

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON 2 JULY 2024 AT 4:00PM AT CCN HAPPISBURGH BUILDING, ROOM HB0-04

Present:

Andrew Barnes	ABn	Corporation Chair
Jill Lanning	JL	Corporation Vice-Chair, Governor
Jerry White	JW	Principal, Governor
Marcus Bailey	MB	Governor
Andrea Blanchflower	ABI	Governor
Noel Bartram	NB	Governor
Shirley Barker	SB	Staff Governor
Laura Stewart	LS	Staff Governor
Josie Fryer	JF	Student Governor
Lewis Pepperell	LP	SU President, Student Governor

Observers:

Joe McNeill	JMc	Governor
Karen McCullagh	KMh	Governor
Lucy Sydney	LS	Governor
Jock Downie	JD	Governor
Freddie Simpson	FS	SU President, Student Governor

Attendees:

Martin Colbourne	MC	Deputy CEO
Seb Gasse	SG	Vice Principal
Jo Kershaw	JK	Vice Principal
Helen Richardson-Hulme	HRH	Assistant Principal
Clare Johnson	CJ	Governance and Legal Assistant, minutes

Apologies:

Phil Gormley	PG	Governor
Phil Pearce	PP	Governor
Sean Green	SGn	Governor
Nikki Gray	NG	Governor
Jodie Mitchell	JM	Director of Governance and Legal

The Chair welcomed new governors and brief introductions were made.

- 1. Wellbeing and Inclusion Update**
The discussion was confidential and is recorded within the confidential minutes.
- 2. Apologies for Absence**
Apologies were received and noted as above.
- 3. Declarations of Interest**
No new declarations were made.

4. Unconfirmed Minutes of the Board Meeting held on 21 May 2024

The draft minutes of the meeting held on 21 May 2024, after minor amendments, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. Unconfirmed Confidential Minutes of the Board Meeting held on 21 May 2024

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6. Matters Arising

23/24 Board 1 ACTION 6: JW/MC to reconsider the car park charges. **ACTION ON-GOING** (Due **October 2024**) *Discussions are being held with trade unions regarding the Norwich Staff Car Park arrangements from September 2024 onwards. New distribution methods for the permits are being explored but currently no charges for car parking is being proposed.*

23/24 Board 3 ACTION 3: ACTION COMPLETE

23/24 Board 5 ACTION 3: JW to review the 'Commercial income (non-course related)' opportunities and report back to the Board. **ACTION ON-GOING** (Due **May 2024**) *This has not yet been completed and further discussion is required with Matt Breese; any further updates will be shared via Business.*

23/24 Board 6 ACTION 1: ACTION COMPLETE

23/24 Board 6 ACTION 2: ACTION COMPLETE

23/24 Board 6 ACTION 3: ACTION COMPLETE

23/24 Board 6 ACTION 4: ACTION COMPLETE

23/24 Board 6 ACTION 5: ACTION COMPLETE

23/24 Board 6 ACTION 6: JW / ER to present the ToR that supports to UEA MOU to the Board for review. (Due **October 2024**)

23/24 Board 6 ACTION 7: JM / CJ to upload Curriculum Planning and Curriculum Reform documents to OnBoard. (Due **October 2024**)

7. Chairman's Remarks

ABn reflected on the success of the Norfolk Show for the CCN exhibitions. CCN received the Sir Richard Haddon Challenge Cup for the Best Educational Stand 2024 and was visited by HRH the Duke of Edinburgh. The STEMM village was also a great success during the show.

ABn noted the College Strategy Event for external stakeholder held on Friday 28 June. The event was extremely successful, and the College are looking to host events similar to this, regularly throughout the year.

ACTION 2: JW / JM to schedule stakeholder engagement events for 2024-25 and invite all Governors.

8. CONFIDENTIAL ITEM – Strategic Framework Updates

8.1 Strategic Targets Paper

The discussion was confidential and is recorded within the confidential minutes.

8.2 Proposed AA 24-25 Targets

The discussion was confidential and is recorded within the confidential minutes.

8.3 CCN Accountability Agreement

The discussion was confidential and is recorded within the confidential minutes.

8.4 CCN Strategic Plan 2024-28

The discussion was confidential and is recorded within the confidential minutes.

8.5 Strategic Target Monitoring 24-25

The discussion was confidential and is recorded within the confidential minutes.

9. Key Updates and Approvals from Committee Meetings

LP joined the meeting at 5:18pm.

9.1 Audit and Risk Committee

The unconfirmed minutes of 04/06/2024 were circulated prior to the meeting and taken as read.

9.1.1 Approval – MHA Audit Planning Memorandum (including Fees)

The discussion was confidential and is recorded within the confidential minutes.

9.1.2 Internal Audit Report June 2024

The discussion was confidential and is recorded within the confidential minutes.

JF left the meeting at 5.20pm

9.1.3 Governance of and governing with AI

The papers were circulated prior to the meeting and taken as read.

ABI provided a summary of the AoC Seminar held in relation to AI and recommended the Board review the paper prepared by JW on the current use of AI in CCN.

JF returned to the meeting at 5:25pm.

After discussion it was suggested that one of the governor working groups for 2024-25 focuses on AI. Discussions to be had at strategy day for 2024-25 topics for governor groups.

ACTION 4: Discussions to be held at Strategy Day regarding the topics for the governor working groups in 2024-25.

KMh noted that she has recently supported JSIC on AI policies which was distributed to universities and is willing to share learning from across the HE sector.

After a short break the meeting continued at 5:43pm.

9.1.4 College Financial Handbook

The discussion was confidential and is recorded within the confidential minutes.

9.2 RemGov Committee

9.2.1 Annual Review of Instruments and Articles

The paper was circulated prior to the meeting and taken as read.

After discussion, the board confirmed that the Board should comprise of 12 individual members and asked for the recommendation to be amended.

Subject to amendment, the Board **approved** the Instruments and Articles as recommended by the RemGov Committee.

9.2.2 Annual Review of Committee Terms of Reference

The papers were circulated prior to the meeting and taken as read.

Following brief discussion, the Board **approved** the amended Committee Terms of Reference for A&R, RemGov, Business, and C&S as recommended by the RemGov Committee.

9.2.3 EBR Report and Action Plan

The discussion was confidential and is recorded within the confidential minutes.

9.2.4 Self-Assessment Questions

The paper was circulated prior to the meeting and taken as read.

The Board **approved** the self-assessment questions as recommended by the RemGov Committee.

9.2.5 Election of the Vice Chair of the Corporation and Confirmation of the Committee Chairs for 2024/25

MB left the meeting at 6:14pm.

After discussion to Board **approved** the appointment of Marcus Bailey as Vice Chair from 01/08/2024 for 1 year.

MB returned at 6:18pm.

The following appointments were discussed, note and **approved** where applicable:

- Chair of Business Committee: Noel Bartram
- Chair of Remuneration and Governance Committee: Noel Bartram
- Interim Chair of Curriculum & Standards Committee: Marcus Bailey
- Chair of Audit and Risk Committee: Philip Pearce
- Shadow Safeguarding Officer: Marcus Bailey

ACTION 5: JM to review the appointment of Vice Chairs for each committees in new academic year and bring to Board for approval.

9.2.6 **Schedule of Business 2024/25**

The paper was circulated prior to the meeting and taken as read.

After discussion the Board **approved** the new format of the Schedule of Business and requested for the document to be finalised.

9.2.7 **Amended – Calendar of Meetings for 2024/25**

The paper was circulated prior to the meeting and taken as read.

The Board **approved** the amended Calendar of Meetings for 2024/25.

The Board discussed the options around the timings of meetings and suggested further enquires are made on Governors availability.

ACTION 6: JM to liaise with Governors regarding suitable timings for meetings going forward.

9.3 **Curriculum and Standards**

The unconfirmed minutes of 11/06/2024 with summary cover page, were circulated prior to the meeting and taken as read.

JL provided an update to Board highlighting:

- Confirmation of the completion of the DfE's Market Review of Initial Teacher Training
- The appendix to the MoU with UEA is in progress
- The latest HE recruitment figures will be circulated by JW
- An update on the completion of EHCP reviews and the associated risks
- Risk associated with the escalating Exam Accessibility Arrangements (EAA)
- That all safeguarding updates are submitted to the Board rather than through the C&S committee

ACTION 7: JW to distribute to all governors the current HE Recruitment Figures.

9.4 **Business**

The discussion was confidential and is recorded within the confidential minutes.

9.4.1 **Budget 24-25, Reserves and Financial Recovery**

The discussion was confidential and is recorded within the confidential minutes.

9.4.2 **Catering Contract Extension**

The discussion was confidential and is recorded within the confidential minutes.

9.4.3 **Security Contract**

The discussion was confidential and is recorded within the confidential minutes.

10. Students Union Update

LP and the Board welcomed Freddie Simpson as the new SU President as of 1 July 2024. **The Board approved the appointment of Freddie Simpson as Governor.**

LP provided a verbal summary of the SU activities for this academic year and thanked the Board for their support and guidance throughout the year. ABn thanked LP for his energy, enthusiasm, dedication and input during his term of office as a Governor.

11. Other Urgent Business

The Board gave thanks to:

- John Pollitt, Director of IT Services who will be retiring this summer after 35 years' service
- Jill Lanning, Vice-Chair of Corporation, whose term of office ends at the end of July 2024
- Andrea Blanchflower, Chair of Audit and Risk Committee, whose term of office ends at the end of July 2024

ABn noted their extraordinary work, their immeasurable contribution to the College and how they have helped the College progress. All will be greatly missed.

12. Meeting Review and Summary

The discussion was confidential and is recorded within the confidential minutes.

LP, FS, SG, LS, LS, SB, MC, JK, JF, JD, KMch, JMc and JW left the meeting at 7:25pm.

13. CONFIDENTIAL – Principals Performance and Remuneration

The discussion was confidential and is recorded within the confidential minutes.

14. Date of Next Meeting

The next Board meeting will take place on 22 October 2024 at 4:00pm.

All formal business having been concluded; the meeting closed at 7:34pm.

Signed **Date**
(Chair)