

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 4 JULY 2023 AT 4:30PM, HELD AT INTERNATIONAL AVIATION ACADEMY IN THE CONCORDE ROOM

Present:

Andrew Barnes (Chair), Jerry White (Principal), Noel Bartram, Jill Lanning, Andrea Blanchflower, Nikki Gray, Phil Pearce, Lewis Pepperell, Shirley Barker

Attendees:

Martin Colbourne (Deputy CEO), Seb Gasse (Vice Principal), Helen Richardson-Hulme (Assistant Principal Student Services remote) Jodie Mitchell (Director of Governance and Legal), Barbara Ashby (Governance and Legal Administrator, Minutes)

The Board welcomed JM back to the meeting.

1. Apologies for Absence

Apologies were received from Chris Snudden, Seth Harvey, Evie Berg, Laura Stewart, Lana Jackman and Jo Kershaw

2. Declarations of Interest

In the interest of transparency and in accordance with the Standing Orders of the Corporation, all Governors of the Corporation Board are asked to make a written declaration of relevant pecuniary interests on appointment. Governors were requested to make known any relevant pecuniary interests relating to any items on the agenda and it was noted that all declarations will be recorded.

No new declarations were made.

3. Unconfirmed Minutes of the Meeting held on 8 March 2023

The unconfirmed minutes of the meeting held on 8 March 2023 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

4. Unconfirmed Minutes of the Meeting held on 23 May 2023

The unconfirmed minutes of the meeting held on 23 May 2023 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 Meeting held on 23 May 2023

The unconfirmed confidential minutes of the meeting held on 23 May 2023 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

6. Matters Arising

Board 6 Action 1: LJ to bring a further update on the Code of Good Governance paper to Board on 4 July 2023 for comment and approval. Added to agenda. ACTION COMPLETE

Board 6 Action 3: JW / MC to explore adding the reserve statement to an existing document and provide a draft to bring to Board on 23 May 2023. *This will now be provided at the Board meeting on 4 July 2023. Draft Reserves Policy emailed to NB on 4.7.2023, awaiting response.* ACTION ON-GOING

Board 7 Action 1: CJ/BA to list all new actions raised at Student Voice to the Board action list for tracking purpose. *Noted for future minutes.* ACTION COMPLETE

Board 7 Action 2: JW to provide an updated Accountability Statement at Strategy Day on 11 July 2023. *Added to draft agenda.* ACTION COMPLETE

Board 7 Action 3: JW to provide an update regarding mandatory training being incorporated into future staff contracts and bring to Board on 4 July 2023.

Added to agenda item 12.4.2.1 ACTION COMPLETE

Board 7 Action 4: LJ/CJ to send profiles of the 5 newly recruited Governors to LP and EB as requested at the meeting for their information. *CV's distributed via Sharepoint.* ACTION COMPLETE

Board 7 Action 5: JW to provide an update regarding Governor skill set gap and present for discussion at Strategy Day on 11 July 2023. *Added to draft agenda.* **ACTION ON-GOING**

Board 7 Action 6: CJ to carry forward the Draft Calendar of Meetings and add as an Agenda item for Governor's comments / approval at the RemGov meeting on 7 June 2023. Draft Calendar and Schedule of Business to be discussed at Strategy Day.

Added to draft agenda. ACTION COMPLETE

Board 7 Action 7: JW to provide a report giving an update on external stakeholders and collaboration with College (relating to Priorities 3 and 4) at Strategy Day on 11 July 2023.

Added to draft agenda. ACTION COMPLETE

Board 7 Action 8: HRH to provide year on year data for safeguarding, as requested by PP and bring to next board meeting 4 July 2023. *Added to agenda item 13.* ACTION COMPLETE

7. Chairmans's Remarks

The College had a stand at the Royal Norfolk Show and were awarded with the 'Best Educational Stand'. It was noted that some of the College's floristry students had been requested to provide flower displays for the Ben Burgess stand. The level of stakeholders attending the event was also noted, together with the number of prospective students making enquiries so proving a successful day all round for the College.

ABn informed Governors that he and the Principal had recently visited West Herts College in Watford to attend a meeting regarding SEND.

JW added that the AoC has released the Opportunity England paper, which will be circulated for Governor's information, together with the Executive Summary.

It was advised that in order to allow Governor's sufficient time to consider the Budget paper (11.4.1), the agenda had been amended and any items not dealt with today would be considered either at the Strategy Day or the next Board meeting.

ACTION 1: BA/CJ to carry items not considered over to the next Board meeting on 17 October 2023.

8. Equality, Diversity and Inclusion – Priorities for 2023/24

This item was not discussed and will be carried forward to the next Board meeting.

11. Chairs' Summary of Committee Meetings

11.1. Audit & Risk

JL provided an update from the report previously circulated, and it was confirmed a review of the Risk Register and Risk Management Policy will be undertaken with a view to allocating the appropriate risks to each Committee/ the Board to oversee. This will provide transparency and visibility of risk. This had been highlighted by PP and his contribution was duly noted by the Board.

11.1.1. Risk Register and Management Update

JW provided a verbal update confirming that a lot of work will need to be undertaken in order to analyse what risks will require being aligned with each Committee and to remove ones no longer relevant. The question was raised whether formal approval was required by the Board to commence this work and it was confirmed that Board approval will only be required after the work is completed. It was stated that an update will be provided once the exercise has been completed for final approval.

11.1.2. Final IAS Audit Plan for 2023/24

JW provided a brief overview of the report previously circulated and confirmed that the paper has been seen by Audit and Risk and Business Committees with questions raised around the rationale for choosing some of the areas. Changes were suggested and Scrutton Bland agreed to provide an updated list to reflect the changes. Governors had queried whether any alteration to the number of review days would be required in relation to the chosen areas and it was confirmed they would stay as already agreed. It was also noted that the sharing of the auditor's scope to the relevant Committee Chair was a matter to be restarted going forward.

11.2. Curriculum and Standards

The report was previously circulated and taken as read. It was noted that:

- Meeting papers being sent in late did not allow time for Governors to read them through beforehand so this needs to improve for future meetings.
- Governors had questioned the level of student experience in relation to the small cohorts for some courses. It was mentioned that some students find it a positive experience learning in smaller groups and choose the College for this reason.
- It had been noted that Governors needed more in-depth insight learning around the OfS Conditions and it was agreed that, in September 2023, C&S Governors should be shown the detailed OfS conditions and how compliance is tracked.
- This point was confidential and is recorded within the confidential minutes.

11.2.1. IAA

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

12. Wellbeing & Inclusion Report

HRH provided an update from the report previously circulated, and the following was noted:

- There has been a spike in online safety issues so monitoring will need to be reviewed over the Summer using the 'deep dive' approach.
- It was noted that Alex Wallace is leaving the College at the end of term to join East Coast College as Student Services Manager.

Safeguarding: Key themes remain around mental health, suicidal thoughts, parenting, health, historic mental health and self-harm.

Safeguarding student referrals: year to date

Date range: 01/09/22 to 26/06/23

1338 referrals including 1292 concerns and 46 disclosures

It was noted there had been a stepped increase since 2019/2020 from 1300 to 1900 cases.

Governors queried whether there had been any change to students being able to access GP services. HRH confirmed that the College continued to act as a support service whilst students were waiting to be seen, adding the issue creates extra work for the team which was acknowledged by the Board.

It was also noted that there had been issues around students concerns over parental health and potential homelessness which could provide future training in relation to staff personal development.

11.3. RemGov

NB provided a verbal update for the RemGov committee and confirmed it had been discussed that the Self-Assessment format should be based on last years arrangement and Governors agreed that a separate meeting should be organized to discuss the Self-Assessment Questionnaire.

11.4. Business

NB provided a verbal update from the Business Committee and confirmed that there had been no major changes to report in respect of the June emerging picture but confirmed that sign off for monies to go on deposit will be required.

The Board formally approved sign off for monies to go on deposit.

11.4.1. Finance Executive Summary Paper and Draft Budget

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

11.4.2. Staff Contract and mandatory training

JW provided a verbal update and confirmed that:

- Mandatory training had improved resulting in a completion rate of 93%. This was a positive outcome for the end of term and something to build on going into the new academic year.
- It was noted that in terms of staff compliance there is a clause in the staff policy in respect of this matter

9. Governance Matters

9.1. AoC Code Update and Development of a CCN Code of Governance

JL provided an update from the report previously circulated and confirmed that:

- The AoC Code is due for imminent release. This will be reviewed and consideration given to whether the main and relevant Codes need to be pulled together to form a CCN Code.
- It was noted that the updated Code will assist in carrying out the SAR more effectively and can be reviewed in relation to both the Code of Governance and the External Review.

9.2. Annual Review of Standing Orders and Instrument and Articles

It was noted that as RemGov had confirmed on 27 June 2023, the I&A's and SO's would require modifying once amendments have been made to the Director of Governance's Job Description. This matter will be revisited at a later date.

9.3. Review of Terms of Reference

JM informed that Board that there were no amendments to be made at present.

9.4. Corporation Self-Assessment Questionnaire

It was noted that RemGov have recommended for Board Approval the questions and timeline. JM confirmed that this matter will require a separate meeting for discussion instead of being incorporated into the Strategy Day meeting .

ACTION 5: JM to arrange a meeting for Governors to discuss the Self-Assessment questionnaire.

9.5. Annual Review of Role Descriptions for the Chair, Vice-Chair, Governors and Director of Governance and Legal Job descriptions

No amendments have been proposed for the Role Descriptions of Chair, Vice-Chair or Governors. The Job Description for the Director of Governance and Legal is being considered by RemGov.

9.6. Annual Re-election of the Chair and Vice-Chair of the Corporation and Confirmation of Committee Chairs 2023/24

This item was not discussed and will be revisited at a later date.

9.7. Recommendations relating to appointments/re-appointments

JM asked Governors to approve the re-appointment of Lewis Pepperell as Student Union President for the academic year 2023/24.

The Board formally approved the re-appointment.

It was noticed that this would be EB and SH last meeting and the Chair thanked them for their service and contribution.

9.8. Review Governors appointments and length of service

With no nominations being received for the Student Governor roles during the recent recruitment process, Student Governor recruitment will be reviewed again in September 2023.

10. Strategic Priorities

This item was not discussed and will be carried forward to the next Board meeting.

13. Students' Union Update

LP provided an update from the report previously circulated and the following were noted:

- Plans are underway for the Welcome Week for next year to produce
- cross college events with a smaller event to be held at Norfolk House. Students from IAAN are invited to attend the nearest Welcome event.
- Exploring options to include more local businesses with a view to receive
- free samples and offers of discounts, particularly around food at the event.

14. Student Forum Feedback

LP provided a verbal update and confirmed that:

- The position of Student Representative is being removed and instead using the approach that every student is a Student Representative.
- To have Parliament Representative roles for each curriculum area who would also attend Parliament and act as a Senior Student Representative.
- Open forums will be held for students to feedback any issues they have.

The Student Union will be present at enrolment to raise awareness of the SU function, advertising upcoming activities and promoting the Executive Officer role.

15. Corporate Sealing Register

The Corporate Sealing Register was shared with the Board for information.

16. Other Urgent Business

No matters were raised under this item.

17. Confidential Items

17.1. Recommendation from RemGov

All staff and Student Governors were asked to leave for this Confidential Item.

The discussion was confidential and is recorded within the single confidential minutes, set 2.

18. Date of Next Meeting

The next CCN Board Meeting is scheduled to take place on 17 October 2023 at 4:30pm.

All formal business having been concluded; the meeting closed at 7:50pm.

Signed **Date**
(Chair)