

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON 17 OCTOBER 2023 AT 4:30PM AT EASTON COLLEGE, JUBILEE BUILDING, ROOM JB031

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
Sean Green	SGr	Governor – <i>remotely via Teams</i>
Wayne Easlea	WE	Governor
Nikki Gray	NG	Governor
Phil Pearce	PP	Governor
Andrea Blanchflower	ABI	Governor – from 5:39pm
Shirley Barker	SB	Staff Governor
Josie Fryer	JF	Student Governor – from 4:45pm
Lewis Pepperell	LP	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
Jodie Mitchell	JM	Director of Governance and Legal
Clare Johnson	CJ	Governance and Legal Assistant, minutes

Apologies:

Laura Stewart	LS	Staff Governor
Phil Gormley	PG	Governor

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 company.

2. Declarations of Interest

No new declarations were made.

3. Draft Minutes of the Board Meeting held on 4 July 2023

The draft minutes of the meeting held on 4 July 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 No. 1 of the Board Meeting held on 4 July 2023

WE left the meeting at 4:36pm due to a conflict of interest.

The draft confidential minutes of the meeting held on 4 July 2023, were amended as per the changes presented by JW, and agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

CONFIDENTIAL – IAAN Update

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

WE returned at 5:02pm.

5. Draft Confidential Minutes No. 2 of the Board Meeting held on 4 July 2023

The draft confidential minutes of the meeting held on 4 July 2023, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

6. Draft Confidential Minutes of the Extraordinary Board Meeting held on 27 September 2023

The draft confidential minutes of the extraordinary meeting held on 27 September 2023, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

7. Matters Arising

22/23 Board 6 Action 3: COMPLETED

22/23 Board 7 Action 5: COMPLETED

22/23 Board 8 Action 1: COMPLETED

22/23 Board 8 Action 2: COMPLETED

22/23 Board 8 Action 3: **ACTION ON-GOING** Please see item 4 for update.

22/23 Board 8 Action 4: COMPLETED

22/23 Board 8 Action 5: COMPLETED

Board 1 Action 1: **ACTION ON-GOING**

Board 1 Action 2: **ACTION ON-GOING**

Board 1 Action 3: **ACTION ON-GOING**

Board 1 Action 4: **ACTION ON-GOING**

Board 1 Action 5: **ACTION ON-GOING**

Board 1 Action 6: **ACTION ON-GOING**

Board 1 Action 7: **ACTION ON-GOING**

8. Chairmans Remarks

ABn confirmed that Chris Snudden has resigned as a member of the Corporation Board as of 6 October 2023 and it was noted that as part of the recruitment process, to commence in early 2024, CCN will need to actively recruit a Governor with a curriculum background.

CONFIDENTIAL ITEM – Union Update

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

9. Governance Matters

9.1 Succession Planning

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

Governors approved the proposal relating to Succession Planning.

ACTION 3: JM to contact all eligible Governors to gain expressions of interest for Shadow Corporation Chair, Shadow Vice-Chair and Committee Vice-Chairs, to bring back to the December Board.

ACTION 4: JM to review the upcoming Recruitment process and the potential use of a 'Task and Finish Group' and provided an update to Board on 12 December 2023.

9.2 Committee Appointments

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

Governors approved the increase of Committee membership numbers to six with a quoracy of four members. This excludes the Remuneration and Governance Committee, which is to remain at four members.

The Board approved the appointments to Committees as follows:

- Andrea Blanchflower to Audit & Risk Committee
- Sean Green to Audit & Risk Committee
- Marcus Bailey to Audit & Risk Committee and Curriculum & Standards Committee
- Phil Gormley to Curriculum & Standards Committee
- Philip Pearce to Curriculum & Standards Committee
- Wayne Easlea to Business Committee
- Nikki Gray to Business Committee

The Board approved the Composition of Committees as presented.

The Board approved the appointment of Josie Fryer, appointed as Student Governor (Committee to be confirmed in due course).

9.3 Annual Re-election of the Chair and Vice Chair of the Corporation and Confirmation of Committee Charis for 2023/24

ABn, JL and NB left the meeting at 5:15pm.

The Board approved ABn to remain Chair of the Corporation and Jill Lanning to remain Corporation Vice-Chair for their final year until the end of July 2024.

Proposed by: NG

Seconded by: PP

Committee Chairs

The Board approved the committee chairs for 2023-24 as follows:

	C&S Committee	A&R Committee	Business Committee	RemGov Committee
Chair Name	Jill Lanning	Andrea Blanchflower	Noel Bartram	Noel Bartram
Proposed By	MB	PP	WE	PP
Seconded by	NG	MB	MB	NG

ABn, JL and NB returned 5:17pm

9.4 CCN Code of Governance, Code of Conduct and Scheme of Delegation

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

The Board approved the adoption of the 2023 AoC Code of Good Governance.

The Board approved the development of the CCN Governance Guide / Code of Conduct to support CCN Governance.

ACTION 5: JM / JL to develop the CCN Governance Guide / Code of Conduct and update the Board on 12 December 2023.

9.5 Link Governor Scheme

The report was circulated prior to the meeting and taken as read. It was confirmed this has been reviewed by the Audit and Risk, Curriculum & Standards and Business Committees.

The Board approved the new approach to Link Governors as set out within the Paper.

9.6 Schedule of Business 2023-24

The report was circulated prior to the meeting and taken as read. This has been recommended for approval by the Remuneration and Governance Committee.

The Board approved the Schedule of Business 2023-24.

9.7 Strategic Priorities

JW provided a verbal update suggesting that the actions formulated as part of the accountability agreement are utilised as this year's Strategic Priorities, until the Strategy and Financial Recovery plan are developed.

It was proposed that from October half term the priorities are allocated to members of the SMT and updates provided at the relevant Committees.

ACTION 6: JW / JM to update the Schedule of Business to incorporate the Strategic Priorities.

9.8 Student Voice

This item will be carried forward to 12 December 2023 due to further work (to be incorporated through the newly approved Strategic Group, as referred to at Agenda item 9.5) being needed.

ACTION 7: CJ to carry forward Student Voice to the next Board agenda on 12 December 2023.

10. Strategies for Approval

10.1 Curriculum Strategy

The strategy was circulated prior to the meeting and taken as read. No changes are proposed for this year.

The Board approved the Curriculum Strategy.

11. Equality, Diversity and Inclusion Update

JM provided a verbal update confirming that the EDI policy requires review and will be completed by members of SMT.

The EDI Policy, Statement and Objectives will be presented and discussed at a SMT meeting in approximately 3 weeks. JW highlighted this work will include the Investors in Diversity work the College has been undertaking.

ACTION 8: JM / JW to provide an Equality, Diversity and Inclusion Update to Board on 12 December 2023.

ABI joined at 5:39pm.

12. Key Updates and Approvals from Committee Meetings

12.1 Remuneration and Governance

The reports and minutes from 25 September 2023 were circulated prior to the meeting and taken as read. A summary of the 22-23 Governance Self-Assessment was provided and JM confirmed that Remuneration and Governance will monitor the SAR actions going forwards and there will be a review of the questions for the 2024 SAR.

12.2 Audit and Risk

JL provided a verbal update to support the A&R minutes of 19 September 2023. The following points were raised:

- There is an increase in sophisticated fraud which Governors and the College need to be aware of.
- The new financial handbook is due to be released shortly and the Committee was assured by the external auditors that there are no concerns at present.
- Recommendations from internal reports were showing as incomplete are generally in hand. The Committee have requested an update every 6 months instead of annually.
- Risk Management reviews are being undertaken by PP, MC and John Pollitt. A Risk Management Workshop is being held on 27 November 2023 and Governors are invited to join should they wish to.

ACTION 9: JM / CJ to send invitation to the Risk Management Workshop taking place on 27 November to all Governors.

12.3 Curriculum and Standards

The report was circulated prior to the meeting and taken as read. Minutes of the meeting on 26 September are currently being drafted.

The following points were raised:

- Enrolment numbers are up, however, the additional pressure this causes on staff, resources and budget was noted. ABn thanked all staff for their dedication in achieving those enrolment numbers.
- Easton GCSE Maths pass rate is now the same as Norwich and Paston. JK provided benchmarking data noting CCN are achieving above average results. ABn thanked the Head of Area and English and Maths team for their work on achieving this.
- The HE Department have achieved a Silver Teaching Excellence Framework (TEF) rating valid until 2027. ABn congratulated the HE Assistant Principal and HE team on this achievement.
- HE recruitment numbers were on target however, this will be reviewed and built upon as part of the new strategy.

12.4 Business

MC provided a verbal update to support the Business minutes of the 10 October 2023. The discussion was confidential and is recorded within the confidential minutes.

13. Wellbeing and Inclusion Update

The reports were circulated prior to the meeting and taken as read. The following points were raised:

- Governors completed the annual Safeguarding Training today and thanked HRH for her support.

- The 22/23 annual report brings together all the updates provided throughout the year.
- For succession, a shadow Safeguarding Link Governor is to be implemented from 2024 to support and continue the work currently undertaken by ABn and HRH.
- NB highlighted the impact of Mental health issues on students and the lack of access to external agencies i.e. GP, NHS Support Groups etc and questioned how we can further support students.

The Board accepted the 22/23 Annual Safeguarding Report.

The Board approved the Safeguarding Procedure and Prevent Strategy.

ACTION 11: JW / HRH to refine how the Board is notified of LADO cases that fall between whistleblowing and LADO referrals.

ACTION 12: JM to add a shadow Safeguarding Link Governor to the Succession Planning process.

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.

14. Students' Union Update

The report was circulated prior to the meeting and taken as read. The following points were raised:

- During welcome week students were signposted to different external organisations that may be able to support students with Mental Health. JF expressed concerns regarding some agencies as they will have long waiting lists.
- New methods of obtaining feedback from students have been undertaken and so far positive feedback has been received.
- Nominations for the SU Exec positions has been strong, and appointment is due to take place shortly.
- The College are participating in the [BRIT Challenge in 2024](#).

15. Other Urgent Business

No matters were raised under this item.

16. Date of Next Meeting

The next Board meeting will take place on 12 December 2023.

All formal business having been concluded; the meeting closed at 6:30pm.

Signed **Date**
(Chair)