

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 24 MAY 2022 AT 5:00PM, VIA MICROSOFT TEAMS

Present:

Andrew Barnes (Chair), Corrienne Peasgood (Principal), Noel Bartram, Jill Lanning, Evie Berg, Nikki Gray, Bree Sherwood, Mark Eastwood

Attendees:

Helen Richardson-Hulme (Assistant Principal, Student Services), Jodie Mitchell (Director of Governance and Legal)

1. Apologies for Absence

Apologies were received from Andrea Blanchflower (ABI), Jonathan Barnard (JBn), Jerry White (JW) and Martin Colbourne (MC).

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 29 March 2022

The unconfirmed minutes of the meeting held on 29 March 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 29 March 2022

The unconfirmed confidential minutes of the meeting held on 29 March 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. Additional Confidential Minutes of the Meeting held on 29 March 2022

The unconfirmed confidential minutes of the meeting held on 29 March 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.

6. Matters Arising

ME joined meeting at 5:18pm

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 1 – CJ to update the schedule of Business to include a cyber security update on all Business Committee agendas. *Schedule of business update and included in draft SoB for 22/23. ACTION COMPLETE*

Board 6 Action 2 – CJ to add '6. Implement a reviewed and revised Curriculum Strategy' to Term 3b Strategic Priorities for review. *Added to the agenda for 21 June 2022. ACTION COMPLETE*

Board 6 Action 4 - JM to review the wording relating to Governors Terms of Office and provide a further update. *JM discussed using alternative wording for Governors Terms of Office which was provided in the action list for the committee to review. The Board gave approval for wording to be amended to "...for a specified period of no longer than 12 months **AT A TIME**". ACTION COMPLETE*

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 nearer the time what focus the strategy will take on nearer the time. ACTION ON-GOING*

7. Chair's Remarks

ABn thanked committee for their involvement and time in the appointment process for a new Principal in the last 2 days. A decision will be made by the end of the week.

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

8.1 CONFIDENTIAL ITEM - NES Transfer Agreement

Please see confidential minutes.

8.2 Chair of Summary of Committee Meetings

8.2.1 Curriculum and Standards

JL confirmed the C&S Committee discussed:

Easton English and Maths and Easton FE Improvement Board

We have seen good improvements in English and Maths (E&M) with a positive culture change. Attendance has improved greatly, and forward planning is more beneficial.

JL confirmed meetings relating to E&M are continuing until the end of the calendar year at present.

CP noted that the GCSE E&M exams have now started, and there were some teething issues at Norwich for English. Subsequent exams went much smoother.

Quality Report

ALS was a focus of discussion for C&S, along with the 'catching up' of apprentices impacted by the pandemic. It was highlighted the number of students requiring extra support for exams has increased significantly. CP stated that an analysis will be carried out on the type of reasons given for requesting an ALS.

TLA

The first set of assessments for T-Level students are now taking place, which are generating issues. These are being discussed with external agencies. Grid outcomes were scrutinised and 2 areas had moved up to outstanding: Health and Social work in HE and Education and Training.

The 'Flourish' approach was discussed and plans for the development day on 13 July were outlined.

CP stated that there are assessment issues within other qualifications in addition to T Levels from all the awarding bodies.

CP also confirmed that Covid had impacted in relation to the level of staff absences.

HE

The implications for the upcoming OfS changes were discussed and it was noted the relationship with the UEA is crucial and the additional responsibility in providing quality degree programmes delivered in their name.

Information, Advice and Guidance

JL congratulated HRH on a good outcome for the Matrix Report.

Governor Curriculum area scrutiny

The Adult provision was discussed and the need to look at the direction it is taking will need to be assessed at an appropriate time.

At C&S JL provided an update on the HE Curriculum Scrutiny provided by NB to date.

NTTC

CP stated that following the market review (which had not been available at C&S) of initial teaching for education, all providers had to apply to deliver ITE. CP confirmed the College did apply for this and while we did really well, passing 3 out of the 4 areas, the College did not get through on this occasion. The College will have an opportunity to improve on this in time for the second window in June.

60% of the suppliers that applied did not progress through the first round.

Adult Education

Maths Multiply - CP attended a meeting today which highlighted the strategy being adopted which is on an allocation basis. CP confirmed that the college has been allocated an amount for next year and an additional amount for the subsequent two years to provide small group work, 1:1 sessions for Adults. This was a positive outcome.

With the Level 3 de-funded qualifications CP confirmed the 3 areas affected are in Construction, Health and Social Care and Childcare. Both Health and Social Care and Childcare will be moved into T-Level qualifications. With Construction, particularly the Building Services and Civil Engineering these will also move to T Level. However, CP added that bricklaying, carpentry and joinery are not suitable for this type of qualification due to the lack of practical provision currently. These are set to be defunded in 2024 and CCN will not be able to appeal this decision. However, Awarding Bodies can appeal the decision and we will feedback to AoC to assist with this, as the result would mean no progression above a Level 2 in these building trades which would affect future opportunities for students.

JL commented that going to AoC will mean providing case studies that demonstrate the impact changing the qualification will have on a wider scale.

8.2.2 Business

NB confirmed the Business Committee discussed:

The IT Refresh Programme that will mean replacing equipment as required and the costs involved being offset against mitigations. A full update will be available at the next meeting in July.

A H&S update was provided by NS-C with nothing major to report at this meeting. It was noted that the H&S Manager will look to attend these meetings once a term now to provide a regular update.

8.2.2.1 ESFA Financial Statement Review 20-21

CP confirmed to the Board that the ESFA financial review was confirmed for 2020/2021 as Outstanding.

8.2.2.2 Finance Update

Please see confidential minutes.

BS joined the meeting – 5:39pm

8.3 Wellbeing and Inclusion Report and Safeguarding

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

- Referrals are still high, with the main type being mental health.
- The top 4 of the top 10 case types relate to mental health and anxiety.
- Development – a review has been carried out on Prevent Training resulting in liaison with the local Norfolk Prevent Co-ordinator, Chris Boden, within the local police and Amanda Youngs, a Prevent Officer who attended a training session last week. A formal feedback meeting took place yesterday providing recommendations and improvements. There was a positive outcome with CB offering to come in on our Development Day to provide a prevent session from the police perspective. It has been an involved piece of work but has resulted in positive feedback with the quality and improvement we provide for future training.
- Student Engagement - the National Mental Health Awareness week provided the opportunity for a range of activities to be delivered to students'. The Safeguarding team gave feedback on the observations made and referrals received during the event.
- Things that are working well are the engagement with parents and families in child planning meetings and with the close holistic work where children are at risk of CCE. In addition, in the Youth Targeted Support service HRH sat in on one of their meetings observing how this is working in practice.
- Face to face assessment at a GP level and within their CAMs service seems to be a key concern currently.

NB shared his concerns regarding parents keeping children in college in order to obtain funding. HRH confirmed this issue has also been highlighted by the students because they feel under pressure to stay and work part time jobs because of difficult family circumstances. CP added that this is also the case with students doing Apprenticeships because it is viewed as having a job so the family loses benefits.

Discussion took place between JL, CP and HRH regarding the issues surrounding the levels of mental health with students and the lack of external local service provision. HRH confirmed that the number of requests being received from students for wellbeing support ahead of term starting and centred around health needs rather than education needs was surprising but highlighted the current climate.

CP confirmed as the Vice Chair of the Children and Young People Strategic Alliance it gives an opportunity to raise awareness of the issues that students are facing. The group links with Norfolk and Waveney Health and Wellbeing Board and the Director of children's services is the Lead at these meetings. Other groups include the Written Statement of Action Group (which will be ending in November 2022) and meets after children's social care inspection. Actions concerning mental health will be raised again by Ofsted at their next visit.

ABn asked if CP would be continuing as a Vice chair of Children and Young Peoples strategic alliance after her retirement. CP confirmed she would not be able to as it is a position that is filled by a College Principal.

NG commented relating to concerns on mental health support and noted her alarm at the report figures. NG added that herself and ABn had visited Easton recently and considered the space there could be used to provide a holistic support package for student's wellbeing. It would be an opportunity for the College to explore. ABn asked whether there was funding for this type of service being a good idea in principle. CP stated there might be the possibility of using 'Catch up and Tuition' money as this is for individuals needing support with their mental health. JL suggested using a local or national charity like Child Poverty, who could provide the funding to the college as CCN would be the host for this sort of event by providing the space and resource to deliver this need.

ABn asked for HRH thoughts on this matter and HRH responded stating it could be explored together with the Wellbeing Team Leader Alex. They work with local charities Norwich Mind and BEAT so they will have an awareness of the difficulties in accessing other services.

NB queried whether face to face GP appointments was still a problem for parents and students and HRH confirmed it was the case. NB said it seems GP are preferring people to have online appointments. ABn commented that this option does not give the opportunity for a doctor, patient dialogue compared with face to face appointments.

8.4 Strategic Priorities

CP gave a verbal update to the Board. CP confirmed there are no concerns with any of the strategic priorities to date. CP proposed a single update paper relating to all strategic priorities be presented to Board in July instead of at individual committees. The Net Zero Road Map and Estates Strategy would also be included in the update. ABn accepted CP proposal.

ACTION 1: CP to provide a full update on the Strategic Priorities to the Board meeting in July.

8.5 CONFIDENTIAL ITEM - Procurement – Catering

Please see confidential minutes.

8.6 Governance Matters

8.6.1 Draft Calendar of Meetings for 2022/23:

JM requested approval for the draft calendar of meetings and any comments from the Board. NB clarified if invites will be sent out for all the meetings. JM confirmed they would be. No other comments were raised, and approval given by the Board.

8.6.2 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

The SU update was provided to Governors for review. EB stated she felt there should be more communication between the Colleges regarding elections and campaigning and day to day running of this event from a student perspective. EB posed the lack of communication could be because they were being held at Easton. EB suggested Blackboard was the preferred method of updating students as notifications are received by phone so more accessible. Posters would also be a good addition in advertising who is running and for what position.

ABn asked would the students be involved in this process? CP stated there might be restrictions under election rules of what we can do but would ask the Returning Officer for advice.

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

10.1 Letter from FE Commissioner

The letter was provided to the Board for information.

10.2 Committee Minutes from Previous Meetings

A&R Committee Minutes 08.03.22, C&S Committee Minutes 15.03.22 and Business Committee Minutes 22.03.22 were shared for information.

10.3 Student Forum and Parliament Minutes

No items were discussed under this section.

11. Other Urgent Business

Please see confidential minutes.

12. Confidentiality

It was agreed that agenda items 8.1, 8.2.2.2, 8.5, 11 and 13.

13. Confidential Items

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

Please see additional confidential minutes.

14. Date of Next Meeting

The next CCN Board Meeting is scheduled to take place on Tuesday 5th July 2022 at 4:30pm, via Microsoft Teams.

Additional Meetings to note:

RemGov – TBC	Business on 28 June
Audit and Risk on 14 June	Board on 5 July
C&S on 21 June	Strategy Day on 12 July

All formal business having been concluded; the meeting closed at 6:47pm

Signed **Date**
(Chair)