

## CCN BUSINESS COMMITTEE MEETING

### CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 25 JUNE 2024 AT 4:00PM, IN THETFORD BOARDROOM

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#### Present:

Noel Bartram	NB	Chair
Jerry White	JW	Governor / Principal
Nikki Gray	NG	Governor (via Teams)
Andrew Barnes	AB	Governor
Shirley Barker	SB	Staff Governor

#### Attendees:

Martin Colbourne	MC	Deputy CEO
Sebastian Gasse	SG	Vice Principal
John Pollitt	JP	Executive Director of IT Services
Nick Sainton-Clark	NS-C	Health and Safety Manager
Jodie Mitchell	JM	Director of Governance and Legal
Clare Johnson	CJ	Governance and Legal Assistant – minutes (until 6:30pm)

#### Apologies:

Lewis Pepperell	LP	SU President
Matt Poll	MP	Director of Estates and Facilities

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#### 1. CONFIDENTIAL ITEM – Health and Safety Update

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

*NS-C left the meeting at 4:24pm.*

#### 2. CONFIDENTIAL ITEM – Facilities and Estates Update

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

#### 3. OnBoarding Project Status

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

*JP left the meeting at 5:06pm.*

#### 4. Apologies for Absence

Apologies were received and noted as above.

#### 5. Declarations of Interest

No new declarations were made.

#### 6. Draft Minutes of the meeting held on 7 May 2024

The unconfirmed minutes of the meeting held on 7 May 2024 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

#### 7. Draft Confidential Minutes of the meeting held on 7 May 2024

The unconfirmed confidential minutes of the meeting held on 7 May 2024 were agreed as a true

record of the meeting and will be signed by the Chair at the next available opportunity.

## 8. Matters Arising

Bus 2 Action 3: JW / MC to place the discussed property on the open market, noting there is a 'sitting tenant'. *Arnold Keys have been contacted as to how to proceed with this sale.* **ACTION ON-GOING** (DUE **JUNE 2024**)

Bus 3 Action 1: ACTION COMPLETE

Bus 3 Action 4: HB to include benchmarking data for staff turnover going forward (once the AoC has provided the up-to-date data). *AoC data awaited – DUE SUMMER 2024*. **ACTION ON-GOING** (DUE **JUNE 2024**)

Bus 3 Action 6: *JW noted that the recommendations had been reviewed but cannot be implemented currently, however, they will be considered in future reviews of the sickness policy.* ACTION COMPLETE

Bus 3 Action 13: JW / SG to review adding a Workforce Planning update to future Business Committees or at the next Strategy Day. *A deep dive in HR processes are planned during the Summer break and workforce planning will be included.* **ACTION ON-GOING** (DUE **MAY 2024**)

Bus 3 Action 14: ACTION COMPLETE

Bus 4 Action 1: JW to raise with the AoC, the option of collating sector H&S data to aid benchmarking. **ACTION ON-GOING** (DUE **JUNE 2024**)

Bus 4 Action 2: ACTION COMPLETE

Bus 4 Action 6: JW and Tom Smith to produce and share with Governor pre-recorded webinar on 4cast progress before the next Business Committee meeting on 7 May 2024. **ACTION ON-GOING** (DUE **MAY 2024**)

Bus 4 Action 12: ACTION COMPLETE

Bus 5 Action 1: ACTION COMPLETE

Bus 5 Action 2: ACTION COMPLETE

Bus 5 Action 3: JM / CJ to arrange ETF Climate training for Governors. (DUE **OCTOBER 2024**)

Bus 5 Action 4: ACTION COMPLETE

Bus 5 Action 5: HB to review the Number of Day's absence data/graph and represent to the Business Committee. (DUE **OCTOBER 2024**)

Bus 5 Action 6: HB to include Number of Day's absence data annually within the Workforce Report. (DUE **OCTOBER 2024**)

Bus 5 Action 7: ACTION COMPLETE

Bus 5 Action 8: ACTION COMPLETE

Bus 5 Action 9: ACTION COMPLETE

Bus 5 Action 10: ACTION COMPLETE

Bus 5 Action 11: ACTION COMPLETE

Bus 5 Action 12: ACTION COMPLETE

Bus 5 Action 13: ACTION COMPLETE

## 9. Strategic Framework Update

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

- Strategic Framework
- Strategic Target Monitoring for 2024-25
- CCN Accountability Agreement

The following points were discussed:

- The following events have been organised and Governors are welcome to attend:
  - Stakeholder briefing – 28 June
- Staffing briefings have already commenced with good engagement and positive feedback.
- All Strategic documents will be presented to each committee during the coming weeks and a finalised version will be presented to Board on 2 July 2024.
- Strategic Target Monitoring for 2024-25 is a draft document with some KPI's still to be set.
- An extension to the submission date of the Accountability Agreement has been granted by the DfE, to the 4 July 2024 to allow for Board sign-off on 2 July 2024.

**ACTION 2: Recording of online staff strategy briefing to be shared with Governors (CJ).**

## 10. CONFIDENTIAL ITEM - Staff Satisfaction Dashboard Update

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

## 11. CONFIDENTIAL ITEM - Finance Updates

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

### 11.1 CONFIDENTIAL ITEM – College Turnaround and Long-Term Plan

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

### 11.2 CONFIDENTIAL ITEM – Catering Contract Extension

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

### 11.3 CONFIDENTIAL ITEM – Security Tender

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

## 12. Governance Matters

### 12.1 Annual Review of Committee Terms of Reference

The Committee reviewed its current Terms of Reference and considered that, with the exception of numbers 6 and 8, these have been met for 2023/24.

Subject to changes as discussed, the Committee agreed that they were happy with the amendments made and agreed with the recommendation made by the Remuneration and Governance Committee for these draft Terms of Reference to be presented to Board for approval on 2 July.

**ACTION 11: Consideration of the revised Business Terms of Reference is required at the next RemGov committee meeting.**

**13. CONFIDENTIAL ITEM - Union Colleagues Meeting Minutes**

The minutes were circulated prior to the meeting for information and taken as read.

**14. Other Urgent Business**

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

**15. Meeting Review and Summary**

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

**16. Date of Next Meeting**

The next Business Committee meeting will take place on 15 October 2024 at 4:00pm.

All business having been concluded; the meeting closed at 6:45pm.

**SIGNED:** ..... **DATE:** .....  
(Chair)