

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 23 MAY 2023 AT 4:30PM, HELD AT EASTON COLLEGE, ROOM JB031

Present:

Andrew Barnes (Chair), Jerry White (Principal), Noel Bartram, Jill Lanning, Andrea Blanchflower, Phil Pearce, Chris Snudden, Evie Berg, Seth Harvey (until 6:35pm), Lewis Pepperell, Shirley Barker, Laura Stewart

Attendees:

Martin Colbourne (Deputy CEO), Jo Kershaw (Vice Principal), Seb Gasse (Vice Principal) Helen Richardson-Hulme (Assistant Principal Student Services), Lana Jackman (Interim Clerk to the Corporation), Barbara Ashby (Governance and Legal Administrator)

1. Student Voice

Four students met with Governors informally between 4.15pm and 4.45pm for discussion and Governors provided collective feedback, noting the following:

- the students stated they were enjoying their courses on Public Services
- students praised the amount of outdoor space at Easton
- students stated how invaluable it has been in receiving tutor life experience input, during their time on the courses
- students said they had been having good work experience which will help them progress into the Forces Sector.
- one of the students travels daily from Cambridge to study at Easton because of the scope of the courses on offer, which provides a regional aspect of delivery by the College.

Governors queried how matters raised from the student voice should be tracked and it was agreed that the best option was for any issues to be added to the Board action list for future monitoring.

ACTION 1: CJ/BA to list all new actions raised at Student Voice to the Board action list for tracking purpose.

2. Apologies for Absence

Apologies were received from Nikki Gray.

3. Declarations of Interest

In the interest of transparency and in accordance with the Standing Orders of the Corporation, all Governors of the Corporation Board are asked to make a written declaration of relevant pecuniary interests on appointment. Governors were requested to make known any relevant pecuniary interests relating to any items on the agenda and it was noted that all declarations will be recorded.

Chris Snudden noted that she is a Trustee of Broad Horizons Education Trust, as previously declared. No other declarations were made.

4. Unconfirmed Minutes of the Meeting held on 28 March 2023

The unconfirmed minutes of the meeting held on 28 March 2023 were amended slightly and agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. Unconfirmed Confidential Minutes of the Meeting held on 28 March 2023

The unconfirmed confidential minutes of the meeting held on 28 March 2023 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

6. Matters Arising

Board 3 Action 3: Governors to be given access to MiDES system for reports and access to live reports. *Emails sent to Governors direct from RCU to governors for registering.* ACTION COMPLETE

Board 6 Action 1: LJ to bring a further update on the Code of Good Governance paper to Board on 4 July 2023 for comment and approval. *Added to Agenda* **ACTION ON-GOING**

Board 6 Action 2: JW and PP to prepare an updated Risk Register detailing the Strategic and Operational risks as noted by Governors. The revisions is to be presented to A&R on 13 June 2023 and Board on 4 July 2023. *Booked for 26 May with PP, MC and JP.* ACTION COMPLETE

Board 6 Action 3: JW / MC to explore adding the reserve statement to an existing document and provide a draft to bring to Board on 23 May 2023. *This will now be provided at the Board meeting on 4 July 2023.* **ACTION ON-GOING**

Board 6 Action 4: JW to provide an update concerning the 16-18 Capacity Fund bid to Board on 23 May 2023. *Agenda item 10.* ACTION COMPLETE

7. Strategy Day – Matters Arising

22/23 SD1 Action 1: CLT to review the risk impact statements, update as required and provide update to Governors. *Added to Audit and Board agenda for June / July.* ACTION COMPLETE

22/23 SD1 Action 2: CLT to discuss the changes to the risk appetite thresholds and provide an update to Governors. *Added to Audit and Board agenda for June / July.* ACTION COMPLETE

22/23 SD1 Action 7: Additional RemGov committee meeting required in May 2023 to review finalised scope of works. *Meeting held.* ACTION COMPLETE

22/23 SD1 Action 10: CMT to collate list of actions for the accountability statement. *Draft deadline end of May with final statement due by July.* ACTION COMPLETE

8. Chairs Remarks

ABn noted and appreciated that these continue to be difficult times with the ongoing cost of living issue and acknowledged the efforts staff are making in order that students have a good educational experience at the College.

9. Accountability Statement Sign Off – Draft

The Principal informed the Board that the document had been presented at both C&S and Business Committees with Business recommending the paper to be discussed further at Board and be signed off ready for submission by 31 May 2023.

This draft document is a new requirement from the Skills Act 2022 and has a two-stage process, a draft for May and then the final document being submitted in July.

The Principal stated that the targets covering 6 areas of importance need more detail which will be worked on in time to present a second draft at Strategy Day on 11 July 2023.

The Draft Accountability Statement was approved for submission on 31 May 2023 and an update on the statement to be provided at Strategy Day on 11 July.

ACTION 2: JW to provide an updated Accountability Statement at Strategy Day on 11 July 2023.

10. 16 – 18 Capacity Fund

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

11. Fees Policy

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

12. Curriculum Costing

The report was previously circulated for Governor comment / consideration and the following noted:

- curriculum costing has the potential of delivering efficiencies with a view to sustainability and is one of the 'Darwin' projects.
- FE curriculum has been the main focus to increase enrolment numbers
- specialist curriculum planning software is currently in the process of being purchased called '4cast' to assist the enrolment process and initial costings are being explored.
- developing the curriculum has been discussed with the FE Commissioner and deputy FE Commissioner and there is support from them if needed. Autumn was considered a good time to request their assistance
- progress with this matter will continue to be monitored via the 'Darwin' Board every 3 weeks

Meeting stopped for a break at 6:05pm resuming again at 6:12pm

13. Finance Update – Bank Interest

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

14. IAAN update

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

SH left meeting at 6:35pm

15. Tribal Software Approval

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

16. Core Training Update

JW provided an update from the report previously circulated, and the following key matters were noted:

- the report had been seen by both C&S and Business Committees
- a small increase had occurred in two training areas
- with no benchmark to measure against it is difficult to know if there are acceptable completion rates and whether the current rates presented are good

Governors raised the query about including training as an obligation in staff contracts which JW acknowledged was something that could be explored.

Additional training is planned for staff at the Staff Development Day with a view to increasing completion rates.

ACTION 3: JW to provide an update regarding mandatory training being incorporated into future staff contracts and bring to Board on 4 July 2023.

17. Governance Matters

17.1 Governor Recruitment update

LJ presented an update regarding New Governor recruitment as follows:

- the Recruitment process has worked well with an increase seen in expressions of interest on this occasion
- 9 candidates were selected for interview with 5 being offered a position on the Board
- the Governance team will be contacting each candidate to let them know they have been successful

The Board viewed the panel results presented and **the board approved for the five applicants identified to be offered a position on the Board as a Governor.**

Current Governors also agreed in mentoring two of the new Governors each as part of their induction process.

ACTION 4: LJ/CJ to send profiles of the 5 newly recruited Governors to LP and EB as requested at the meeting for their information.

It was also agreed that the main focus for the next recruitment process would be around diversity as the pool of candidates available on this occasion did not address that issue. In addition, there is a gap in the skills set and a matter for further discussion at Strategy Day on 11 July 2023.

LJ informed the Board that as part of the recruitment process she had created a framework and a Governor Term of Office tracker to use for future practice.

ACTION 5: JW to provide an update regarding Governor skill set gap and present for discussion at Strategy day on 11 July 2023

17.2 Draft Calendar of Meetings 2023/24

LJ provided the draft calendar of meetings for 2023/24 academic year for Governors' comments/approval. It was decided this item would be carried forward for further discussion at the RemGov meeting on 7 June 2023.

ACTION 6: CJ to carry forward the Draft Calendar of Meetings and add as an Agenda item for Governors comments/approval at the RemGov meeting on 7 June 2023.

17.3 Election of Student Governors to the Board Procedure

The procedure had been previously presented to the Board. The minor changes were noted and no further comments were raised.

The Procedure was approved by the Board.

18. Strategic Priorities

JW provided a verbal update for strategic priorities.

Priority 3: the College is working closely with key partners, in particular three local councils, Norwich City Council, Norfolk County Council and the Parish Council. As LSIP and LEP come to an end this collaborative working is a positive step forward with new roles evolving from this change.

Priority 4: the duty to review is another requirement from the Skills Act which requires data sharing and will involve some joint working between colleges.

ACTION 7: JW to provide a report giving an update on external stakeholders and collaboration with College (relating to Priorities 3 and 4) at Strategy Day on 11 July 2023.

19. Chairs Summary of Committee Meetings

19.1 Curriculum and Standards Committee - 09.05.2023

JL presented the C&S Committee summary to the Board noting:

- enrolment numbers for HE are lower than expected and will have a financial impact, a matter that has already been earmarked for review
- a new Teaching and Learning Strategy has been produced by JK, to replace the previous one that many staff had not been aware of its existence
- a need for Link Governors in all areas was identified with a review proposed to be presented at the first Board meeting of the next academic year

19.2 Business Committee - 16.05.2023

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

19.2.1 Finance Update

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

19.2.2 Summary of Details of Leavers

This item will be carried forward to Board on 4 July 2023 and presented within the workforce report at the Business Committee on 27 June 2023.

20. Wellbeing and Inclusion Report

HRH provided an update from the report previously circulated, and the following noted:

- there has been a surge in anxiety because of exams and the College has been supporting the students as needed. This situation will settle again post exam
- pressure remains with students obtaining support from external services for assessments, placing more demand on the College's Wellbeing services
- there is some concern around the risk of increase in CCE cases and this is being closely monitored involving assistance between agencies and the College to raise awareness of this issue
extra safeguarding sessions have been scheduled for staff during the 'admin weeks' at the end of the College year

A query was raised regarding whether year on year data could be supplied in terms of safeguarding incidents.

ACTION 8: HRH to provide year on year data for safeguarding requested by PP and bring to next board meeting 4 July 2023.

21. Students' Union Update

The report was circulated prior to the meeting and LP outlined the election results. LP has been re-elected as the Student Union President for another year and informed the board that Katy Rae had been elected as the HE Officer. The Board congratulated LP on his re-appointment.

22. Student Forum Feedback

LP shared with the Board that he had met with Heads of Area to address key issues raised by students and details of these are outlined within the report previously circulated.

The Student Forum process is on hold until next academic year with plans to replace the current system with an Open Forum approach instead. This will hopefully promote the role of Student Representative in a more appealing light with a view that there will be more interest than there has been on this occasion. Additionally, it is believed the change of tact will provide a more interactive platform for students to raise any issues they want addressing.

Culture Day 16 May

This event was received exceptionally well providing a mixture of food, music and dance from a variety of countries, enjoyed by those hosting and those attending. Feedback from students claimed the event to be a success with plans already being considered to repeat the event next year.

23. Other Urgent Business

No items were discussed under this section.

24. Date of Next Meeting

The next CCN Board Meeting is scheduled to take place on 4 July 2023 at 4:30pm

All formal business having been concluded; the meeting closed at 8:27pm

Signed **Date**
(Chair)