

CORPORATION BOARD MEETING

**Confirmed Minutes of the Meeting held on Tuesday 2 February 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, Sophie Bruce, Zak Virgin, Ian Webb, Bree Sherwood, Gary Johnson, Elizabeth Evans, Rebecca Perry

Attendees:

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

Student Presentation

A group of four CCN students spoke to the Board. They gave information on what had attracted them to the College, what they were studying and what they wanted to do after College and then answered questions.

Students gave valuable feedback on their work experience placements and collectively expressed their views that the experience had given them confidence to move forward and arrange further independent placements.

The Chairman thanked the students for their presentations and input.

Welcome

The Chairman welcomed Rebecca Perry, Staff Governor, to her first Board meeting.

1. Apologies for Absence

Apologies were received from Salena Dawson.

2. Declaration of Interest

Having previously declared an interest in EMFEC and ABC Awards, as she is a Trustee of both, Jill Lanning explained that the two organisations have set up a federated organisation called The Skills Education Group, with another organisation and awarding body, Asdan. Jill Lanning therefore declared an interest in regard to Asdan.

3. Minutes of the Meeting held on 21 December 2015 (Paper 02)

The minutes of the meeting held on 21 December 2015 were agreed as a true record of the meeting and signed by the Chairman.

4. Matters Arising

- 4.1 Action 1: *HE Student Satisfaction Measures – action plan and update to be discussed at C&S Committee and reviewed at the next full Board Meeting on 2 February.* Please see agenda item 7.1. Action complete.
- 4.2 Action 2: *Zak Virgin agreed to check the length of the responsibility for liabilities and update the Board at the next meeting on 2 February 2016.* Zak Virgin agreed to check and email his findings to the Principal. Action complete.
- 4.3 Action 3: *Terms of Reference to be reviewed at the next Full Board Meeting in February 2016.* Action to be carried forward to the next meeting. Please see agenda item 8.6.
- 4.4 Action 4: *The Principal to write an update on the Area Review including an update against actions for the next full Board in February 2016.* Please see agenda item 8.5. Action complete.
- 4.5 Action 5: *Deputy Principal would contact local colleges via ACER to find out how they manage this performance measure and update at meeting.* Emails have been sent out to other colleges to build on best practice elsewhere. This action is on-going.
- 4.6 Action 6: *Monitor 16-18 learner responsive figures separated out from the overall attendance rate.* Action complete.
- 4.7 Action 7: *Quality Improvement Plan to be presented to the Curriculum & Standards Committee on 26 January and the Corporation Board on 2 February 2016.* Please see agenda item 7.1. Action complete.
- 4.8 Action 8: *An update on homelessness and mental health issues to be included in the next Wellbeing and Inclusion Report.* Please see agenda item 8.2. Action completed.
- 4.9 Action 9: *Deputy Principal to circulate additional details on fees to the Business Committee.* Action complete.
- 4.10 Action 10: *AMR and SIEAP Reports to be presented to future Board meetings.* Please see agenda item 7.1. Action complete.
- 4.11 Action 11: *2016 KPIs and targets and a full summary of compliance with the code of governance and overarching actions to be presented to the Board Meeting on 2 February 2016.* Please see agenda items 7.2 and 8.6. Action complete.

- 4.12 Action 12: *Target 2a – quality improvements in teaching, learning and assessment to be clarified and quantified by Curriculum and Standards Committee. Action complete.*

5. Chairman's Remarks

The Chairman expressed concern that in an attempt to manage the size of the Board papers, the Quality Report had been summarised too much, and requested that for future meetings the essential information was included again. This was particularly important in light of the FE Commissioner's Annual Report.

The Chairman also suggested that a Business Committee should be held before each Board Meeting, which hadn't happened this time.

Action 1: Expanded Quality Report to be presented to the next Board Meeting, taking place on 22 March (JW).

Action 2: Board and Committee Meeting schedule to be amended (Governance / CP).

6. Principal's Update

The Principal updated the Board on the following areas:

- The New Anglia Colleges Group (NACG) has launched its manifesto.
- "Love my College" – press launch and publicity to take place shortly
- 125 year celebrations – lots of website traffic at present with a new "microsite" being open next week.
- 9th July – Street Fayre Party and Open Day
- Formal birthday – 13th November – formal dinner to be arranged for 125 people.
- 2016-17 funding and allocation – full update to the next Board Meeting.
- 16-18 – positive numbers have been recorded. A full update will be discussed at the next Business Committee Meeting with feedback to the Full Board on 22 March.

CCN's star rating on Google search was discussed. Ian Webb agreed to look at how CCN can respond to the ratings given on the website.

Action 3: Full update on the 16-17 funding and allocation to be given at the next Board Meeting on 22 March (CP).

Action 4: 16-18 update to be discussed at the next Business Committee Meeting on 15th March, with feedback provided at the next Full Board Meeting in March (CP).

Action 5: CCN's star rating on Google search to be investigated (IW).

7. Section A

7.1 Quality Report

(Paper 03)

The report updated the Board on the key information and key data which was reviewed by the Curriculum and Standards Committee regarding the work being undertaken to enhance the quality of provision, and Teaching, Learning and Assessment focused activities. It also presented a summary of HE related matters with particular focus on the QAA Higher Education Review Action Plan (HER). This is a streamlined report and it was agreed that in the next report more information on quantitative targets and more details on the challenges that the targets present, and any action that the Committee and Board can take to support achievement of the target(s), will be included.

Progress is being made with the development and piloting of tracking systems on student progress for vocational programmes and where there is no national data available a thorough initial data capture of prior qualifications is undertaken and this is supplemented by the scoring of each student on a number of criteria in relation to experience in the subject area. The Principal believes that CCN is ahead of other institutions and is talking to and benchmarking across other colleges.

Retention, achievement and success were discussed including the greater than previous levels of withdrawals on the Phoenix Plus programme. It was agreed that it is important to ensure students are placed on the most appropriate courses but their own and parental expectations can have an impact. As there is some concern about classroom retention levels compared to 2014-15, further work is underway to analyse this.

The results of the FE Induction Survey, completed in October / November 2015, indicate a 1% increase in satisfaction with 15 of the 18 questions seeing increases in scores. This sets a firm foundation for the remainder of the academic year.

The HE Induction Survey was promoted to all HE students and a third of those eligible, completed it. There is no comparable data available as this was the first time it had been completed in a number of years.

The summary of key Teaching, Learning and Assessment points which was presented to the Curriculum and Standards Committee provides a quantitative report on the standard of teaching, learning and assessment (TLA) at the College to replace the statistics on formal lesson observations which have been relied on to monitor quality in previous years.



In RAG rating the TLA performance the College is proposing to rate outstanding as green, good as amber and requiring improvement and inadequate as red. Managers have recognised that they need to be explicit in raising expectations of themselves and others and that the RAG rating system will support that. Movement from our 2014-2015 baseline shows that 4 areas are showing improvement; 10 areas are staying the same and 7 areas are showing a decline in term 1.

The RAG rating process will be repeated at the end of March to map TLA quality in the current spring term and reviewed three times a year. The C&S Committee will review areas rated red or those showing a fall in ratings to ensure improvement in these areas.

Zak Virgin asked if the infrastructure is strong enough to ensure the new process is robust. The Principal explained that the early signs on teaching, learning and assessment, through much fuller feedback, will be viewed as better in the long term. Evidence is being seen earlier and therefore intervention is put in place sooner and staff are reflecting well on this, are being harder on themselves and the Programme Managers are confident that they can improve their curriculum areas.

The Principal informed the Board that all meetings with Programme Managers are minuted, therefore more information could be added to the comments columns of each subject area on the grid and it was agreed to do this on future feedback.

The QAA HER Action Plan contains 21 actions, 3 of which specifically relate to the area that QAA judged that the College “required improvement; enhancement of provision”. 19 of these actions are complete with 1 further one due for completion by March 2016. The final action is an on-going one as it is building upon an area of identified good practice.

In discussion with the QAA, the College will discuss its progress formally with QAA on 19th February 2016 prior to the formal submission of the evidence of the progress made on 8th April 2016. This will allow the QAA to undertake a desk based review of our progress on the one element where we required improvement; that of enhancement. This timeline would see the College formally notified of the outcome of the desk based review on 29th July 2016.

Jerry White continues to lead these arrangements and is in close liaison with the QAA and the Partnership Office of the UEA to ensure the College is well prepared for the submission. It was agreed that Jerry White would report back to the Board, prior to the final submission.

Progress against the 11 items of the School Improvement and Enhancement Action Plan was reviewed by the C&S Committee at their last meeting.

Action 6: RAG Rating Grids for each subject area, to include more detailed information from the minuted meetings’ notes (CP).

Action 7: Jerry White to feedback to the Board at their next meeting on 22nd March 2016, prior to the final submission to QAA (JW).

7.2 KPIs and Targets

(Paper 04)

The paper showed Governors the series of targets for 2016 which will be monitored by Curriculum and Standards and Business Committees and reported on to the Board throughout the year.

Following discussion at the last Board Meeting in December 2015, there were a reduced number of targets from those approved in 2015. Monitoring performance against these targets has been supplemented with a series of qualitative reports. The reports will demonstrate to governors how we are progressing the following actions:

- those derived from areas to improve and enhance identified in the self-assessment report for further education
- those derived from areas to improve and enhance identified in the annual monitoring report for higher education
- those we are implementing to achieve our strategic aims

Targets were proposed against the three areas of strategy, improvement and enhancement as in 2015 and recommended to the Board by Curriculum and Standards Committee. The Board was therefore asked to scrutinise and approve the proposed targets.

Following discussions on the strategic aims, it was agreed that a more qualitative report will be brought back to the next Board Meeting in March, giving a full update on the strategic aims, where the College is at the present time.

The improvements were discussed and the Principal explained that these improvements must be met, as if there is a decline the aspect could be moving towards inadequate.

A monitoring report will be produced for the next C&S Committee to review.

The Board approved the 2016 targets.

Action 8: A qualitative strategy report to be given to the next Board meeting on 22nd March 2016 (CP).

8. Section B

8.1 Student Voice Report

(Paper 05)

The Student Voice Report was presented as previously circulated. Sophie Bruce highlighted key points to date.

The Chair thanked Sophie Bruce for her continuing support.

8.2 Well-Being and Inclusion Report

(Paper 06)

The paper, previously distributed, informed the Board on safeguarding, wellbeing and equality, diversity and inclusion matters relating to staff and students throughout the year.

The Chair thanked Helen Richardson-Hulme for her full and comprehensive report, and asked what would help her meet the challenges presented to her team at the present time. It was agreed that a Mental Health Advisor, based at the College would be most helpful. Discussions are currently underway with CAMHS to look at creative ways of achieving this.

8.3 Finance Report

(Paper 07)

The executive summary for December 2015 was distributed and discussed and the emerging picture is being monitored closely

NES Budget Holders' Meeting is taking place on 3rd February 2016 to discuss the current in-year position.

It was agreed that Sophie Bruce would check at the next School Council Meeting as to whether students are "seeing an impact" or "feeling the pinch" following the changes in the current financial position.

The updated finance accounts will be reviewed at the next Business Committee Meeting on 15th March 2016.

Action 9: Sophie Bruce to ask Student Council members, at their next meeting, if they are "feeling the pinch" following cutbacks made to the budget and feedback information to the next Board Meeting on 22nd March 2016 (SB).

8.4 Gazelle Update

It was agreed to note this item under confidential minutes.

8.5 Area Review

(Paper 8)

This paper presents an update to Governors on the Area Review process and Governors are asked to consider the update and raise any questions on the following:

- It has been confirmed that Norfolk and Suffolk are in the final wave of the process with CCN's review due to start in October 2016 and report in March 2017.

- TEN Board Trustees have been briefed on the Area Review process and have asked to be kept fully informed.
- Jill Lanning and the Principal are attending an AoC briefing session on Area Reviews in March, in Reading. This is the second briefing the AoC have run and the first one was extremely informative.
- It is looking more likely that the Review will precede a possible devolution deal and therefore the Combined Authority wouldn't chair the review.
- The proposed East Coast Colleges merger between Great Yarmouth College, Lowestoft College and Lowestoft Sixth Form College is at the public consultation stage with a potential merger date of August 1st 2016.
- Paston and East Norfolk Sixth Form Colleges have announced their intention to pursue a merger publicly and privately have spoken about their intention to academise. Flegg High School and North Walsham High School are also considering forming a Multi-Academy Trust.
- CCN are pursuing 'gaps in the market' to ensure they are well positioned in advance of the review, e.g. IT digital space, 3D spatial design.
- The New Anglia College Group (NACG) have Area Reviews as a standing agenda item and are working to bring all Students' Unions together in order to ensure the student voice is listened to in the Review.
- CCN are discussing with NACG the best data set to procure from RCU, the supplier of data to the Area Review team, as on the proposed timescale for the review the data used will be the current set.
- CCN are looking at their self-assessment process and report structure to ensure that it is ready and in an appropriate, up to date, form for the review evidence collection in October 2016.

It was agreed that a systematic review of other establishments could be available at the next Board Meeting on 22nd March 2016. As well as focusing on gaps in provision across Norfolk, it should also focus on areas of overlap.

It was also agreed that, until the Review has taken place, it will be a standing agenda item at each Board Meeting.

Action 10: A systematic review of other establishments to be available at the next Board Meeting on 22nd March 2016 (CP).

Action 11: It was agreed that, until the Review has taken place, it will be a standing agenda item at each Board Meeting (Governance).

8.6 Governance Matters

(Paper 9)

Under section 9 of the Instruments it is stated that governors shall serve a term not exceeding 4 years but are eligible for re-appointment subject to approval by the 'Parent Undertaking' (TEN Board) and continuing to meet the conditions laid down by section 5. In addition the members of the Corporation shall appoint a Chairman and Vice Chairman who will hold office for such period as the Corporation decides.

It is therefore recommended that as Andrew Barnes' term of office is due to expire on 20 February 2016, if he agrees to continue then members should confirm that his re-appointment for a further term of 4 years should be requested from the TEN Board.

It is also recommended that members agree that the Chairman/Vice Chairman appointed should continue in office until such times as they either relinquish the post, resign as a governor or contravene section 6 of the Instruments.

The Board agreed unanimously to make a referral to the TEN Board regarding Andrew Barnes, that subject to his agreement he continues to serve for a further term and agrees to the period above or as otherwise decided, under which the Chairman/Vice Chairman shall hold office.

Since the retirement of David Hall, Company Secretary and Clerk to the Corporation, the Principal explained that the college have had no Clerk to the Corporation, so on a temporary basis, until a new appointment is made, John Brydon will work at the College for three mornings a week to ensure the code of governance is met.

An action plan will be brought to the next meeting for discussion (CP).

Action 12: CCN Board to make a referral to the TEN Board regarding the re-appointment of Andrew Barnes (Clerk to the Corporation).

Action 13: Update on the Code of Governance Action Plan to be brought to the next Board Meeting on 22nd March 2016 (CP).

8.7 Training Update on FE Commissioners Annual Report

A five minute PowerPoint presentation was given on the FE Commissioners Annual report for information and guidance.

9. Section C

9.1 Curriculum Feedback Reports (Paper 10)

Four visit feedback forms were distributed for information following Governors' visits to faculties.

9.2 Minutes of the Previous Committee Meetings (Paper 11)

The minutes from the last Business Committee and Audit Committee Meetings, held in December 2015, were distributed for information.

9.3 Other Urgent Business

There was no urgent business discussed during the meeting.

10. Confidentiality

It was agreed to note item 8.4 (Gazelle Update) under Confidential Minutes.



11. Dates of Next Meetings

- Board: 22 March 2016
- C&S Committee: 8 March 2016
- Business Committee: 15 March 2016
- Audit Committee: 18 March 2016 at 8.30am

The meeting closed at 8.10 pm.

Signed Date
(Chairman)