

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 7 MAY 2024 AT 4:00PM, IN THETFORD BOARDROOM

Present:

Noel Bartram	NB	Chair
Jerry White	JW	Governor / Principal
Nikki Gray	NG	Governor
Andrew Barnes	AB	Governor

Attendees:

Martin Colbourne	MC	Deputy CEO
Sebastian Gasse	SG	Vice Principal
John Pollitt	JP	Executive Director of IT Services
Hilary Bright	HB	Director of HR (<i>via teams</i>)
Jodie Mitchell	JM	Director of Governance and Legal
Clare Johnson	CJ	Governance and Legal Assistant – minutes

Apologies:

Shirley Barker	SB	Staff Governor
Lewis Pepperell	LP	SU President

1. IT Update

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

HB joined via Teams at 5:00pm.

2. Climate Action Plan

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

JP left the meeting at 5:28pm.

3. Apologies for Absence

Apologies were received and noted as above.

4. Declarations of Interest

No new declarations were made.

5. Unconfirmed Minutes of the meeting held on 19 March 2024

The unconfirmed minutes of the meeting held on 19 March 2024 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

6. Unconfirmed Confidential Minutes of the meeting held on 19 March 2024

The unconfirmed confidential minutes of the meeting held on 19 March 2024 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

7. Matters Arising

Bus 2 Action 3: JW / MC to place the discussed property on the open market, noting there is a 'sitting tenant'. *Arnold Keys have been contacted as to how to proceed with this sale.* **ACTION ON-**

GOING (DUE JUNE 2024)

Bus 3 Action 1: JW / HB to review the completion of core training and how this is managed going forward. Targets for improvements are to be implemented. *Considerable efforts have been made on this over recent weeks resulting in better compliance. A refreshed management approach is to be aligned to the rolling out of the new supportive management structure in the coming weeks.* **ACTION ON-GOING** (DUE JUNE 2024)

Bus 3 Action 2: ACTION COMPLETE

Bus 3 Action 4: HB to include benchmarking data for staff turnover going forward (once the AoC has provided the up to date data). *AoC data awaited. Due Summer 2024 (update at June meeting).* **ACTION ON-GOING** (DUE JUNE 2024)

Bus 3 Action 5: ACTION COMPLETE

Bus 3 Action 6: JW / HB to review the sickness policy regarding sickness pay within the probationary period. Update will be brought to June 2024 meeting. **ACTION ON-GOING** (DUE JUNE 2024)

JW noted that governments announcements are expected on sick pay which may have a significant, therefore this is being closely monitored.

Bus 3 Action 7: ACTION COMPLETE

Bus 3 Action 9: ACTION COMPLETE

Bus 3 Action 10: ACTION COMPLETE

HB confirmed that a benefits statement can be made available to all staff via iTrent and will be implemented.

Bus 3 Action 13: JW / SG to review adding a Workforce Planning update to future Business Committees or at the next Strategy Day. *Consideration being given to how to best achieve this alongside other HR related reports. Targeting May 2024 for first paper.* **ACTION ON-GOING** (DUE MAY 2024)

Bus 3 Action 14: SG / LP to develop a Student Satisfaction KPI Dashboard. *To bring back to Committee for the June meeting.* **ACTION ON-GOING** (DUE JUNE 2024)

Bus 4 Action 1: JW to raise with the AoC, the option of collating sector H&S data to aid benchmarking. **ACTION ON-GOING** (DUE JUNE 2024)

Bus 4 Action 2: NS-C to provide an update on PEEPs at the Business Committee meeting on 25 June 2024. **ACTION ON-GOING** (DUE JUNE 2024)

Bus 4 Action 3: ACTION COMPLETE

JW confirmed bookings for training are being completed in a timely fashion and reminders sent to all staff. As per action Bus 3 Action 1 a new overall approach is being developed.

Bus 4 Action 4: ACTION COMPLETE

Bus 4 Action 5: ACTION COMPLETE

NB noted that this document may require reviewing – potentially at the next Strategy Day.

Bus 4 Action 6: JW and Tom Smith to produce and share with Governor pre-recorded webinar on 4cast progress before the next Business Committee meeting on 7 May 2024. **ACTION ON-GOING** (DUE MAY 2024)

Bus 4 Action 7: ACTION COMPLETE
Bus 4 Action 8: ACTION COMPLETE
Bus 4 Action 9: ACTION COMPLETE
Bus 4 Action 10: ACTION COMPLETE
Bus 4 Action 11: ACTION COMPLETE

Bus 4 Action 12: JW to produce a Strategic Framework timeline and present to Board. **ACTION ON-GOING** (DUE JUNE 2024)

8. Workforce Development Report

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

HB left the meeting at 6:08pm and meeting break was convened until 6:14pm.

9. CONFIDENTIAL ITEM - Finance Updates

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

9.1 CONFIDENTIAL ITEM – College Turnaround and Long-Term Plan

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

9.2 CONFIDENTIAL ITEM – Financial Statements Review 2022 to 2023

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

9.3 CONFIDENTIAL ITEM – Reserves Update

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

10. Fees Policy

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

11. CONFIDENTIAL ITEM – Catering Contract Extension

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

12. CONFIDENTIAL ITEM – Cleaning Contract Extension

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

13. CONFIDENTIAL ITEM – Norwich Parapet Roof

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

14. CONFIDENTIAL ITEM - Proposed Accountability Agreement Strategic targets for 24/25

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

15. GDPR Compliance Report

The report was circulated prior to the meeting for information and taken as read.

16. CONFIDENTIAL ITEM - Union Colleagues Meeting Minutes

The minutes were circulated prior to the meeting for information and taken as read.

17. Other Urgent Business

No items were raised under this section.

18. Meeting Review and Summary

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

19. Date of Next Meeting

The next Business Committee meeting will take place on 25 June at 4:00pm.

All business having been concluded; the meeting closed at 6:21pm.

SIGNED: **DATE:**
(Chair)