

CORPORATION BOARD MEETING

**Confirmed Minutes of the Meeting held on Tuesday 5 July 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, Bree Sherwood, Gary Johnson, Rebecca Perry

Attendees:

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

Student Presentation

Four CCN students spoke to the Board about their Project Search experiences and outlined the experiences they have gained through enrolling on the course. Two have found employment through support and the other two are actively searching for employment.

The students explained that they feel that they have fitted in better than they did at school and have gained in confidence through the experience.

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

1. Apologies for Absence

Apologies were received from Zak Virgin, Sophie Bruce, Ian Webb and Elizabeth Evans.

2. Declaration of Interest

Jill Lanning declared an interest in regard to Sports Leaders UK as she has been appointed as a Trustee.

3. Minutes of the Meeting held on 22 March 2016 (Paper 02)

The minutes of the meeting held on 22 March 2016 were agreed as a true record of the meeting and signed by the Chairman.

4. Matters Arising

Action 1: At the next Management Team Meeting it was agreed to ask everyone to use Google ratings as well as Twitter. Following discussions at the Management team Meeting the board were informed that students do not use Google. It was unanimously agreed to close the action. Action completed.

Action 2: HE retention rates for classroom provision to be included in Table 1 of the Quality Report. It was agreed to include the HE retention rate for classroom provision in the next C&S review. The dashboard of HE Statistics will also prioritise retention.

Action 3: Principal to feedback changes to the Students' Union Constitution to Sophie Bruce for her to make the necessary changes. Action completed.

Action 4: School Council and Student Parliament information to be given to the next Board Meeting on 5 July 2016. It was agreed, in Sophie Bruce's absence, that the Strategy be brought to the next Board Meeting taking place on 4 October by Artheo Renn, the new Student Union President.

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

Action 6: The Mission Statement should be revisited in preparation for the Area Review. This will be brought to the Board Meeting taking place on 4 October 2016.

Action 7: Clerk to the Corporation to make the one amendment to the C&S Committee's terms of reference. Action completed.

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 (JW).

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 (CP / AR).

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 (CP).

5. Chairman's Remarks

- As the College comes to the end of the current academic year, the Chair thanked everyone for their contributions to the Board and all committee meetings and also thanked Sophie Bruce, Gary Johnson and Elizabeth Evans as their end of year role finishes.
- Having visited the Norfolk Show and attended the Gala Dinner, the Chair explained that it was a real privilege to attend such an excellent event.
- Appraisal of Governors – it has been agreed that the Business Committee will look at the process through the next academic year as to how the Board will review Governors' contributions.

6. Principal's Update

- The implications from the current Brexit and Devolution results were discussed.
- The Summer Fair and Open Day is taking place on Saturday 9th July between 10.00 am and 2.00 pm and everyone is invited to come along and enjoy the day.
- Tuesday 12th July sees the next Teaching, Learning and Assessment Day across the College with staff awards in the middle of the day. Names of staff with 25 years or more service will be honoured on the day.
- A report on the GCSE logistical challenge was reported in the TES, published on Friday 1st July.
- A dog was brought into College to calm students before exams and this will be looked at, going forward, next year.

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 only actions RAG rated Red were presented in the version.

The College has been able to review its 2014/15 averages against newly available national averages and on many areas of provision it has performed well. This is particularly true of the 16-18 provision where some curriculum areas are in the top 10% of all colleges nationally.

Retention of classroom provision is lower than previous years and an area of concern, especially when coupled with lower than targeted attendance. However, Apprenticeship provision is performing strongly on year on year comparisons.

Many actions remain green or amber with good news on both QAA HER (where expectations have been met) and timeliness of Apprenticeship reviews. However the actions associated with classroom achievement rates and attendance are of concern and are rated red.

An update on the Review of TLA progress notes that the new methodology is really assisting the College in more accurately assessing the TLA for curriculum areas and allowing targeted interventions to be developed. This is the first year that the College has done this and a lot has been learnt. Shared practice across the schools is clearer and more robust in the classroom. The excellent triangulation has given a more rounded picture and the Curriculum and Standards Committee have been reassured that the process is working well. A presentation has taken place at each C&S Committee Meeting and challenges and highlights have been discussed, giving Governors focus on the real issues needing support.

The Quality Report highlights that the College 16-18 construction success rates are ranked 1st of 200 colleges delivering construction and ranked 2nd from 209 colleges delivering 16-18 engineering. It was suggested that this information could be used in marketing the college and the Principal informed the College that once students are here this information is readily available but is not discussed when working with other institutions.

The full Quality Report was received and noted.

7.2 College Budget for 2016/17

(Paper 04)

The Chairman informed the Board that the budget for 2016/17 was not reviewed by the Business Committee as the recent meeting scheduled to take place last week was not quorate and therefore did not go ahead. The purpose of the discussion is to ensure that the budget has been set in the context required and the Board formally sign off the budget for the next academic year.

Jerry White outlined the strategic context for governors on the following areas:

- Strategic vision
- Local landscape
- Demography and learner numbers
- Staffing strategy
- Property strategy

The financial objectives were discussed and were measured through KPIs and are tracked as part of the monthly management accounts and full reported to management and Governors.

The proposed budget for 2016/17 is showing an operating surplus of £620k on a £37.7m turnover.

The College Management Team have been briefed on the budget and four key challenges have been set by the Principal for 2016/17, which are:

- Achieve the £300k of additional commercial income.
- Meet the payroll budget, including the 3% (£600k) vacancy turnover assumption.
- Challenge suppliers on any non-payroll inflation included on goods and services.
- Be mindful of the limited estates maintenance and adaptation budget when considering room moves and the general custody of the site.

The proposed income lines, expenditure and surplus were discussed at length and all agreed. The Board unanimously agreed to approve the income, expenditure and surplus of £620,000.

Following further discussion, the Board unanimously approved the Financial Objectives for 2016/17.

Final notifications will be forwarded to the Board by the Principal and the papers will include:

- Two year plan for 2017/18
- Cover – sign off sheet
- Balance and cashflow statements
- Paper with strategic commentary included
- Checklist

It was agreed that if full details are not ready by next week, an extract will be removed from the spreadsheet and forwarded to the Board.

Papers being circulated after the meeting, by the Principal, are for Board approval, as the balance sheet and cashflow statements were not included in the original papers that were included in the Board pack previously sent to all Board members. The additional meeting, scheduled for 12th July, will be cancelled on the basis that the Board are approving the full budget pack, via email.

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 (CP).

Action 5: Governance to stand down all Board Members from the additional meeting scheduled for 12th July, which has now been cancelled (Governance).

7.3 Finance Report (Paper 05)

The Finance Report and Executive Summary for April 2016 was presented as previously circulated.

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

7.4 Student Voice Report (Paper 06)

The Student Voice Report was presented as previously circulated.

The following three reports from the Student Union President were tabled:

- You Said, We Did! 2015/16
- You Said, We Couldn't 2015/16
- Things to Work on for Next 2015/16

Unfortunately, Sophie Bruce was unable to attend the Board Meeting, but following discussions the Chair formally thanked Sophie Bruce, as she comes to the end of her Presidency, for the fantastic report and also passed thanks for her work throughout the year which made a huge difference to the Student Union.

8. Section B

8.1 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.

Helen Richardson-Hulme informed the Board of the College's priorities for next year.

Following discussion, it was agreed to include mental health and homelessness in next year's themes, both of which will be included in the forthcoming TLA Days.

Action 6: Mental health and homelessness to be included in next year's themes and reported on through the Well-Being and Inclusion Report (HR-H).

8.2 Gazelle Update (Verbal)

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

Gazelle Foundation still sits with the liquidators, so no more information is available at the present time.

8.3 Area Review (Presentation)

An Area Review PowerPoint Presentation was given by the Principal. Updated guidance was given to the Board.

The College will be participating in the Area Review process in 2016/17, with the process commencing in December 2016.

The Principal explained that whilst the geography of Norfolk and Suffolk provide key context for the review, the College is working hard to prepare financial and performance data to inform the Area Review team. The College will enter the process in a good financial position and with strong performance data available in most areas.

The full presentation was received and noted. The Area Review PowerPoint presentation, delivered by the Principal, is attached to the minutes for information.

Action 7: Area Review PowerPoint presentation to be forwarded to the Board with the minutes of the meeting (SM).

8.4 Governance Matters

(Paper 08)

The self assessments undertaken by the three Board committees were presented and approved by the Full Board, alongside the Committees' Terms of Reference and the scheduled of calendar dates for the meetings during 2016/17.

The TEN Board have approved the appointment of Andrew Barnes and Ian Webb, as TEN Governors, for a further term of up to four years.

8.5 5 Minute Training Update

(Presentation)

Please see the confidential minutes for the 5 Minute Training Update.

8.6 College Financial Plans

(Paper 09)

The College Financial Plans were presented as previously circulated.

The plans have been scrutinised by both the Curriculum and Standards and Business Committees and were tabled for information only.

Value Added and Progress Measures will be revisited in the next academic year.

9. Section C

9.1 Curriculum Feedback Reports

(Paper 10)

The visit feedback forms were distributed for information, following Salena Dawson and Jill Lanning's visits to Student Services and GEM.

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 8.5.



11. Dates of Next Meetings

- C&S Committee: 19 September 2016
- Board: 4 October 2016
- Business Committee: 27 October 2016
- Audit Committee: 2 December 2016

The meeting closed at 8.10 pm.

Signed **Date**
(Chairman)