



CORPORATION BOARD MEETING

**Confirmed Minutes of the Meeting held on Tuesday 22 March 2016 at 5.30pm
Room D21a, CCN, Ipswich Rd, Norwich NR2 2LJ**

Present:

Matt Colmer (Chairman), Andrew Barnes (Vice-Chairman), Corrienne Peasgood (Principal), Salena Dawson, Andrea Blanchflower, Jill Lanning, Zak Virgin, Bree Sherwood, Gary Johnson, Elizabeth Evans, Rebecca Perry

Attendees:

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

Student Presentation

Two 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.

Both students informed the Principal that they would like a bigger classroom as E24 is too small for their media and make-up work. The Principal informed the Board and students that there are plans in place to reorganise their working area, ready for September 2016.

The Chairman thanked the students for their presentations and input.

1. Apologies for Absence

Apologies were received from Sophie Bruce, Ian Webb and Jerry White (Deputy Principal).

2. Declaration of Interest

Gary Johnson informed the Board that he had been approached by HR Procurement.

3. Minutes of the Meeting held on 2 February 2016

(Paper 02)

The minutes of the meeting held on 2 February 2016 were agreed as a true record of the meeting and signed by the Chairman.

4. Matters Arising

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

Action 2: *Board and Committee Meeting schedule to be amended.* Governance are currently looking at next year's meeting schedule. Action completed.

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

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.* Action completed.

Action 5: *CCN's star rating on Google search to be investigated.* At the next Management Team Meeting it was agreed to ask everyone to use Google ratings as well as Twitter to give a Star rating.

Action 6: *RAG Rating Grids for each subject area, to include more detailed information from the minuted meeting's notes.* Action completed.

Action 7: *Jerry White to feedback to the Board at their next meeting on 22nd March 2016, prior to the final submission to QAA.* Everything is on track for a final submission on 8 April 2016. Action completed.

Action 8: *A qualitative strategy report to be given to the next Board meeting on 22nd March 2016.* Please see agenda item 7.3. Action completed.

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.* There were no negative responses when students were asked the question, the only one raised being, "School 2 needed DSLR cameras for media production". Action completed.

Action 10: *A systematic review of other establishments to be available at the next Board Meeting on 22nd March 2016.* Please see agenda item 8.5. Action completed.

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

Action 12: *CCN Board to make a referral to the TEN Board regarding the re-appointment of Andrew Barnes.* Action completed.

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

Action 1: At the next Management Team Meeting it was agreed to ask everyone to use Google ratings as well as Twitter (CP).

5. Chairman's Remarks

There were no Chairman's comments received at the Board Meeting.

6. Principal's Update

The Principal updated the Board on the government's white paper 'Education Excellence Everywhere', which Education Secretary Nicky Morgan has published, that intends to drive up standards in the sector. The white paper consults on a number of issues in the profession, including recruitment, leadership, accountability, resources, support, and academies. It aims to ensure that every child in the UK leaves school with the knowledge and skills needed to access the very best career opportunities.

A copy of the full document can be found at www.gov.uk

A press release regarding the Aviation Academy will be released in April. The lease agreement is almost ready to be signed and will be linked to student enrolment.

Norfolk Careers Festival, aimed at 14-25 year olds, was a huge success, with over 2,000 visitors. It is hoped to hold the festival again next year.

A group of 14 Ready2 students, supported by their fellow City College Norwich students and generous donations from local businesses, have completed a colourful transformation of the community café and garden area at Silver Road Community Centre in Norwich. The student-led community project, which is a key element of their college course, has seen the group working intensively over the last 3 weeks to bring colour and life to the community centre which was formerly the Silver Rooms. Construction students from the college also gave their time and expertise to assist with some of the DIY work, and plants were donated by the college's foundation horticulture group.

7. Section A

7.1 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 set of targets and therefore the paper only presents the target which is rated red. Of the 11 targets reviewed, 4 are rated as green, 6 amber and 1 red. The red item relates in attendance levels which continue at similar levels to previous years despite efforts to further improve them.

The Curriculum and Standards Committee noted particularly the progress on English and Maths related targets which remain an area of both considerable progress and challenge. They requested an update on the “conditions of funding” associated with GCSE English and Maths (the financial penalties associated with failing to place students on the required qualifications) and the Deputy Principal was able to assure them that careful management of this process would lead to no financial losses due to the College realistically targeting 100% compliance. This is now rated green.

Timeliness of Apprenticeship reviews remains a challenge with the number of outstanding reviews currently at 143. The target of 100 outstanding reviews, by April, will be difficult to meet.

There remains some concern about classroom retention levels compared to 2014/15. Apprenticeship performance looks strong year to date and provides a good foundation on which to provide future achievements. The retention rates for classroom provision, does not include HE and it was agreed that this data could be included in Table 1 of the Quality Report for clarification. The main driver for lower retention levels for 16-18 year olds is the Phoenix Plus GCSE retake provision, where current levels of retention have made us reflect both on the course set-up and our pre-course advice and guidance whilst seeking to retain the inclusive and “second chance” nature of the provision. Plans are being drafted for a revised programme for 2016/17, with better defined “streams” of provision leading to more clearly identified goals. Lecturers will be encouraged to engage with the publicity drive.

The Curriculum and Standards Committee wished to report to the Board that there is financial risk to our Adult skills budget as the transfer of students from the current Learning Disability Assessment (LDA) to the new EHCPs (Education and Health Care Plan) is progressing slowly and students without an EHCP will be required to be funded from the SFA rather than the EFA. On-going work with Norfolk County Council, to resolve this situation, is underway. NCC do not see the issue as a priority and the Principal is engaging with Michael Bateman, from Inclusion Section, to ask for the funding risk to be looked into.

Action 2: HE retention rates for classroom provision to be included in Table 1 of the Quality Report (JW/CP).

7.2 Fees Policy for 2016/17

(Paper 04)

The purpose of the paper is to seek agreement from Governors for the key fee rates of the 2016/17 FE course fees and eligibility statement to provide for effective advice and guidance to be provided to students for the upcoming academic year. In addition, the paper proposes the 2017/18 HE fees in order that they might be published in a timely fashion and can inform funding body submissions required by HE funding bodies.

There are only a few changes to FE funding body rules for consideration this year in proposing FE fees. This means for many of the proposals we are proposing a relatively straightforward 2.5% tuition fee increase.



However, the one major change for 2016/17 is the extension of the 24+ Advanced Learning Loans to students aged 19-23. Governors may wish to pay particular attention to Proposal 3 which responds to the implementation of this new policy directly.

Following lengthy discussions, all Governors agreed with all the recommendations made by the Business Committee at their meeting which took place on 15 March 2016.

Andrea Blanchflower informed the Board that there can be no consultation, with other establishments, when fee setting for HE students.

7.3 KPIs and Targets Strategy Report (Paper 05)

The KPIs and Targets Strategy Report was presented as previously circulated.

Following the decision of Governors not to assign as many quantitative targets to our strategic aims and success indicators, a qualitative update was produced, highlighting the five key aims.

The College continues to play a strong role within the New Anglia Colleges Group, Association of Colleges in the Eastern Region and the Gazelle Colleges Group. In addition the College are careful to maintain good working relationships with Norfolk training providers and schools through our role on county groups.

Please see confidential minutes for additional information.

7.4 Student Voice Report (Paper 06)

A revised version of the Students' Union Constitution was tabled for discussion and amendments, where appropriate.

The Principal explained that the items in red have been changed / tidied and these have been suggested by Sophie Bruce, the Student's Union President.

The body of the Policy was agreed with the following amendments to be made:

Setting up a club or society – any club or society wishing to be recognised should also be notified to the Executive team.

2.3 (i) – the word trustee to be removed.

3.4. (ii) – the word “quick” to be removed.

The section on clubs and societies to be revisited.

Job descriptions - Deputy President to deputise for President to be included.



It was agreed that the Principal would feedback back the proposed changes to Sophie Bruce, who would make the changes to the Policy.

The Constitution was approved by the Board.

The question was raised by the Board as to why the School Council is effective, but the Student Parliament is not? It was suggested that Sophie Bruce is asked what is the difference between the School Council and Student Parliament, what each group does and who attends and provides this information for the next Board Meeting.

Action 3: Principal to feedback changes to the Students' Union Constitution to Sophie Bruce for her to make the necessary changes (CP/SB).

Action 4: School Council and Student Parliament information to be given to the next Board Meeting on 5 July 2016 (SB).

7.5 Finance Report

(Paper 07)

The Executive Summary and Income and Expenditure accounts for the six months to January 2016 were presented as previously circulated. Key points were summarised as follows:

- KPIs – still operating a surplus position.
- Grant income – slightly off target on grant funding and tuition fees.
- YTD income £71k ahead of YTD plan.
- YTD operating surplus of £173k compared to a budgeted surplus of £202k, producing an adverse variance of £28k due to pressures on income around tuition and 16-18 apprenticeships. It was noted that savings were being made, where possible.
- Jerry White and Martin Colbourne are working hard on removing the CCN debt.

8. Section B

8.1 Well-Being and Inclusion Report

(Paper 08)

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 Chair thanked Helen Richardson-Hulme for her continuing hard work and commitment to safeguarding and radicalisation awareness.



Jill Lanning, Chair of the C&S Committee informed the Board of the excellent feedback received following the Information, Advice and Guidance Services Matrix Report and thanks were given to Helen Richardson-Hulme, and her team, for a fantastic, extremely positive and good to read assessment.

8.2 Gazelle Update (Verbal)

The Principal updated the Board on the status of Gazelle Foundation and confirmed that the revised Gazelle Colleges Group is now set up.

8.3 Area Review (Presentation)

An Area Review PowerPoint presentation was given by the Principal. Updated guidance has been received on the following:

- Changes arising out of the Spending Review – including latest on Institutes of Technology, apprenticeship delivery, restructuring facility. More details will be available after Easter.
- Details for Sixth Form College Academisation
- Core indicators and benchmarks
- Details of support available for implementation

The Area Review process will be rapid, with a need for flexibility in Governance and decision-making arrangements during the process. Although the process is rapid, it also needs to get answers right.

The Review will be a very evidence based process and will generate lots of information and data. The Review should take place in November 2016, but if there is slippage from the date, data from 2015-2016 will be used.

The Review gives CCN the opportunity to merge with other institutions or for them to join the group as another entity. Other institutions could also be interested in the TEN model of governance. The Principal believes that the Area Review will be an opportunity for the College to move forward.

The Principal would like to set up a Governor Working Group to review strategic parameters, communicate with other boards and give support to Chairs. The group will include representatives from other entities. Susan Guest, from the TEN Group, has agreed to represent the TEN Board and a representative is sought from the CCN Board. It was agreed that the Principal would approach individuals to become involved.

It was agreed that the Mission Statement should be revisited in preparation for the Area Review.

Action 5: The Principal to contact Board members to become involved in a Governor Working Group (CP).

Action 6: The Mission Statement should be revisited in preparation for the Area Review (CP).

8.4 Governance Matters (Paper 09)

The Terms of Reference for the Audit, Business and Curriculum Standards Committee were tabled for discussion.

It was agreed that the membership of the C&S Committee should remain at six.

All Terms of Reference were then formally approved by the Board.

Code of Good Governance – following the earlier adoption by the Board of the Code, it has now been completed and distributed for information. The paper will be a “living” document and presented to the Board annually in their October Meeting.

Action 6: Clerk to the Corporation to make the one amendment to the C&S Committee’s terms of reference (JB).

8.5 5 Minute Training Update on 2016/17 Funding (Presentation)

The update on 2016/17 funding was presented to the Board for information.

9. Section C

9.1 Curriculum Feedback Reports (Paper 10)

The visit feedback form was distributed for information, following Andrew Barnes’ visit to ERDU.

9.2 Minutes of the Previous Committee Meetings (Paper 11)

The minutes from the last Business Committee, Audit Committee and C&S Committee Meetings, were distributed for information.

9.3 Other Urgent Business

There was no urgent business discussed during the meeting.



10. Confidentiality

Please see confidential minutes for additional information with regard to agenda item 7.3.

11. Dates of Next Meetings

- Board: 5 July 2016
- Business Committee: 9 May 2016
- C&S Committee: 14 June 2016
- Audit Committee: 21 June 2016

The meeting closed at 8.00 pm.

Signed **Date**
(Chairman)