

BUSINESS COMMITTEE

CONFIRMED MINUTES OF THE MEETING HELD ON 15 OCTOBER 2024, AT 4:00PM AT CITY COLLEGE NORWICH, THETFORD BOARDROOM

Present:

Noel Bartram	NB	Chair
Andrew Barnes	AB	Governor (<i>from 4:41pm</i>)
Jerry White	JW	Principal
Joe McNeill	JMc	Governor
Freddie Simpson	FS	Student Governor, SU President (<i>until 6:25pm</i>)
Shirley Barker	SB	Staff Governor
Nikki Gray	NG	Governor (<i>remotely via Teams</i>)

Attendees:

Martin Colbourne	MC	Deputy CEO
Jodie Mitchell	JM	Director of Governance and Legal
Hazel Thomas	HT	Student (to be appointed as Student Governor by the Board on 22 October 2024)
Hilary Bright	HB	Director of HR (<i>remotely via Teams 4:41pm-5:53pm</i>)
Nick Kershaw	NK	Acting Director of IT (<i>until 5:01pm</i>)
Nick Sainton-Clark	NS	Health and Safety Manager (<i>until 4:44pm</i>)

Apologies:

Seb Gasse	SG	Vice Principal
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1. Area Updates

1.1 Annual Health and Safety Report, including annual review of the Health and Safety Policy

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

1.2 IT Update

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

The meeting took a break at 5:01pm and reconvened at 5:07pm.

The Chair welcomed Joe McNeill and Freddie Simpson to their first meetings as Governors on this Committee. JM introduced Hazel Thomas attending as an observer who, subject to Board approval on 22 October 2024, will be a Student Governor.

2. Apologies for Absence

Seb Gasse was absent from the meeting.

3. Declarations of Interest

No new declarations were made.

4. Draft Minutes of the meeting held on 25 June 2024

The unconfirmed minutes of the meeting held on 25 June 2024 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. **CONFIDENTIAL – Unconfirmed Confidential Minutes of the meeting held on 25 June 2024**

The unconfirmed confidential minutes of the meeting held on 25 June 2024 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

6. **Matters arising**

Bus 2 Action 3: JW/MC to place the property known as 'Hillcrest' on the open market, noting there is a 'sitting tenant'. *MC gave an update and advised this is work in progress.* **ACTION ONGOING** (Due **June 2024**)

Bus 3 Action 4: HB to include benchmarking data for staff turnover going forward (once the AoC has provided the up-to-date data). *HB reported that there is still nothing from ONS, but AoC will be doing their workforce surveys soon. Available data is so historical, it is not possible to compare like with like. Change due date to spring 2025.* **ACTION ONGOING** (Due **April 2025**)

Bus 3 Action 13: JW/SG to review adding a Workforce Planning update to future Business Committees or at the next Strategy Day. *Consideration is being given to how to best achieve this alongside other HR related reports. "Deep dive" in HR took place in summer 2024. Workforce Planning reporting will build in those recommendations and development of the People Strategy, following the appointment of the COO in November 2024. JW will look at with HB to assess how to move forward.* **ACTION ONGOING** (Due **March 2025**)

Bus 4 Action 1: **ACTION CLOSED**

Bus 4 Action 6: JW and Tom Smith to produce and share with Governors pre-recorded webinar on 4cast progress before the next Business Committee meeting on 7 May 2024. *Due date updated to December 2024.* **ACTION ONGOING** (Due **December 2024**)

Bus 5 Action 3: JM/CJ to arrange ETF Climate training for Governors. **ACTION ONGOING** (Due **October 2024**)

Bus 5 Action 5: HB to review the Number of Days absence data/graph and represent to the Business Committee. **ACTION ONGOING** (Due **October 2024**)

Bus 5 Action 6: HB to include Number of Days absence data annually within the Workforce Report. **ACTION ONGOING** (Due **October 2024**)

Bus 6 Action 4: HB to include 'Staff Satisfaction Dashboard Update' in HR reports going forward. (Due **November 2024**)

7. **Staff Satisfaction Survey Results**

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

8. **CONFIDENTIAL – Risk Register Review**

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

9. **CONFIDENTIAL – Strategic Target Monitoring**

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

10. **CONFIDENTIAL – Finance Updates**

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

11. **The Future for HE at CCN**

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

12. GDPR Compliance Report

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

NB asked whether the increase in incidents in the June to September period is a trend. JM agreed to consult the Information Compliance team and return to the next meeting with more information on reporting trends.

ACTION 14: JM to consult Information Compliance team regarding GDPR incident trends and report back to the next Business Committee meeting (JM).

The Committee noted the report.

13. CONFIDENTIAL – Union Colleagues Meeting Minutes

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

14. Other Urgent Business

JW reported that the College will have an Ofsted inspection next week. He advised that the Senior Management Team are working on meeting schedules and will contact Governors in due course.

15. CONFIDENTIAL – Meeting Review and Summary

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

16. Date of Next Meeting

The next Business Committee meeting will take place on 26 November 2024 at 4:00pm.

All formal business having been concluded; the meeting closed at 6:41pm.

Signed Date
(Chair)