

CORPORATION BOARD MEETING

**Confirmed Minutes of the Meeting held on Tuesday 28 March 2017 at 5.30 pm
Room D21a, CCN, Ipswich Rd, Norwich NR2 2LJ**

Present:

Matt Colmer (Chairman), Andrew Barnes (Vice-Chairman), Corrienne Peasgood (Principal), Andrea Blanchflower, Jill Lanning, Bree Sherwood, Ian Webb, Jared Carpenter

Attendees:

Nicola Lucking (Chair of the Corporation, Paston College), Jerry White (Deputy Principal), Helen Richardson-Hulme (Director of Student Services), Sue Millions (Assistant to the Company Secretary)

1. Student Presentation

2. Apologies for Absence

Apologies were received from Ben Hoven, Zak Virgin, Clare Johnson and Rebecca Perry.

3. Declaration of Interest

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

4. Minutes of the Meeting held on 7 February 2017 (Paper 01)

The minutes of the meeting held on 7 February 2017 were agreed as a true record of the meeting and signed by the Chairman.

5. Confidential Minutes of the Meeting held on 7 July 2017 (Paper 02)

The confidential minutes of the meeting held on 7 February 2017 were agreed as a true record of the meeting and signed by the Chairman.

6. Matters Arising from the Previous Minutes (Paper 03)

Action 1: Jerry White to present the Quality Report including the national averages comparative data to confirm final position to Curriculum and Standards when national average data is available. Please see agenda item 9.1. Action completed.

*Action 2: C&S Committee to discuss the use of ILP's in further detail (related to 15/16 target 3b) once the Curriculum Link Form from Andrea Blanchflower / 6FC is available for review. Progress trackers are now used and further discussions will take place at the next C&S Committee Meeting taking place on 2nd May 2017. **Action on-going.***

Action 3: Jerry White to amend the Fees Report to ensure dates referred to are 2018/19. Action completed.

Action 4: *Jodie Mitchell to review the Modern Slavery Act Statement relating to the living wage employer statements and targeted training obligations.* Amendments were discussed and actioned between Corrienne Peasgood and Jodie Mitchell and the final document has been approved and is available on the CCN website. Action completed.

7. Chairman's Remarks

The Chairman highlighted that the main discussions and involvement has been around Area Review this term and an excellent evening was had by all who attended the recent Apprenticeship Awards Evening.

The vacancy on the Board, following the resignation of Salena Dawson, has been put on hold until a final decision, with regard to the merger, is agreed.

8. Principal's Update

The Principal highlighted the very positive Ofsted Inspection which took place recently and explained that she is currently putting together a press release ready for its imminent release.

The Principal thanked everyone for their input into the Area Review and their on-going commitment.

The Principal highlighted that following the on-going merger and Ofsted inspection it is a significant time to undertake the next steps to getting better and further discussions on how this will be managed will be discussed in the summer term.

9. Section A

9.1 Quality Report with TLA Paper (Paper 04)

Governors were asked to scrutinise the tabled report, previously circulated, and raise any issues that may need further work or clarification. The report presents key data and analysis of the current performance of the College and the work being undertaken to enhance the quality of provision. The Curriculum and Standards Committee have reviewed the full version of the paper and fully scrutinised it accordingly. Only actions RAG rated Red are presented in the version to the full Board.

The summary of the key points were highlighted as follows:

- 2015/16 performance: publication of the 2015/16 national data was completed in mid-February, four working days after Ofsted concluded their inspection. Jerry White informed Governors that the College continues to perform strongly against the newly published 2015/16 national averages in most categories of provision. Jerry White highlighted aspects relating to English and Maths, with CCN's performance on Basic Skills (Functional Skills qualifications for CCN) indicate a considerable gap to a very low national average and our GCSE Maths and English achievement rates are above national average.

- It was also stated that the achievement rate for GCSE provision indicates that students have achieved between an A* and a G grade and does not relate to High Grade Achievement of an A*-C, but this nevertheless indicates that more CCN students were retained and passed their GCSE Grade A*-G in Maths and English than was the national average.
- Apprenticeships: analysis of Apprenticeship timely achievement by both age group and level indicates a consistent profile of strong CCN performance against national averages on all types of Apprenticeship provision. This is currently 15% above the national average, but Governors were assured that this figure can get higher.
- Teaching, Learning and Assessment: a summary of the latest assessment of the quality of our TLA is presented noting good progress in some key areas. A summary of the current enhancement activities was presented as previously circulated.
- Strategy, Improvement and Enhancement action reviews: all scheduled actions were reviewed at Curriculum and Standards and Business Committees. Only items rated Red are brought to Board for review with Annex 1 presenting a full overview for Governors information. The three areas rated Red are Access to Higher Education; GCSE Phoenix and 14-16 Alternative Curriculum are all judged to be at the highest end of requiring improvement with inconsistency being the common denominator. It was agreed that planning for differentiation ensures all students are challenged and making effective progress.

The Full Report was received and noted.

9.2 HE Report

(Paper 05)

The HE Report was presented as previously circulated.

In the HE Paper presented to the Curriculum and Standards Committee on 7th March 2017, it was noted that the College was required to make a written submission to HEFCE in order to respond to their identification of a potential concern with CCN's Annual Provider Review. The concern focussed on the student satisfaction scores recorded in 2014/15 and 2015/16. Jerry White informed the Board that Curriculum and Standards requested that the submission be shared with them prior to submission and also advice and guidance was sought from our partners at the UEA. Both these activities were undertaken and the final written submission to HEFCE was developed in light of feedback received.

The late notice to C&S Committee members was noted and it has been agreed that Committee members will receive notification of any letters received as soon as possible. A better time frame for the HE Quality Report was discussed and it was agreed that it will be reviewed in early autumn by the C&S Committee. Jerry White agreed to liaise with the Principal to prepare a proposed timeline in light of the Annual Provider Review.

Following discussion, it was agreed that Ed Rose is invited to the next C&S Committee Meeting to give a presentation to the Committee on HE.

Action 1: Jerry White and the Principal to prepare a timeline in light of the Annual provider Review for discussion of the HE Report at C&S Committee Meeting throughout 2017/18 (JW / CP).

Action 2: Clare Johnson to invite Ed Rose to the next C&S Committee Meeting, taking place on Tuesday 2nd May 2017, to give an HE Presentation (CJ).

9.3 Finance Report (Paper 06)

The Finance Report and Executive Summary was presented as previously circulated.

Andrew Barnes informed the Board, in the absence of Martin Colbourne, that the Business Committee had thoroughly scrutinised all reports and were happy and comfortable with the current position.

The Board were informed that City College has now formally signed the Aviation lease.

9.4 Student Voice Report (Paper 07)

The Student Voice summary was received and the content noted.

10. Section B

10.1 Well-Being and Inclusion Report (Paper 08)

The Report informed Governors of safeguarding, wellbeing and equality diversity and inclusion matters relating to staff and students for the year 2016/17 and the full report was received and noted, with the following additional information highlighted:

Operation Encompass - the operation is the early notification to education settings, from the local police, that they have been called to a domestic incident and the children were present or witnessed it. The call is made by the local police to schools by 9.30 am the following day and the call is taken by one of the designated safeguarding leads at CCN. 20 referral have been received since the commencement in January 2017.

The safeguarding student referral data this term was noted and the Board asked for year-on-year comparisons in future reports.

The Chair thanked Helen Richardson- Hulme for her full report.

Action 3: Safeguarding student referral data to included year-on-year comparison data (HRH).

10.2 Area Review Update (Paper 09)

Please see confidential minutes from the meeting.

10.3 Governance Matters

There were no governance matters tabled at the meeting.

10.4 Confirmation of External Auditors

(Paper 10)

Please see confidential minutes from the meeting.

11. Section C

11.1 Minutes of Previous Committee Meetings

The confirmed minutes from previous committee meetings were uploaded onto BoardPad for information.

It was requested that the most recent meetings, should be uploaded for the Board to view, and if still in draft form, to be watermarked accordingly.

Action 4: The most recent committee meeting minutes to be uploaded to BoardPad for Board information and if in draft, be watermarked accordingly (CJ / Governance).

11.2 School Council and Student Parliament Update

The confirmed minutes from previous School Council and Student Parliament Meetings were uploaded onto BoardPad for information and the content noted.

12. Other Urgent Business

There was no urgent business tabled at the meeting.

13. Confidentiality

Please see confidential minutes for information with regard to agenda items 10.2 and 10.4.

14. Date of Next Meeting

- Board: 23 May 2017 at 5.30 pm

The meeting closed at 7.45 pm.

Signed Date
(Chairman)