

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 5 JULY 2022 AT 4:30PM, VIA MICROSOFT TEAMS

Present:

Andrew Barnes (Chair), Corrienne Peasgood (Principal), Noel Bartram (until 5:47pm), Jill Lanning, Evie Berg, Bree Sherwood, Mark Eastwood, Lewis Pepperell (Student Union President)

Attendees:

Helen Richardson-Hulme (Assistant Principal, Student Services), Jerry White (Deputy Principal), Martin Colbourne (Deputy CEO), Jodie Mitchell (Director of Governance and Legal), Barbara Ashby (Governance & Legal Administrator)

ABn welcomed Lewis Pepperell, the newly appointed Student Union President to his first Board Committee meeting and asked him to introduce himself.

LP introduced himself to the Board and gave an overview of his background;

- Has completed a 2 year Diploma in Business, which provides a good background knowledge that he can bring to future Committee meetings and to the Student Union as President.
- Was a Panel member for the Catering Procurement Project and played a significant role to help win the Contract for the College.

JM suggested to NB that LP would be a potential candidate to have on the Business Committee.

1. Apologies for Absence

Received from Nikki Gray, Andrea Blanchflower and Jonathan Barnard.

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 24 May 2022

The unconfirmed minutes of the meeting held on 24 May 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 24 May 2022

The unconfirmed confidential minutes of the meeting held on 24 May 2022 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. Additional Confidential Minutes of the Meeting held on 24 May 2022

The unconfirmed confidential minutes of the meeting held on 24 May 2022 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

6. 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 5 Action 5 - A review of Risk Appetite to take place at the July Strategy Day. *Propose that this review should happen at the January 2023 Strategy Day.* **ACTION ON-GOING**

Board 6 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 date agenda. *CP stated this can be checked what focus the strategy will take on. To be included in Strategy Day on 12 July.* **ACTION ON-GOING**

Board 7 Action 1 – CP to provide a full update on the Strategic Priorities to the Board meeting in July. Items were referred to be included *at Strategy Day 12 July.* **ACTION ON-GOING**

Board 7 Action 2 - JM to find alternative dates for RemGov committee meeting and share with RemGov members. **ACTION COMPLETE**

7. Chair's Remarks

ABn acknowledged that this was CP last meeting due to her Retirement from CCN and thanked her for all her work as Governor during her time at the college. Congratulations were made to JW as the newly appointed Principal.

ABn thanked everyone who was involved in making the event at the Royal Show run smoothly.

Please see confidential minutes for additional comments.

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

8 Chairs Summary of Committee Meetings

8.1.2 Business

8.1.2.1 Finance Update

A full finance update provided by MC, please see confidential minutes.

Debtors report

MC confirmed the figures for these are still good but looking to decrease debt further by end July.

Land-sale to Persimmon

Please see confidential minutes

Easton Land Matters

Please see confidential minutes

Capital Transformation Fund

Please see confidential minutes

Easton Residencies

Please see confidential minutes

College Budget Report

Please see confidential minutes

Estate Strategy Refresh

Please see confidential minutes

8.7 CONFIDENTIAL ITEM - UCU Pay Claim

Item taken earlier in the meeting - Please see confidential minutes.

NB left the meeting at 17:47pm

Non Payroll and Inflationary Pressures

Please see confidential minutes

Strategic Development Fund

Please see confidential minutes

8.1.1. Curriculum and Standards

JL confirmed the C&S Committee discussed:

Easton English and Maths

Please see confidential minutes.

Retention

Please see confidential minutes.

Apprenticeships and BEED

Please see confidential minutes.

EAA

Please see confidential minutes.

HE - There were two key points noted:

- Firstly, the changes made by the Office for Students to Access and Participation Plans
- Secondly, discussion took place about the drop in applications with ER concerning, what the College is proposing to offer in relation to what potential students are seeking from a course of study at CCN and how this will operate next year.

IAG - HRH had provided a comprehensive report which included the situation with mental health matters.

Governors Curriculum Scrutiny - CP mentioned that ABI was looking at A-Levels and how Norwich and Paston compare by working together to improve the current grade of Outstanding. A meeting is taking place with the team to plan for this.

NG is looking at delivery of the T-Level courses and after a recent meeting with Fern Jest has planned to look at these qualifications from a student and staff perspective, in line with the outcome from the Internal Audit for next year. JL noted that NB being the link governor on HE had spoken with Ed Rose about the role of HE and plans to consider this further into next year with Ed Rose.

JW informed the Committee that HRH presented the post Ofsted action plan for the residential work, demonstrating assurance to Governors that the College is making strong progress on most matters and wanted to note at Board level that scrutiny had taken place.

ABn thanked JL for her comprehensive update.

8.1.3. Audit and Risk

CP confirmed that the Audit Plan had been distributed to each Committee for comments and provided a general overview as follows:

CP had asked if the Audit Plan met with the key items being dealt with at each Committee and stated the focus had been for a less qualitative approach and a more auditable one instead. CP stated the Plan would feature the areas noted below:

- 16-19 Target Group
- Cyber Security (initially annually)
- Attendance and Retention
- Office for Students Compliance
- Safeguarding & Prevent
- Strategic Planning
- Estates Management
- Contract Management (added to high value procurement)
- Fixed Assets and General Leisure
- Risk Management

CP informed Governors that if any of these items are dropped then Apprenticeship Funding Compliance would be added as it did not get rated strong or significant assurance last time it was audited.

CP confirmed that this is the Plan agreed by A&R Committee to be proposed to Governors and agreed by Chairs of C&S and Business Committee.

JL stated there had been a discussion about subsequent years and the potential that some refinements could be made to the proposed items. However, she noted on the whole these areas were sensible ones to consider for audit purpose.

ME was asked for his comments on the Plan which in principle he agreed with, in respect of the areas chosen. However, ME raised concerns about the order of the Plan.

CP responded to ME and Board that no changes had been made to the Audit Plan structure, stating it was the one Audit Committee had seen. JL confirmed this was the case.

The Audit Plan was formally approved by all Governors.

8.1.4. RemGov

JL and JM confirmed in BS absence the RemGov Committee discussed:

An update was provided concerning the recruitment process for a new Principal.

Self-Assessment and External Review were examined stating that DFE Code of Governance recommend that each Board should carry out one every 3 years. JL stated that CCN would not carry out an External Review before 2023/24 due to a new Code of Governance having recently been issued which could mean the criteria might change. However, JL suggested that it would be best to carry out a Self-Assessment now using the same questions as last year.

JM informed Governors that the role description of the Chair, Vice Chair and Role of Governors, Schemes of Delegation and the process for approval and election of Staff Governor were discussed and noted some updates were needed.

ACTION 5: JM to provide an update on role descriptions for Chair and Vice chair to be reviewed at the next Board meeting on 18th October.

After discussion Governors agreed that an External Review is not intended to be undertaken until after the duty review of C&S has occurred across Norfolk and Suffolk.

8.2 Equality Statement

JM presented an update and noted the following:

This covers the period 2022-2026 and has been reviewed and updated in line with the CCN Strategic Aims and Success Indicators which are included within the papers. Approval has been requested by Governors which if agreed, can be published on the CCN website. JM asked for any comments/questions and the subsequent 2 questions were raised:

JL queried the term '*marginalised communities*' and its meaning in the context used within the statement and mentioned there is no information relating to specific communities, so it is unclear. JM responded advising she would review this term.

ABn asked EB her thoughts on the use of the term 'marginalised'. EB stated that it would be helpful to have the document in a more 'user friendly' format. LP confirmed he could not comment as he had not seen the document. ABn suggested it would be useful for him to look at it after the meeting. CP said EB and LP should arrange to meet with Jacky Sturman to look through the statement together and discuss creating a version that is an easier read for staff and students. ABn agreed with this suggestion and asked whether EB & LP supported this suggestion. Both confirmed their agreement and JM stated she would set up a meeting for them with JS and herself.

ACTION 6: JM to arrange a meeting between JS, EB, LP and herself to discuss creating a user-friendly version of the Equality statement for staff and students.

ABn stressed the importance of the document being accessible to all and MC suggested the word 'marginalised' could be changed to 'all communities' which would keep matters simplified.

JW noted an amendment to the spelling of 'flourish' was required. ABn asked if anyone else had any amendments. No further amendments were noted.

JM asked for approval subject to changing the term 'marginalised communities' and providing an internal version for staff and students. Approval was granted on this basis.

ABn thanked JM for her overview of the statement.

8.3 Wellbeing and Inclusion Report and Safeguarding

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

HRH stated this report was a partial one with a full report being provided to Governors in the October 2022 Board meeting.

Safeguarding Referrals

- HRH stated that the top 10 key reasons for referral have not changed from the previous report with the prevalence of mental health in various forms.
- Other factors are contributing to these situations such as unsettled student home environments creating a risk of homelessness.
- HRH and EB have a meeting arranged with AW, The Wellbeing Team Leader on the 11 July to discuss Wellbeing and Safeguarding matters on a day to basis, as well as the high level concerns.

Summer Break and Multi Agency role

- HRH stated that two students that have required support in term time will continue to be provided with assistance during the Summer.
- Support will be available to two other students transitioning out of college and moving onto university.
- The team is also helping others that need a more multi agency approach to support them moving onto university.
- HRH highlighted the ongoing issue with the perception of young people out of College not being able to get a face-to-face GP appointments, creating a barrier for them. Support is being provided so they can access the help when they need it.

JL commented about this difficult situation of getting face-to-face GP appointments and voiced her concerns that this must be worrying for students as people are being forced to make online appointments instead.

ABn agreed with JL and commented whether there is a way to highlight this ongoing issue. HRH responded stating that they help students write letters to the GP which they can hand in but suggested they could possibly help with writing a message at the time they request an online GP appointment.

JW commented that even if a GP appointment is secured, getting further help is an additional challenge given that the current system is not effective. Students are therefore turning to the College for support because they are listened to and will receive support. However, JW highlighted that there are limitations on how much assistance the College can offer and acknowledged the great service HRH and team are providing.

ABn thanked HRH for her comprehensive report.

8.4 Strategic Priorities

CP informed Governors that the Strategic Priorities for the next academic year will be considered in more detail at the Strategy Day meeting on 12 July 2022.

8.5 Staff Forum Procedure – Approval

CP informed Governors that Business Committee had reviewed and recommended this item for Board approval.

CP advised that membership issues had now been resolved but a revised procedure would be needed for the 'Purpose' section as the current one does not reflect a multi-site operation only a single site. The staff have not seen the slight revisions so they will be presented at the next Staff Forum meetings and CP felt that some updating will be needed after.

Following discussion, approval was granted by the Board as it stands but it was noted that it will return to Board after an update has been made to the 'Purpose', once staff representative elections have taken place.

8.6 Staff Governor Election Procedure - Approval

JM informed the Governors that the procedure has been amended and updated in line with CCN amended Instruments and Articles.

RemGov Committee approved the procedure on 1 July 2022. Governors were asked to approve the procedure, allowing elections to commence in September. This will ensure staff Governors can be appointed at the first committee and Board meetings for 22/23. JM advised that approvals may need to be done via OnBoard so Staff Governors can be appointed onto the relevant Committees.

Following discussion full approval was granted by Governors.

ABn thanked JM for presenting the overview.

8.7 CONFIDENTIAL ITEM - UCU Pay Claim

Item discussed earlier in the meeting under item 8.1.2.1.

8.8 Governance Matters

8.8.1 A&R ToR - Approval

JM informed the Governors that the RemGov committee had reviewed and recommended for Board approval.

Following a brief discussion, Governors granted approval.

8.8.2 Annual Re-election of the Chair and Vice Chair of the Corporation and Confirmation of Committee Chairs for 2022/23

Following discussion, the Chair and Vice Chair of the Board agreed to continue their roles for a further one-year term.

ABn Chair this was proposed by JL, seconded by ME and formally approved by all Governors.

JL Vice Chair this was proposed by ABn, seconded by ME and formally approved by all Governors.

Committee Chairs:

BS to remain Committee Chair for Audit & Risk – this was proposed by JL, seconded by ABn and formally approved by all Governors.

NB to remain Committee Chair for Business – this was proposed by ABn, seconded by JL and formally approved by all Governors.

JL to remain Committee Chair for Curriculum & Standards – this was proposed by ABn, seconded by ME and CP and formally approved by all Governors.

BS to remain Committee Chair for RemGov – this was proposed by JL, seconded by CP and formally approved by all Governors.

8.8.3 Recommendations relating to appointments / re-appointments

JM asked Governors to note that CP will be resigning as Principal and therefore membership from the College Board and Committees as of 31 July 2022 due to retirement. JM asked for Governors to approve the following appointments to the Board and to Committees;

JW to be appointed as Principal as of 1 August 2022 to the Board and subsequent committees.

Appointment of Lewis Pepperell as Student Union President and to be Appointed as Governor to Board and Committees from 1 July 2022.

Appointments formally approved by all Governors.

NG – reappointment for a further term of 4 years, this was proposed by ABn and formally approved by all Governors.

8.8.4 Corporate Sealing Register

The Corporate Sealing Register was shared with the Board for information. No comments were made.

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

9.1. Students Union Update

CP provided a verbal update stating that a brief paper went to C&S regarding the appointment of LP and noted the key matters included on his agenda were to set up Freshers / student induction and to plan for recruitment and appointment of course reps.

CP had informed LP that any future items he wished to raise for discussion would be under section B, Student Union update.

ABn congratulated LP on his appointment of President of SU and to the Board.

9.2. 5 Minutes Training Update

There was no training update provided.

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

10.1 Committee Minutes

No committee minutes were presented to the Board.

10.2 Student Forum and Parliament

No minutes were presented to the Board.

11. Other Urgent Business

Please see confidential minutes.

12. Confidentiality

It was agreed that agenda items 7, 8.1.1, 8.1.2(.1) and 8.7

13. Confidential Items

No items were raised under this section.

14. Date of Next Meeting

The next CCN Board Meeting is scheduled to take place on Tuesday 18 October 2022 at 4:30pm.

Additional Meetings to note:

- Strategy Day - 12 July
- RemGov - 28 Sept
- C&S - 4 Oct
- Business - 11 Oct
- Board - 18 Oct
- Audit and Risk - 22 Nov

All formal business having been concluded; the meeting closed at 6:56pm

Signed **Date**
(Chair)