

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON 21 MAY 2024 AT 4:00PM AT EASTON COLLEGE, ROOM JB031

Present:

Andrew Barnes	ABn	Corporation Chair (from 4:40pm onwards)
Jill Lanning	JL	Corporation Vice-Chair, Governor (Chair between 4:00pm - 4:40pm)
Jerry White	JW	Principal, Governor
Marcus Bailey	MB	Governor
Andrea Blanchflower	ABI	Governor
Noel Bartram	NB	Governor
Phil Pearce	PP	Governor
Sean Green	SGn	Governor
Shirley Barker	SB	Staff Governor
Laura Stewart	LS	Staff Governor
Josie Fryer	JF	Student Governor
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 (via Teams)
Jodie Mitchell	JM	Director of Governance and Legal
Clare Johnson	CJ	Governance and Legal Assistant, minutes

Apologies:

Nikki Gray	NG	Governor
Phil Gormley	PG	Governor

JL chaired the start of the meeting in ABn absence.

- 1. Apologies for Absence**
Apologies were received and noted as above.
- 2. Declarations of Interest**
No new declarations were made.
- 3. Unconfirmed Minutes of the Board Meeting held on 26 March 2024**
The draft minutes of the meeting held on 26 March 2024, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.
- 4. Unconfirmed Confidential Minutes of the Board Meeting held on 26 March 2024**
The draft confidential minutes of the meeting held on 26 March 2024, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. Matters Arising

23/24 Board 1 ACTION 6: JW/MC to reconsider the car park charges. **ACTION ON-GOING**
(Due October 2024)

There has been considerable unexpected pressure on the staff car parking on the Norwich site due to the reduction in capacity for student car parking. After a difficult start post Easter matters appear to have stabilised but JW has informed staff that we will need to consider management measures for Autumn 2024 onwards.

23/24 Board 3 ACTION 3: JW / SG to consider the QIP under Leadership and Management.
ACTION ON-GOING (Due July 2024)

Further discussion required between JW and JK relating to SAR data systems and how they were helping CCN to monitor actions.

23/24 Board 5 ACTION 1: ACTION COMPLETE

23/24 Board 5 ACTION 2: ACTION COMPLETE

23/24 Board 5 ACTION 3: JW to review the 'Commercial income (non-course related)' opportunities and report back to the Board. **ACTION ON-GOING** (Due **May 2024**)

23/24 Board 5 ACTION 4: ACTION COMPLETE

23/24 Board 5 ACTION 5: ACTION COMPLETE

23/24 Board 5 ACTION 6: ACTION COMPLETE

23/24 Board 5 ACTION 7: ACTION COMPLETE

7. Wellbeing and Inclusion Update

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

- Our internal Safeguarding training package has been reaccredited by the NSCP (Norfolk Safeguarding Children Partnership) for another three years, with a monitoring visit expected during those three years.
- HRH reminded Governors of the 'Meeting digital and technology standards in schools and Colleges' standards and the expectations required of the Board.
- The National Crime Agency has provided new guidance to education settings on Financially motivated sexual extortion, which is provided within the papers.
- The Online Safety Procedure and supporting information for College staff has been updated and will be presented in July 2024.

ACTION 1: Add 'Meeting digital and technology standards in schools and Colleges' standards to the C&S Schedule of Business annually (JM / CJ).

ACTION 2: HRH to present the Online Safety Procedure to Board in July 2024.

ABn arrived 16.16pm.

Governors discussed the following:

- The compliance of the safeguarding mandatory training and the management process going forward.
- An update on actions undertaken for mental health lobbying

- The remainder of the discussion was confidential and is recorded within the confidential minutes.

ACTION 3: HRH to discuss with DSLs' the management and monitoring of Safeguarding training, who has oversight and if additional support is required from the safeguarding link Governor and provide an update to the Board.

HRH and JK left meeting 16:39pm.

ABn took over chairing of the meeting.

8. **CONFIDENTIAL ITEM – Update on Strategic Plan and Framework**

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

LS joined the meeting at 5:07pm.

JK rejoined the meeting at 5:10pm.

9. **Key Updates and Recommendations / Approvals from Committee Meetings**

LP joined the meeting at 5:18pm.

9.1 **RemGov Committee**

9.1.1 **Governor Recruitment – Recommendations for Appointment**

Further to the recommendation of the RemGov Committee, the Board **approved the appointment** of the following Governors as of 1 August 2024 for a 4-year term:

- Karen McCullagh
- Jock Downie
- Joseph McNeill
- Lucy Sydney

They will be invited to join the July Board meeting as observers. The Governor Term of Office Tracker was circulated prior to the meeting for information and taken as read.

Recruitment and succession planning will be discussed at the next RemGov Committee meeting.

9.2 **Curriculum and Standards**

The unconfirmed minutes of 30/04/2024 with summary cover page, were circulated prior to the meeting and taken as read.

A copy of the UEA Memorandum of Understanding was circulated prior to the meeting for information. The MOU was due to be presented to Board today however due to deadlines the overall MOU has been progressed. The Terms of Reference noted in the MOU will be finalised in the next few weeks/months.

ACTION 6: JW / ER to present the ToR that supports to UEA MOU to the Board for review.

JL confirmed that the curriculum planning process summaries from each curriculum area are available on OnBoard and would reassure the Board that the planning process has been very robust. However, significant changes are expected relating to the Curriculum which will require close monitoring

ACTION 7: JM / CJ to upload Curriculum Planning and Curriculum Reform documents to OnBoard.

It was noted that Jacqui Waring is retiring on Friday 23 May 2024 and the Board expressed their thanks and appreciation to Jacqui.

9.3 Business

The draft minutes of 07/05/2024 with summary cover page, were circulated prior to the meeting and taken as read.

Further to the recommendation of the Business Committee, the Board **approved** the appointment of the Climate Action / Sustainability Manager. It was also noted that two Governors will be required to lead on the Climate Action plan.

It was confirmed that the bank loan covenant was breached as at 31 March 2024.

Further to the recommendation of the Business Committee, the Board **approved** the Easton Residential Rooms refurbishment is delayed until 2024/25.

9.3.1 Fees Policy

Further to Board discussion and recommendation of the Business Committee, the Board **approved** the amended fees policy for 2024-25.

9.3.2 Extension to Cleaning Contract

Further to the recommendation of the Business Committee, the Board **approved** that the Cleaning Contract with Churchills be extended for a further 12-month period, until 1 September 2025.

9.3.3 Climate Action Roadmap for FE Colleges

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

9.4 Audit and Risk

The unconfirmed minutes of 17/04/2024 were circulated prior to the meeting and taken as read.

9.4.1 CONFIDENTIAL – Internal Audit Tender

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

9.4.2 Whistleblowing Policy

The policy was circulated prior to the meeting and taken as read. The policy has been recommended for approval following review by the Audit and Risk committee. It was noted that the Trade Unions had been consulted relating to the policy and no amendments or queries were raised.

Further to the recommendation of the Audit and Risk Committee, the Board **approved** the amended fees policy for 2024-25.

10. Governance Matters

10.1 Chair and Vice Chair Recruitment

The reports were circulated prior to the meeting for information and taken as read. JM outlined the timeline for recruitment of the Vice-Chair followed by the Chair. The timeline will allow for:

- Vice-Chair recommendations to be made at Board in July 2024
- Chair recommendations of internal candidates at Board in February 2025
- If required, Chair recommendations of external candidates at Board in May 2025

The Board **approved** the Chair and Vice-Chair recruitment timeline.

10.2 Draft Calendar of Meeting for 2024/25

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

The Board **approved** the calendar of meeting for 2024/25 and outlook appointments will be sent accordingly.

11. Students Union Update

LP provided a verbal update for the Board and noted that Freddie Simpson is new elected SU President, who will join the July 2024 Board meeting for handover from LP.

12. Other Urgent Business

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

6. Chairmans' Remarks

ABn highlighted the exceptional work of the students and staff at the recent Holiday Inn take-over dinner. It was a fantastic evening and was a great opportunity to showcase the students work and highlighted their dedication.

ABn reminded Governors of the dinner taking place on 19 June 2024.

13. Meeting Review and Summary

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

14. Date of Next Meeting

The next Board meeting will take place on 2 July 2024.

All formal business having been concluded; the meeting closed at 6:35pm

Signed Date
(Chair)