

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON 22 OCTOBER 2024 AT 4:30PM IN NORWICH BUILDING ROOM B57

Present:

Andrew Barnes	AB	Corporation Chair
Freddie Simpson	FS	SU President, Student Governor
Hazel Thomas	HT	Student Governor
Jerry White	JW	Principal, Governor
Jock Downie	JD	Governor
Joe McNeill	JMc	Governor
Josie Fryer	JF	Student Governor
Karen McCullagh	KMh	Governor
Laura Stewart	LS	Staff Governor
Lucy Sydney	LSy	Governor
Marcus Bailey	MB	Corporation Vice-Chair, Governor (4:47pm-6:33pm)
Nikki Gray	NG	Governor
Noel Bartram	NB	Governor
Philip Pearce	PP	Governor
Sean Green	SG	Governor
Shirley Barker	SB	Staff Governor

Attendees:

Helen Richardson-Hulme	HRH	Assistant Principal (to 4:56pm)
Martin Colbourne	MC	Deputy CEO
Jodie Mitchell	JM	Director of Governance and Legal
Claire Harber	CH	Governance and Legal Officer, minutes

Apologies:

Jo Kershaw	JK	Vice Principal
Phil Gormley	PG	Governor
Seb Gasse	SG	Vice Principal

1. Apologies for Absence

Apologies were received and noted as above. The Chair welcomed Hazel Thomas and Claire Harber to their first Board meeting.

2. Declarations of Interest

No new declarations were made.

3. Unconfirmed Minutes of the Board Meeting held on 2 July 2024

The draft minutes of the meeting held on 2 July 2024 were considered. JF informed the meeting that the minutes show her leaving but not returning to the meeting. It was agreed that after this amendment has been made, the minutes are a true record of the meeting and will be signed by the Chair.

4. Unconfirmed Confidential Minutes of the Board Meeting held on 2 July 2024

The draft confidential minutes of the meeting held on 2 July 2024 were agreed as a true record of the meeting and will be signed by the Chair.

5. Matters Arising

23/24 Board 1 ACTION 6: JW/MC to reconsider the car park charges. *Charges have not been introduced this term. The Board agreed that JW can continue to monitor without reporting to Board.* **ACTION CLOSED**

23/24 Board 5 ACTION 3: JW to review the 'Commercial income (non-course related)' opportunities and report back to the Board. *It was agreed that this will be tracked by the Business Committee and it is unnecessary to report further to Board.* **ACTION CLOSED**

23/24 Board 6 ACTION 6: JW/ER to present the ToR that supports to UEA MOU to the Board for review. **ACTION ON-GOING** (Due **October 2024**)

23/24 Board 6 ACTION 7: JM/CJ to upload Curriculum Planning and Curriculum Reform documents to OnBoard. **ACTION ON-GOING** (Due **October 2024**)

23/24 Board 7 ACTION 1: HRH to provide data on the number of students who did not attend exams due to stress / anxiety. *The data is difficult to extract so the work is ongoing.* **ACTION ON-GOING** (Due **October 2024**)

23/24 Board 7 ACTION 2: JW/JM to schedule stakeholder engagement events for 2024-25 and invite all Governors. *Meetings are being arranged and one has taken place.* **ACTION COMPLETE**

23/24 Board 7 ACTION 3: JW to review the Proposed AA 24-25 Targets with SMT to reflect on potential additional targets and to ensure that all targets are 'SMART'. *Work is ongoing. The college approach to reporting these targets is on the agenda today.* **ACTION ON-GOING** (Due **October 2024**)

23/24 Board 7 ACTION 4: **ACTION COMPLETE**

23/24 Board 7 ACTION 5: **ACTION COMPLETE**

23/24 Board 7 ACTION 6: JM to liaise with Governors regarding suitable timings for meetings going forward. *JM/CH will discuss offline.* **ACTION ON-GOING** (Due **October 2024**)

23/24 Board 7 ACTION 7: JW to distribute to all governors the current HE recruitment figures. *Figures have been reported to the C&S Committee.* **ACTION COMPLETE**

23/24 Board 7 ACTION 8: **ACTION COMPLETE**

23/24 Board 7 ACTION 9: **ACTION COMPLETE**

6. Chairman's Remarks

This item was not taken.

7. Governance Matters

HT and JF left the meeting for this item.

The Board **approved** the appointment of Hazel Thomas as Student Governor and the re-appointment of Josie Fryer as Student Governor for the academic year 2024/25.

8. Wellbeing and Inclusion Update

8.1 Annual Safeguarding Report

HRH explained that the Annual Safeguarding Report is an amalgamation of 2023/24 wellbeing and inclusion reports so all information within the report has been seen by the Board throughout the year.

ACTION 1: Share Annual Safeguarding Report with Ofsted (HRH)

MB joined the meeting at 4:47pm.

The Board **received and approved** the Annual Safeguarding Report.

As a result of a question from LSy regarding referral trends, HRH agreed to provide a comparison to the previous year of the top ten referral areas at the end of this academic year.

ACTION 2: HRH to provide a comparison to the previous year of the top ten referral areas at the end of this academic year (HRH)

The Board noted that the Governor safeguarding training was deferred due to the Ofsted inspection but will be re-arranged as soon as possible. There was a discussion on further training for Governors and themes such as Prevent, Staff Code of Conduct and County Lines were suggested by HRH.

ACTION 3: Re-arrange safeguarding training for Governors (JM/CH)

ACTION 4: Meet to discuss further Governor training on safeguarding themes (HRH/JM/CH)

8.2 Annual Safeguarding Procedure 24/25

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

The Board **approved** the Annual Safeguarding Procedure 24/25.

8.3 Prevent Risk Assessment and Action Plan

The Board noted the Prevent Risk Assessment and Action Plan in the meeting pack.

8.4 Prevent Strategy

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

The Board **approved** the Annual Prevent Strategy 24/25.

In response to a question from SG, HRH reported that the College offers counselling at Norwich, Easton and Paston and via video call but is unable to provide a full counselling service. The Wellbeing Team make referrals to professional counselling and support those referrals. SG added that Samaritans provide outreach services which may be more accessible to students. HRH will pass this information to the Wellbeing Manager. It was recognised that the huge demand for wellbeing services is a challenge.

ACTION 5: Speak to Wellbeing Manager regarding Samaritan outreach services (HRH)

HR left the meeting at 4:56pm.

9. Student Union Update

FS provided a verbal summary of the Student Union Update paper.

The Board recognised the achievements of the Student Union and expressed their thanks.

A discussion took place surrounding enrichment offerings at the College which has been flagged as an area for improvement in student surveys. It is recognised that staff resource is a barrier. The Chair stated that the Board would like to encourage enrichment programmes.

Staff Governors offered support in raising awareness of the Student Union and encourage engagement. LS suggested a weekly or monthly bulletin to disseminate to curriculum teams.

ACTION 6: LS to email Jo Kershaw with message to circulate to curriculum teams to raise awareness of the Student Union (LS).

10. Risk Register Review

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

11. CONFIDENTIAL – Strategic Target Monitoring

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

12. Key Updates and Approvals from Committee Meetings

12.1 Curriculum and Standards

The papers within this item were circulated prior to the meeting and taken as read.

MB provided a summary of the update report and highlighted ongoing issues surrounding attendance. He reported that the College has embedded a new attendance reporting process which provides a more accurate reflection of actual learning time.

12.1.1 The Future for HE at CCN

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

12.1.2 Teaching and Learning Strategy

The Board **approved** the Teaching and Learning Strategy for 2024/25 with no changes from 2023/24.

12.1.3 OfS Compliance

The Board noted that the College remains compliant with Office for Student conditions.

The Board were informed that Ed Rose has offered to carry out further training with Governors regarding college responsibilities in this area.

ACTION 8: ER/JM to arrange Governor training on OfS Compliance (ER/JM).

FS left the meeting at 5:42pm.

12.1.4 CONFIDENTIAL – Annual Compliments, Complaints and Appeals Report 2023/24 to include – 2023/24 Term 3 Data

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

The meeting took a break at 5:45pm and reconvened at 5:52pm. FS rejoined the meeting.

12.2 Remuneration and Governance

JM confirmed that papers within this item have been considered by the Remuneration and Governance Committee.

12.2.1 Self-Assessment Feedback

JM advised that the Remuneration and Governance Committee ask the Board to consider and approve the scoring it has given and agree the minutes and actions from the Self-Assessment Review meeting.

The Board **approved** the Governance Self-Assessment Review 2023/24.

The Board agreed that the draft minutes of the Self-Assessment Review meeting on 16 July 2024 circulated prior to the meeting are a true reflection of the discussions that took place.

JM advised that matters arising from the Self-Assessment Review meeting will be monitored by the Remuneration and Governance Committee.

12.2.2 CONFIDENTIAL – External Board Review Summary

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

12.2.3 Strategic Governor Groups 2024/25

JM reported that the Remuneration and Governance Committee ask the Board to discuss whether suggested themes for 2024/25 groups are appropriate and suggest additions or alternatives.

The Board **approved** the continuation of the Student Voice and Staff Culture groups and the addition of an Employer Engagement group.

The Remuneration and Governance Committee were asked to bring strategic group recommendations that reflect Ofsted findings to the December Board.

ACTION 10: Remuneration and Governance Committee to make recommendations to the December 2024 Board regarding new Strategic Group themes after considering Ofsted recommendations (JM/JW)

ACTION 11: JW to prepare the remit for the Employer Engagement Group and allocate to a member of CLT to lead (JW/JM)

ACTION 12: Contact Governors to seek their group preference (JM/CH)

12.2.4 Composition of Committees and Vice Chairs for 2024/25

The Board **approved** the following Committee appointments as recommended by the Remuneration and Governance Committee:

- Phil Gormley to Audit & Risk
- Nikki Gray to Audit & Risk
- Joe McNeill to Business
- Lucy Sydney to Curriculum & Standards
- Karen McCullagh to Curriculum & Standards
- Jock Downie to Curriculum & Standards
- Freddie Simpson to Curriculum & Standards and Business
- Josie Fryer to Curriculum & Standards

JM reminded the Board that the position of Vice Chair for the Audit and Risk and Curriculum and Standards Committees are vacant and asked Governors to make contact within the next week if they are interested in these appointments.

ACTION 13: Email eligible Governors regarding Committee Vice Chair appointments (JM)

12.2.5 Draft Schedule of Business 2024/25

JM confirmed that the Draft Schedule for Business 2024/25 has been considered in draft form by the Board and in more detail by the Remuneration and Governance Committee and that it has been cross-referenced with the Terms of Reference.

The Board **approved** the Draft Schedule of Business 2024/25.

12.2.6 Governor Recruitment Procedure and Succession Planning Policy

JM confirmed that the Governor Recruitment Procedure and Succession Planning Policy have previously been seen by the Board and Remuneration and Governance Committee.

The Board **approved** the Succession Planning Policy. Following discussions in respect of the Skills Audit, it was agreed that further work is required in respect of the Governor Recruitment Procedure.

ACTION 14: JM to bring the Governor Recruitment Procedure and Skills Audit to the next Remuneration and Governance Committee meeting (JM)

MB left the meeting at 6:33pm.

12.2.7 Skills Audit

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

12.2.8 Chair's Recruitment – Timeline

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

12.3 Audit and Risk

HT left the meeting at 6:37pm.

12.3.1 Final IAS Annual Plan 2024/25

MC drew the Board's attention to the Summary Internal Audit Plan on page 245 (Appendix A) and provided a summary of each audit area.

JF left the meeting at 6:38pm.

The following points were made:

- The plan is submitted later this year due to the delay in the reappointment of Scrutton Bland as internal auditors (PP).
- Suggestion for a spreadsheet record to be kept listing key audit areas and detailing why audits are chosen so there is clear rationale on how the College decides what is audited (PP/JW).

Following recommendation from the Audit and Risk Committee, the Board **approved** the Final IAS Annual Plan 2024/25.

12.3.2 Terms of Reference

The Board **approved** the recommendation from the Audit and Risk Committee to update the Terms of Reference for the Audit and Risk Committee to increase the membership of the Committee to 5 and set the quoracy to 3.

JM informed the Board that due to apologies received for the Audit and Risk Committee meeting on 27 November 2024 at 9:00am, the meeting will not be quorate and the Committee is seeking at least one eligible Governor to cover. It was stressed that the meeting will review the annual report and financial statements so must take place then and be quorate.

ACTION 16: Email eligible Governors regarding cover for the November 2024 Audit & Risk Committee meeting (JM)

12.4 Business

HT and JF rejoined the meeting at 6:44pm.

12.4.1 Finance Update

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

12.4.2 Health & Safety Policy

Clarification was sought over the definition of lone working. It was confirmed that lone working in this context is colleagues working alone rather than colleagues working at home. It was agreed that the Health and Safety Policy be referenced in the Working from Home Policy.

ACTION 18: Arrange to cross-reference the Health and Safety Policy in the Working from Home Policy (JM)

The Board **approved** the Health & Safety Policy as recommended by the Business Committee.

13. Other Urgent Business

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

14. CONFIDENTIAL – Meeting Review and Summary

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

15. Date of Next Meeting

The next Board meeting will take place at 4:00pm on 10 December 2024 at Easton College, Room JB031.

All formal business having been concluded; the meeting closed at 7:06pm.

Signed **Date**
(Chair)