

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 13 DECEMBER 2016 AT 5.30PM ROOM D21a, CCN, IPSWICH ROAD, NORWICH, NR2 2LJ

Present:

Matt Colmer (Chairman), Andrew Barnes (Vice-Chairman), Corrienne Peasgood (Principal), Andrea Blanchflower, Jill Lanning, Bree Sherwood, Ben Hoven, Ian Webb, Salena Dawson, Rebecca Perry, Zak Virgin

Attendees:

Martin Colbourne (NES Managing Director), Dick Palmer (TEN Group CEO), Jerry White (Deputy Principal), Helen Richardson-Hulme (Director of Student Services), Clare Johnson (Clerk to the Corporation, Minutes)

1. TEN Group Update (Paper 01)

Dick Palmer presented the TEN Group update to the Board and key points were highlighted as follows:

- Performance 2015/2016
 - FAN – Since 2013 results have progressively gone up and this year attained best results
 - AAN – Were rate as ‘Requiring Improvement’ and have just been Ofsted rated ‘Good’
 - WAN - This year attained best results however they are still below national average but have a new Principal in place
 - UTCN – English/Maths are good, Progress 8 (progress made from during secondary school) needs to be better; KS5 – BTEC’s are excellent but A Levels are below national average
 - WJAW – Poor results recorded during 2015 – EIB Loan in place
 - CAN – Good results and improved by 8%
 - Overall over £1m surplus – CCN has the largest surplus
 - Only deficit in FAN – the current estate is old and DfE recovery plans in place
- New Trustees
 - New Trustees - Jim McAtear (Headmaster, Lead OFSTED Inspector) and Richard Proctor (Partner Larking Gowen)
- Academy Governance
 - New scheme of delegation has been implemented – the Government focus on achievement results is affecting how we recruit Governors
 - Focus for the group Governors is the four Key Judgement Areas of OFSTED
- Future developments
 - Due to previous CAN performance a ‘soft pause’ was in place but this has now been lifted so we can recruit members to the TEN Group
 - Cost saving exercise Apple is now in its third stage
 - UTCN was a standalone entity due to Government policy; however this was changed in February 2016 and now UTCN will join the MAT
 - Trustees working on a new Strategy to implement in Spring 2017
 - Ofsted inspections are expected imminently for many of the Group members

Dick Palmer left the meeting at 5:53pm.

2. Apologies for Absence

There were no apologies received for this meeting.

Matt Colmer noted that the Student Governor elections were closing this evening and that an FE Governor would be elected; Clare Johnson confirmed nominations will need to be reopened for an HE Student Governor in early 2017.

3. Declaration of Interest

There were no new declarations of interest declared at the meeting.

4. Minutes of the Meeting held on 4 October 2016 (Paper 02)

The minutes of the meeting held on 4 October 2016 were agreed as a true record of the meeting and signed by the Chairman.

Matt Colmer noted that under item 9.3 the detailed analysis for the print room had been reviewed and confirmed.

5. Confidential Minutes of the Meeting held on 4 October 2016 (Paper 03)

The confidential minutes of the meeting held on 4 October 2016 were agreed as a true record of the meeting and signed by the Chairman.

6. Matters Arising (Paper 04)

Action 1: School Council and Student Parliament information to be brought to the next Board Meeting taking place on 13th December 2016. *Action completed.*

Action 2: Association of Colleges Policy Update to be uploaded to BoardPad. *In Progress.*

Action 3: The PowerPoint presentation and grade descriptors for outstanding leadership and management to be placed in the Reading Room on Board Pad for Governor information. *Action completed.*

Action 4: Minutes available to view will be noted, in future, on the agenda. *Action completed.*

7. Chairman's Remarks

Matt Colmer congratulated Corrienne and CMT on the 125th anniversary celebration events; it was excellent and received great publicity.

The Area Review visit for CCN took place on 6th December 2016 and went extremely well. Matt thanked Andrew Barnes for standing in for him when meeting with Jacqui and Antoinette. The review template that CCN submitted has now been edited to include the reviewers comments and will be returned to CCN.

8. Principal's Update

Corrienne Peasgood noted it has been a very busy term starting with GCSE re-sits very early in the year.

Corrienne noted CCN has welcomed two Secretary of State visits this year already. There has been a lot of events and achievements so far this term and the news stories are shared on BoardPad in the Reading Room for Governors also. Recognising student achievement has been a real pleasure this term.

9. Section A

9.1 Quality Report

(Paper 05)

The full Quality Report was received and noted. Key points were highlighted as follows:

- 16-18 classroom based performance declined by 0.9% but continues to perform well against the overall 1415 National Average of 79.8%
- Retention has dropped by 1.2% for 1516
- The calculation method for Apprenticeships has been changed therefore affecting the outcomes:
 - Table 3 - Apprenticeship Timely Achievement up to 77% from 66%
 - Table 4 – Advanced Apprenticeship Timely Achievement down to 77% from 81%

Clarity was requested regarding timely and overall rates; Jerry White confirmed that at the beginning of an apprenticeship the student/employer set how long the student will be allocated to complete the apprenticeship. Timely achievement measures if students achieve the apprenticeship within the allocated time scale and Overall achievements measures if students complete the apprenticeship regardless of timescales.

- JW confirmed that Functional Skill delivery and assessment has been redesigned and the delivery team are adapting to the change
- Currently there is poor achievement for Level 2 FS as the assessment has been made much harder; we are currently awaiting for the national average data to be published for comparison
- Retention figures appear good in the early part of the year for 1617
- Annex 2 – JW noted that long term sickness of course leaders and experienced staff has been an issue this year and a number of new staff are still 'bedding-in' affecting the overall result

Jerry White confirmed we now await the publication of national comparative data in January 2017 to validate this position and provide new National Averages; a final report will be submitted to Curriculum and Standards and Board.

Jerry White noted that Teaching and Learning Review is being reviewed at CMT on Thursday 15th December 2016.

ACTION 1: JW to present the Quality Report including the national averages comparative data to confirm final position to Curriculum and Standards on 17th January 2017 and Board on 7th February 2017.

9.2 Annual Report and Financial Statements 2015/16

(Paper 06)

Martin Colbourne confirmed the report and accounts have been reviewed by the Audit committee on 2nd and 13th December 2016 and Bree Sherwood confirmed the committee approved the report and accounts.

The full Quality Report was received and noted. Key points were highlighted as follows:

- Management accounts show a surplus of £403k

- Pension liability has increased from £14,400 for 1516 to £17,100 for 1617 (note 20, Provisions)
- This is the first year of working under the reporting standards FRS102 (note 30)
- The I&E accounts are very positive and income is up
- Included in the report is:
 - Student numbers and achievement
 - Details of the curriculum structure
 - Challenges for the next 12 months
 - Risk and uncertainties
 - An update for Governance
 - Positive Audit Opinions

Matt Colmer noted the report and accounts have also been reviewed at the Business Committee also; Andrew Barnes had no additional comments.

The Board approved the Annual Report and Financial Statements for 2015/16.

9.3 College Self-Assessment Report (Paper 07)

Jerry White confirmed the report detailed the Headline grades and the curriculum area grades. The College SAR was received and noted. Key points were highlighted as follows:

- Three curriculum areas achieved a borderline judgement therefore further work was requested to analyse the final judgement grade
- One curriculum area required a second judgement
- Overall Effectiveness – Good (Annex 1)
- Final grades - Construction (Good – grade 2), Health, Social Care and Childcare (Outstanding – grade 1) and Sport and Public Services (Good – grade 2)
- Final Grades - Adult Learning Programmes only area graded as Requires Improvement

Jerry White confirmed next steps were to make any updates to data including National Average date available in January 2017.

Jill Lanning noted that the self-assessment process was very robust and three areas were borderline on their final grades. Jill noted that Adult Learning needs to be a key focus for the Curriculum and Standards committee next year. Jill has met with Ray Goodman for the curriculum link meeting and is waiting for feedback from Ray.

The Board approved the judgements presented within the report.

9.4 Audit Committee Annual Report 2015/16 (Paper 08)

BS confirmed the Audit Committee Report has been reviewed in detail at the Audit committee meetings and approved.

Matt Colmer noted that Risk Register needs to be seen by the other committees/Board and requested for this to be presented at the first meetings in a new calendar year.

The Board approved the Audit Committee Annual Report for 2015/16.

ACTION 2: CJ to arrange for the Risk Register to be presented to the Committees and Board annually, during January and February.

9.5 College 2016/17 Targets (Paper 09)

Corrienne Peasgood confirmed the targets have been taken from the SAR and Strategic Framework. The 2016/17 Targets were received and discussed. Key points were highlighted as follows:

Strategy

- SA1 Quality of HE – College achieves "meets expectations" for new HEFCE Annual Provider Review process – *Carried over from last year*
- SA2 Quality of FE – 88% of curriculum SAR grades to be good or outstanding
Carried over from last year
- SA5 Staff satisfaction +3% to 85% - *New results to be used*

Improvement

- IA1 Increase English and maths high grade GCSE and Functional Skills achievement rates to 2% above their respective 1516 national averages – *National Average or above is a harder target to achieve*
- IA2 Experience of Work to go beyond employability, community projects, placements and work experience evidenced by over 85% of SSA SAR sub-grades being good or better – *could be monitored through student survey*
- IA4 Develop our ability to evidence the impact on students of Personal Development, Behaviour and Welfare activities they undertake – *Helen Richardson-Hulme confirmed Student Services have a 3 hour team meeting scheduled to discuss how impact on students is measured*
- IA7 Eliminate declines in TLA Quality Report which are due to new staff joining by improving induction for delivery staff so that they deliver excellent TLA from Day 1 – *TDU are focusing on staff inductions*

Enhancement

- EA3 Increase parental engagement to improve attendance, achievement rates, positive progression and to widen the views taken into account in the SAR – *Use of Ofsted questionnaire to aid improvement*
- EA5 Develop the progress tracker to monitor progress of different groups of students in order to ensure that all students achieve as well as they can – *Development of Pro Tracker*

The Board approved the College 2016/17 Targets.

9.6 Finance Report (MC) (Paper 10/11)

The 3 month management accounts were received and noted. Key points were highlighted as follows:

- Emerging picture undertaken by CP, JW and Finance for December 2016
- Operating surplus 2.97% - excellent start
- New 19-23 loans are available
- Students aged 19-25 with LDD are now not supported by EHCP will move into adult provision
- Exam fees target has been reduced due to savings made last year
- Staff Management and Development has been reduced based on year to date figures
- Payments To 3rd parties - AGE expenditure reduced to revised contract from £323k budget to £61k

- Utilities - Reduced by £10k due to savings on electricity to date

The Finance Report – Pay Award 1% was received and noted; it was agreed to note this item under confidential minutes.

Bree Sherwood left the meeting at 6:25pm.

9.7 IAS 2016/17 Audit Plan (CP) (Paper 12)

Martin Colborne confirmed the Scrutton Bland 2016/17 audit plan was approved at the Audit Committee.

Page 6 of the presentation provides a snapshot of the audit opinions for CCN and TEN Group.

Page 7 of the presentation provides confirmation of the specific audits due to take place.

Matt Colmer confirmed the paper was for information.

9.8 Student Voice Report (BH) (Paper 13)

The Student Voice report was received and noted. Key points were highlighted as follows:

- Student Parliament was held on 6th December 2016 – there are now 10 members of SU Exec including Ben Hoven and Dan Goulburn. The main issues raised were:
 - Car Parking – providing notice of events and providing alternative areas
 - Food – Caterlink feedback and vending machine choice
 - Smoking areas – used as a social space and can be intimidating to some students, specifically the area near the 6FC. Corrienne noted how the set-up of the freshers fayre encourage students to mix and explore various parts of the campus.
- SU took part in the Area Review meetings and found the process beneficial and received good feedback
- The Wroxham Café social space is now officially open with furniture provided by the Advice Shop
- SU exec attended an executive officer training session at the UEA on 7th December 2016 with Great Yarmouth College; both parties found the process beneficial and shared good practise

10. Section B

10.1 5 Minute Training Update – DfE Reform Programme

The FE and Skills reform programme and AoC Policy Update powerpoint was tabled and noted. Key points were highlighted as follows:

AoC Board took place on 7th December 2016

- NEET – LA no longer track 18+ year olds. Norfolk has a high rate of young people in employment without undertaking further education.
- Social Mobility – DfE have held workshops on how to spend grant that is available for specific cities and projects. Corrienne would like to see a focus in Norwich for parental engagement from a young age and support for those transitioning to year 13

- FE Commissioner Assessments – Richard Atkins
- Transgender Equality – CCN already undertaking work on Transgender Equality
- Chartered Institute for FE – Currently CCN will not be joining

AoC Policy Update:

- Brexit – report was published on Friday on the impact of Brexit on systems and Colleges
- College Funding
- Education Legislation
- Technical and Further Education Bill
- Skills Devolution
- Ofsted – New Chief Inspector, Amanda Spielman
- Area Reviews – Reports for wave 1-2 are now available

10.2 Well-Being and Inclusion Report (Paper 14)

Helen Richardson-Hulme sadly shared the news that in November one of our students committed suicide and we await to hear from the Police or Coroner if we need to provide additional information as we had provided some support to the Student. Helen noted how reassuring staff were to the students and other colleagues during this sad time.

Safeguarding themes still continue to be around homelessness and mental health concerns.

Helen has been working with Norfolk Safeguarding Children Board around how mental health relating to Child Sexual Abuse is managed and sharing best practise on how we work with these students within CCN.

The full Well-Being and Inclusion report was received and noted.

10.3 Area Review Update (Paper 15)

The area review powerpoint was tabled and noted. The timeline was reviewed and Corrienne noted the next meeting was on 16th December 2016 for Matt Colmer and Corrienne to meet with Deputy FE Commissioner, Cindy Rampersaud to discuss the FE Advisers visit report.

The facilitated curriculum workshop for Principals is taking place on 19th December 2016.

11. Section C

11.1 School Council and Student Parliament (Paper 16-20)

The School Council and Student Parliament minutes were received and noted.

11.2 Minutes of previous Committee Meetings (Paper 21-22)

The Committee minutes were received and noted.

Jill Lanning noted that it would be useful to have the most recent set of committee minutes available at the Board meetings.

12. Other Urgent Business

No items were raised.

13. Confidentiality

13.1 Senior Post Holder Targets

Corrienne Peasgood, Martin Colbourne, Jerry White, Helen Richardson-Hulme, Rebecca Perry, and Ben Hoven left the meeting 7:35pm.

13.1.1 Review of 15/16 Targets

(Paper 23)

It was agreed to note this item under confidential minutes.

13.1.2 Proposed 16/17 Targets

(Paper 24)

It was agreed to note this item under confidential minutes.

14. Date of Next Meeting

7th February 2017 at 5:30pm

The meeting closed at 8.10 pm.

Signed **Date**
(Chairman)