty accessing face to face appointments. We still support students as we have previously in writing letters, notes for discussion, parent/carer conversations etc. All governors noted that each GP surgery differs greatly, and some are still only offering telephone consultations. NB queried if we might be able to support students in how they approach appointment bookings? HRH confirmed we will continue to support students to ensure they are tenacious in getting appointments instead of accepting an e-form approach.
- We are seeing good engagement with child planning meetings due to being able to attend virtually. However, on the reverse, some families prefer a

physical meeting. Going forward, to be able to offer families the option on how the attend would be beneficial. EB felt this would be beneficial to the students to be able to control their communication and who attends with them.

#### **7.4. Governance Matters**

##### **7.4.1. Terms of Reference**

JM confirmed that the ToR for the Remuneration and Governance Committee were recommended by the Committee on 2 March 2022. The governance and search functions that were previously the responsibility of the Business committee have now been transferred.

ABI questioned whether the ToR were explicit in the requirements of the Governors and what they will need to do.

JL suggested that items that state 'to review', 'and to make any necessary recommendations' is added, as there may not always be some but where appropriate the Governors should make them.

**Pending the recommended discussed changes being made, Governors approved the Remuneration and Governance Terms of Reference.**

##### **7.4.2. Instruments and Articles**

JM confirmed the I&A's have been amended as per the recommendations made in the additional paper provided to the Board. CP noted these are the changes as discussed in the January strategy day and no new amendments are being suggested.

**All Governors approved the amended Instruments and Articles as presented.**

##### **7.4.3. Terms of Office**

Please see confidential minutes.

##### **7.4.4. Corporate Sealing Register**

The Corporate Sealing Register was shared with the Board for information.

#### **8. SECTION B - papers presented in Section B are for discussion only if requested by Governors.**

##### **8.1 Students Union Update**

The SU update was provided to governors for review.

CP stated that SU President role is now being advertised.

##### **8.2 5 Minute Training update**

No training update was provided.

CP felt that with a huge amount of change within the sector an extended training session would be useful. CP will work with JM to schedule in some training updates either within the Board meetings or Strategy Day agenda.

**ACTION 5: CP and JM to schedule in training update to provide Governors with a broad view of all sector changes, either within Board agendas or the Strategy Day agenda.**

**9. SECTION C - papers presented in Section C are for information only.**

**9.1 Committee Minutes from Previous Meetings**

C&S Committee Minutes (25.01.2021) and Business Committee Minutes (07.02.2022) were shared for information.

**9.2 Student Forum and Parliament Minutes**

No items were discussed under this section.

**9.3 Annual Strategic Conversation – Outcome letter**

CP noted that the presentation provided at the annual conversation was previously reviewed by Governors. The letter received following the conversation was presented to Governors within the meeting pack.

**10. Other Urgent Business**

ABs shared that this meeting is JB's last meeting and expressed thanks from the Board and all College colleagues for her efforts and contribution over the last 20 years. ABn wished JB's all the best for the future.

**11. Confidentiality**

It was agreed that agenda items 7.1.1 (partial), 7.1.2 (partial), 7.1.2.1 - 7.1.2.4 and 7.4.1 would remain confidential.

**12. Confidential Items**

ABn requested all members of staff to leave the Board Meeting (excluding CP and JM) all Governors to remain for a confidential discussion.

Please see additional confidential minutes.

**13. Date of Next Meeting**

The next CCN Board Meeting is scheduled to take place on Tuesday 24 May 2022 at 4:30pm, via Microsoft Teams.

Additional Meetings to note:

- 30 March - AoC/ETF Regional Governance Conference
- C&S – 10 May
- Business – 17 May
- Board – 24 May
- Remuneration – 8 June
- Audit and Risk – 14 June

All formal business having been concluded; the meeting closed at 7:50pm.

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