

## **CORPORATION BOARD MEETING**

**Confirmed Minutes of the Meeting held on Tuesday 4 October 2016 at 5.30pm  
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, Ben Hoven, Ian Webb

**Attendees:**

Jerry White (Deputy Principal), Helen Richardson-Hulme (Director of Student Services), Clare Johnson (Clerk to the Corporation), Sue Millions (Assistant to the Company Secretary)

---

The Chair welcomed Ben Hoven (Student Union President) and Clare Johnson (Clerk to the Corporation) to their first Board Meeting.

### **1. Student Presentation**

20 students have enrolled on the new one year Level 3 IT and Computing Course, and two of the students spoke to the Board about their experiences of the new course.

The one year course is new and very innovative with the possibility of an extension to an advanced apprenticeship. The course is theory and practical based and usable skills are learnt for future employment.

All students have worked collaboratively on redesigning their classroom workspace to emulate a working environment and the work will be completed by the end of October.

The students discussed their long term aims and both would like to stay in the Norwich area.

Expectations have been set from the start and made clear. All students have a full understanding of what they need to achieve and what they want to achieve. Teachers were praised, along with the friendly staff within the College.

The Chairman thanked the students for their excellent presentations and input into the meeting.

### **2. Apologies for Absence**

Apologies were received from Salena Dawson, Zak Virgin 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 5 July 2016** (Paper 01)

The minutes of the meeting held on 5 July 2016 were agreed as a true record of the meeting and signed by the Chairman.

**5. Confidential Minutes of the Meeting held on 5 July 2016** (Paper 02)

The confidential minutes of the meeting held on 5 July 2016 were agreed as a true record of the meeting and signed by the Chairman.

**6. Matters Arising**

*Action 1: HE retention rates for classroom provision to be included in Table 1 of the Quality Report for the next C&S Committee's review. Discussions will take place at the next C&S Committee Meeting taking place on 22 November 2016 and the topic has been included in the schedule of business. Action completed.*

*Action 2: School Council and Student Parliament information to be brought to the next Board Meeting taking place on 4 October by Artheo Renn, the new Student Union President. To be carried forward to the next Board Meeting taking place on 13 December 2016.*

*Action 3: The Mission Statement will be revisited in preparation for the Area Review and tabled at the next Board Meeting taking place on 4 October 2016. Please see agenda item 9.4. Action completed.*

*Action 4: All papers relevant to the agreed budget for 2016/17 to be forwarded to the Board via email by the Principal, as soon as is possible. Action completed.*

*Action 5: Governance to stand down all Board Members from the additional meeting scheduled for 12<sup>th</sup> July, which has now been cancelled. Action completed.*

*Action 6: Mental health and homelessness to be included in next year's themes and reported on through the Well-Being and Inclusion Report. Please see agenda item 10.1. Action completed.*

*Action 7: Arrangements to be made for all Governors to wear lanyards and have photo id when they are on College premises. New ID cards are now available and being distributed. Action completed.*

*Action 8: Area Review PowerPoint presentation to be forwarded to the Board with the minutes of the meeting. Action completed.*

**Action 1: School Council and Student Parliament information to be brought to the next Board Meeting taking place on 13<sup>th</sup> December 2016 (BH).**

**7. Chairman's Remarks**

- FE Awards' ceremony was an incredible evening and thoroughly enjoyed by those present and those who received awards.
- Graduation is taking place on 22<sup>nd</sup> October and the Chair looks forward to seeing Governors there.

## 8. Principal's Update

- All students are now wearing ID badges and are challenged if they are not doing so.
- Association of Colleges Policy Update to be added to the Reading Rooms for information.
- Apprenticeship delays continue and more information will be provided when received.
- Green Paper on grammar schools is expected in the near future.
- Sainsbury's Report, alongside the Post 16 Skills Plan, has been published and will be discussed in depth with the C&S Committee. Training will be provided to the Board later in the academic year.
- Devolution plans – there are many changes ahead and responses will be made accordingly.
- Norwich has been announced as a Social Opportunity Zone and funding links between schools and business provided. More information is expected from the Government in the near future.

Please see confidential minutes for further Principal updates.

**Action 2: Association of Colleges Policy Update to be uploaded to BoardPad (CP/CJ).**

## 9. Section A

### 9.1 Quality Report (Paper 03)

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

The College has been able to review its 2015/16 performance. The current position on retention, pass and achievement rates show a positive position in apprenticeships but some areas of concern in classroom provision especially in the GCSE Maths and English results are shown and being addressed.

The full Quality Report was received and noted.

### 9.2 Student Voice Report (Paper 04)

The Student Voice Report was presented as previously circulated.

Ben Hoven informed the Board that he attended the ACER Wellbeing Conference on 28 September and the following key points were discussed:

- Supporting apprentices.

- A new self-assessment for wellbeing (used in Great Yarmouth College and highly recommended).
- Mental health first aid training for staff – this will be identified and a rota drawn up.
- Core wellbeing training for Students to give them a basic understanding.
- World mental health day on the 10<sup>th</sup> October 2016.

The other notable items were received and noted.

### **9.3 Finance Report**

(Paper 05)

The Finance Report and Executive Summary was presented as previously circulated. Key points were highlighted as follows:

- Month 12 is currently being finalised ahead of the audit in October and will be presented to the Committee at their next meeting taking place in November.
- Income is slightly in surplus: payroll on track; non-payroll has an underspend.
- LGPS pension liability up £2.7m from last year.
- A good balance sheet, in the main.
- External audit by KPMG will begin on 17 October, for three weeks.
- FRS 102 conversion is underway and is going ok.
- HMRC PAYE Inspection took place in August 2016 and the final report is awaited. The cycle to work scheme is under review as Halfords' 12 month paperwork has not been completed. All other red risk areas were clear.
- Corporation tax return has been requested and has not been undertaken by the College before.
- Awaiting KPMG feedback on actuarial assumptions with regard to pensions, and if they are outside KPMG's tolerance, further discussions will follow and the actuary could be formally challenged.

The finance report was received and noted.

An update on the Aviation Academy was received and noted. The lease is currently with Mills and Reeve for final checks ahead of signing with classroom use from 17 February 2017 and workshops from 17 April 2017, expected.

The Debtors report was presented as previously circulated. Key points were highlighted as follows:

- The analysis shows that the work undertaken throughout the year has stopped the College's debt from growing and it has reduced slightly, against more income to collect.
- There is still more work to do.
- A strict balance of the level of support must be shown. The support must be robust and the College recognises that they have to collect fees from students.

Print Room equipment – a marketing exercise has been written to replace the current four machines. Three independent quotes were received and the proposed costs for the rental of three machines was highlighted. Given the limited time, and the need to have reliable machines in place, the following was proposed:

- Accept the 3 quote process as evidence of market testing without the need to undertake a more detailed single stage tender or framework process.
- Accept contract sign-off from the College Principal plus Chair of Corporation (with notification to the TEN Group CEO). The TEN Board next convenes on 17 October which is six weeks after the start of term so it is not feasible to wait for this approval.

The print room equipment has historically been leased and the cost of buying such equipment is astronomical. A more detailed analysis has been written and is being forwarded to Matt Colmer, to review and confirm his acceptance. The Full Board formally approved the proposal subject to the review and confirmation from Matt Colmer.

Bree Sherwood, Chair of the Audit Committee, informed the Board that new external Auditors will be appointed in the next six months.

Following discussion, the full Finance Report was agreed and approved by the Full Board.

#### **9.4 Mission Statement** (Paper 06)

The Board were asked to review the College's mission statement and consider the proposal to retain the mission statement, "Challenging Minds, Inspiring Success".

The Principal informed the Board that there are no guidelines in place for writing a mission statement and the one currently used means something for every student in every cohort.

Following discussion, the mission statement was formally agreed by the Board.

### **10. Section B**

#### **10.1 Well-Being and Inclusion Report** (Paper 07)

The Well-Being and Inclusion Report was presented as previously circulated, with a summary of all continuing tasks being undertaken. Governors were asked to scrutinise and comment on the paper, where appropriate.

The Safeguarding Annual report for 2015/16 informs the board of safeguarding, wellbeing and equality diversity and inclusion matters relating to staff and students throughout the year. Helen Richardson-Hulme highlighted and explained the referrals made throughout the year.

The report was noted, as previously circulated and approved by the Full Board.

The CCN Safeguarding Procedure for 2016/17 was distributed and noted. Helen Richardson-Hulme informed the Board that the main body of the process has remained relatively unchanged but legislation and regulation has been updated accordingly.

The Board approved the procedure.

## **10.2 Area Review Update**

(Verbal)

The Area Review Update was presented as previously circulated and noted.

The national update was delivered to the recent Curriculum and Standards Committee in detail and the Board will be updated on any future changes made.

## **10.3 Curriculum Links Review**

(Paper 08)

The Curriculum Links Review was presented as previously circulated and noted.

The Principal informed the Board that there have been no changes made other than to add to and change some prompt questions.

An update will be given to Governors in January / February 2017.

The Full Board confirmed that they are happy with the proposed link scheme going forward.

## **10.4 Annual Health and Safety Report**

(Paper 09)

The Annual Health and Safety Report was presented as previously circulated and noted.

The health and safety priorities for 2016/17 are as follows:

- Students feel safe.
- Reporting and recording incidents with PMLD students.
- Framework for CCN and NES departmental leads.
- Implement revised fire evacuation process.
- Organisational procedures to implement TEN policies in a coherent way.

Jerry White will lead on the priorities for 2016/17 along with the health and safety team. When the processes are met, a full CCN/NES audit of these areas will be carried out in the summer term. The results will then be forwarded to the Business Committee for further discussion.

## **10.5 Governance Matters**

(Paper 10)

### **10.5.1 New Governor Appointments**

(Paper 11)

The following new appointments have been made to CCN Meetings:

- Appointment of Benjamin Hoven, Governor and Student Union President
- Appointment of Aron Whiles, (Headteacher of Broadland High School) co-opted Governor for Curriculum and Standards

The Board agreed the referral of Ben Hoven and Aron Whiles to the TEN Board for confirmation of appointment as CCN Governors.

### **10.5.2 Policy Approval – Governors Length of Service**

(Paper 12)

The Governors length of service document was discussed and the Board were informed that it had been formally agreed at the last Business Committee Meeting.

Following discussion, the Board approved the content of the Governors' Terms of Office.

### **10.6 5 Minute Training Update**

(Presentation)

A 5 Minute Training Update on Ofsted and the new Inspection process was presented.

The College was last inspected in March 2013 and since September 2015 a new framework for inspection has been put in place. The following was discussed:

- What we need to do to evidence for governance?
- What does outstanding look like?
- What will an inspection feel like?
- Next steps.

Following discussions, it was agreed that the presentation will be uploaded to BoardPad for information and guidance.

**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 (CJ).**

## **11. Section C**

### **11.1 Corporation Self-Assessment and Attendance for 2015/16**

(Paper 13)

The Report was presented as previously circulated and noted for information following lengthy discussions at the last Business Committee Meeting.

### **11.2 Review and Update of Code of Governance**

(Paper 14)

The Report was presented as previously circulated and noted for information following lengthy discussions at the last Business Committee Meeting.

### **11.3 Review of Corporation Documents**

(Paper 15)

The Report was presented as previously circulated and noted for information following lengthy discussions at the last Business Committee Meeting.

## **12. Minutes of Previous Committee Meetings**

It was agreed that the minutes, which are available to view on BoardPad, will be included on the agenda.



**Action 4: Minutes available to view will be noted, in future, on the agenda (CJ/Governance).**

**13. Other Urgent Business**

Ian Webb informed the Board that Dick Palmer has informed TEN Group members that Richard Proctor has resigned his position as Chair of NES to sit on the TEN Board of Trustees and Glen Webster is the new Chair of NES. Glen is currently on the NA Board.

**14. Confidentiality**

Please see confidential minutes for additional information with regard to agenda item 8.

**15. Date of Next Meeting**

- Board: 13 December 2016

The meeting closed at 8.00 pm.

**Signed** ..... **Date** .....  
(Chairman)