

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON 12 DECEMBER 2023 AT 4:30PM AT NORWICH COLLEGE, HAPPISBURGH BUILDING IN ROOM HB0-04

Present:

| | | |
|---------------------|-----|---|
| Andrew Barnes | ABn | Corporation Chair |
| Jill Lanning | JL | Corporation Vice-Chair, Governor |
| Jerry White | JW | Principal, Governor |
| Noel Bartram | NB | Governor |
| Marcus Bailey | MB | Governor |
| Wayne Easlea | WE | Governor |
| Phil Pearce | PP | Governor |
| Andrea Blanchflower | ABI | Governor (<i>until 6:38pm</i>) |
| Phil Gormley | PG | Governor (<i>attending remotely via Teams until 6:45pm</i>) |
| Shirley Barker | SB | Staff Governor |
| Laura Stewart | LS | Staff Governor |
| Josie Fryer | JF | Student Governor |
| Lewis Pepperell | LP | SU President, Student Governor (<i>attended remotely until 7:15pm</i>) |

Attendees:

| | | |
|------------------|----|--|
| Martin Colbourne | MC | Deputy CEO |
| Seb Gasse | SG | Vice Principal (<i>until 5:25pm then rejoined at 6:05pm</i>) |
| Jo Kershaw | JK | Vice Principal (<i>attended remotely from 5:45pm</i>) |
| Jodie Mitchell | JM | Director of Governance and Legal |
| Barbara Ashby | BA | Governance and Legal Administrator, minutes |

Apologies:

| | | |
|------------------------|-----|---------------------|
| Nikki Gray | NG | Governor |
| Sean Green | SGr | Governor |
| Helen Richardson-Hulme | HRH | Assistant Principal |

1. Apologies for Absence

Apologies were received and noted as above. It was noted that a quorum was present, and the meeting had been convened in accordance with the Articles of Association of the Corporation.

2. Declarations of Interest

No new declarations were made.

3. Draft Minutes of the Board Meeting held on 17 October 2023

The draft minutes of the meeting held on 17 October 2023, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

4. Draft Confidential Minutes of the Board Meeting held on 17 October 2023

The draft confidential minutes of the meeting held on 17 October 2023, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. Matters Arising

22/23 Board 8 ACTION 3: ACTION COMPLETE
23/24 Board 1 ACTION 1: ACTION COMPLETE

23/24 Board 1 ACTION 2: ACTION COMPLETE
23/24 Board 1 ACTION 3: ACTION COMPLETE
23/24 Board 1 ACTION 4: ACTION COMPLETE
23/24 Board 1 ACTION 5: ACTION COMPLETE
23/24 Board 1 ACTION 6: JW/MC to reconsider the car park charges. **ACTION ON-GOING**
23/24 Board 1 ACTION 7: ACTION COMPLETE
23/24 Board 2 ACTION 1: ACTION COMPLETE
23/24 Board 2 ACTION 2: ACTION COMPLETE
23/24 Board 2 ACTION 3: ACTION COMPLETE
23/24 Board 2 ACTION 4: ACTION COMPLETE
23/24 Board 2 ACTION 5: ACTION COMPLETE
23/24 Board 2 ACTION 6: ACTION COMPLETE
23/24 Board 2 ACTION 7: ACTION COMPLETE
23/24 Board 2 ACTION 8: ACTION COMPLETE
23/24 Board 2 ACTION 9: ACTION COMPLETE
23/24 Board 2 ACTION 10: ACTION COMPLETE
23/24 Board 2 ACTION 11: ACTION COMPLETE
23/24 Board 2 ACTION 12: ACTION COMPLETE
23/24 Board 2 ACTION 13: JW / SLT / LP to reflect on what CCN can do to engage external stakeholders in providing support for students with their Mental Health and what external lobbying can be done to highlight the lack of access to resources. **ACTION ON-GOING**

6. Chairmans Remarks

The Chair expressed his thanks to the Principal for the hard work delivered by staff this term. ABn commented on the importance of staff and Governors continuing to work together in respect of the challenging financial position the College faces. ABn emphasised the need to have a viable action plan in place that includes good financial investment to secure the colleges future.

7. CONFIDENTIAL – Annual Report & Financial Statements and supporting documents

The discussion was confidential and is recorded within the confidential minutes set 1.

SG left the meeting at 5:25pm

8. Governance Matters

8.1 External Board Review Update

The report was circulated prior to the meeting and taken as read. JM informed Governors that the Teams call between Simon Perryman, ABn, JW and JM went ahead as planned on 5 Dec 2023. No further comments were raised.

8.2 Expression of Interest

The report was circulated prior to the meeting and taken as read. JM informed the Board that:

- 3 expressions of interest had been received for the following appointments:
 - Vice Chair of Audit & Risk Committee – Philip Pearce
 - Vice Chair of Business Committee – Nikki Gray
 - Shadow Safeguarding Governor (to be formally appointed by the Board in July 2024) Marcus Bailey

No queries were raised and the Board approved the appointments as noted above. Governors noted that the positions of Chair and Vice Chair of the Corporation will be considered by the Remuneration and Governance Committee of 11 January 2024 and recommendations will be made to the Board.

8.3 Governor Recruitment Process

The report was circulated prior to the meeting and taken as read. JM requested for the Board to give delegated authority to the Remuneration and Governance Committee to review and approve the recruitment timeline and process at the meeting on 11 January 2024. It was noted that should Governors have any particular observations on the last round of Governor recruitment they should contact JM directly.

The Board granted delegated authority to RemGov Committee.

8.4 CCN Governance Guide and CCN Code of Conduct for Governors

The report was circulated prior to the meeting and taken as read. Governors remarked that they had found the documents useful and fit for purpose. A query was raised regarding Governors not receiving College event invites and information, (e.g. they had not been aware of platform theatre shows), a matter that will be investigated so Governors are aware of future events to be able to meet with staff, students, parents and stakeholders.

ACTION 1: JM / JW to consider the programme of opportunities for Governors to meet and interact with staff, students, parents and stakeholders.

The Board approved the CCN Governance Guide and CCN Code of Conduct for Governors.

9. College Self-Assessment Report

The report was circulated prior to the meeting and taken as read. JW provided an overview noting the following:

- The Self-Assessment Report (SAR) is an annual process which reviews College provision but does not include HE, as this is a separate process.
- C&S Committee have already examined the SAR and it was noted there is scope for improvement.
- It was queried about the lack of visibility with the data systems and that this is not referenced in the QIP and should be considered under Leadership and Management.
- This document will be shared with staff in the new year and it was noted that the College has not self-assessed itself as Requires Improvement for a number of years. This process is related to the provision of the 2022-23 academic year. It is important for staff to recognise that there is a lot of good teaching practice in the College, highlighting a positive outlook for the College, but it is also important to recognise the areas where improvement is needed. Governors welcomed the honesty in this SAR

ACTION 2: JW to review the Internal Audit recommendations for student retention and 16-18 years olds and pull actions through into the QIP.

ACTION 3: JW/SG to consider the QIP under Leadership and Management.

The Board approved the College Self-Assessment Report

JK joined the meeting remotely at 5:45pm.

SG rejoined the meeting at 6:05pm.

10. Strategic Review Update

The report was circulated prior to the meeting and taken as read. JW provided an overview stating that the strategic priorities comprise 6 targeted areas which are outlined in the 2023/24 Accountability Agreement. In addition, the Principal stated that a lot of progress has been made in all areas, but there is a need for continued close focus on key areas such as 19+ student growth, HE

developments, student on-boarding improvements and the overarching challenge surrounding financial recovery.

A query was raised regarding soft skills in relation to student personal development and how this can be tracked. It was stated that there will be future activities delivered to students that will enable progress tracking.

11. CONFIDENTIAL ITEM – IAAAN Timeline

The discussion was confidential and is recorded in the confidential minutes set 2.

12. Annual Equality, Diversity and Inclusion monitoring report and annual Approval of Equality and Diversity Policy

The report was circulated prior to the meeting and taken as read. It was agreed this would be considered at Strategy Day on 27 February 2024.

ACTION 5: CJ to add ‘Annual Equality, Diversity and Inclusion monitoring report and annual Approval of Equality and Diversity Policy’ to the February Strategy Day agenda.

13. Key Updates and Approvals from Committee Meetings

13.1. Curriculum & Standards minutes

JL provided an overview of some of the matters discussed at the meeting highlighting that:

- The College has Direct Claims status for several of its qualifications which is not easily achieved.
- Discussed the need to revise the HE strategy.
- The first report on SEND was presented and welcomed at the Committee and will continue to be received each term.

13.1.1 Link Governor Strategic Groups

The report was circulated prior to the meeting and taken as read. Final approval was sought from Board as this matter has been seen by all Committees. No further queries were raised however, it was noted that the first Strategic Group meeting had taken place on 11/12/2023.

The Board granted final approval of Link Governor Strategic Group proposal.

13.1.2 Annual Complaints Report 2022-23

The report was circulated prior to the meeting and taken as read. It was noted that JW will amend the structure and content of the report to provide easier understanding for Governors.

ACTION 6: JW to amend the Annual Complaints Report, including the structure and the information contained within it.

13.1.3 Student Voice

It was agreed by Governors that this matter would be dealt with by the Strategic Governors Group for student voice going forward.

ABI left the meeting at 6:38pm. PG left the meeting at 6:45pm.

13.2. Business

13.2.1. Finance Update

The discussion was confidential and is recorded within the confidential minutes set 1.

13.2.1.1 Reserves Policy

The discussion was confidential and is recorded within the confidential minutes set 1.

13.2.1.2 Capital Projects

The discussion was confidential and is recorded within the confidential minutes set 1.

13.2.2. EOC Subsidiaries

The discussion was confidential and is recorded within the confidential minutes set 1.

13.2.3. Insurance Policies Renewal

JM informed governors that the renewal terms and premium had been received in respect of the Commercial Combined Policy with Aviva and Towergate and asked for delegated authority for the Chair to approve the renewal terms of the remaining policies which is due 1 February 2024.

Board approved the Commercial Combined Policy insurance renewal and granted Delegated Authority to the Chair to approve the remaining policies.

13.2.4. Modern Slavery Statement

The report was circulated prior to the meeting and taken as read. No queries were raised.

The Board approved the Modern Slavery Statement.

13.2.5. Staff Satisfaction Survey

JW provide a verbal update stating that the final response rate was 45% and acknowledged that improvement is required in obtaining a higher rate next time. Different options are currently being explored in respect of this matter. This will be reported back to the Business Committee (Board 1 Action 1).

13.3. Audit and Risk

The report was circulated prior to the meeting and taken as read. It was noted that the information provided was a summary of what had been discussed at the recent Committee meeting as the main minutes were awaiting review. The Risk and Governance roadmaps are in the early stages of development and are for information only and will be considered further at the Board Strategy Day on 27 February 2024.

ACTION 9 : CJ to add Audit & Risk Road Map to Board Strategy Day on 27 February 2024.

LP left the meeting at 7:15pm.

14. Wellbeing and Inclusion Update

The report was circulated prior to the meeting and taken as read. SG highlighted the following:

- Impact of waiting times for Mental Health Assessment and support is ongoing, with some changes in operation by CAD that is affecting referral waiting times.
- Child Protection are providing face to face meetings now which is causing difficulty in respect of travel time to the location.

- Mental health, anxiety and issues around friendship difficulties have been key issues this term, together with more cases of young people with autism, experiencing difficulties in building close relationships.
- Mental health drop-in sessions continue to be provided for students.
- 3 new Education Support Workers (ESW) start after Christmas to replace 1 leaving at Christmas. This will leave a gap with operating the personal education planning (PEP) for the virtual school. They are aware of this situation.

Governors discussed their concerns around the mental health and wellbeing of the students and asked for more information to be made available around actions being taken in supporting the students, together with progress in lobbying the local authorities on providing services.

ACTION 10: JW/SG to report to Board on 13 February 2024 regarding actions taken concerning student mental health and wellbeing. The report should include political and effective lobbying and incorporate information about co-working with other educational institutions and the AoC.

15. Students Union Update

JW informed Governors that there had been a good turnout to the first Student Parliament and the Culture Day had been well attended.

16. EOC Enterprises

16.1 EOC Enterprises – Annual Report and Financial Statement

The discussion was confidential and is recorded within the confidential minutes set 1.

16.2 EOC Enterprises – MHA Letter of Representation

The discussion was confidential and is recorded within the confidential minutes set 1.

17. EOC SPV

17.1 EOC SPV – Annual Report and Financial Statements

The discussion was confidential and is recorded within the confidential minutes set 1.

17.2 EOC SPV – MHA Letter of Representation

The discussion was confidential and is recorded within the confidential minutes set 1.

18. Other Urgent Business

The committee acknowledged that it was Barbara Ashby last meeting and expressed their thanks for her work on recording the minutes of all governor meetings.

19. Date of Next Meeting

The next Board meeting will take place on 13 February 2024.

All formal business having been concluded; the meeting closed at 7:58pm

Signed **Date**
(Chair)