

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON 26 MARCH 2024 AT 4:13PM AT CCN, NORWICH BUILDING, ROOM A49

Present:

Andrew Barnes	ABn	Corporation Chair
Jill Lanning	JL	Corporation Vice-Chair, Governor
Jerry White	JW	Principal, Governor
Marcus Bailey	MB	Governor
Nikki Gray	NG	Governor
Andrea Blanchflower	ABI	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
Helen Richardson-Hulme	HRH	Assistant Principal
Jodie Mitchell	JM	Director of Governance and Legal
Clare Johnson	CJ	Governance and Legal Assistant, minutes

Apologies:

Noel Bartram	NB	Governor
Phil Gormley	PG	Governor
Phil Pearce	PP	Governor
Sean Green	SGn	Governor
Jo Kershaw	JK	Vice Principal
Wayne Easlea	WE	Resigned

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- 1. Apologies for Absence**
Apologies were received and noted as above.
 - 2. Declarations of Interest**
No new declarations were made.
 - 3. Draft Minutes of the Board Meeting held on 13 February 2024**
The draft minutes of the meeting held on 13 February 2024, 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 Set 1 of the Board Meeting held on 13 February 2024**
The draft confidential minutes of the meeting held on 13 February 2024, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.
 - 5. Draft Confidential Minutes Set 2 of the Board Meeting held on 13 February 2024**
The draft confidential minutes of the meeting held on 13 February 2024, were agreed as a true record of the meeting and will be signed by the Vice-Chair at the next available opportunity.

6. Matters Arising

23/24 Board 1 ACTION 6: JW/MC to reconsider the car park charges. **ACTION ON-GOING**
Discussions will be held as part of the upcoming staff consultations and further options around the management of the Ipswich Road car park will be reviewed.

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

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

23/24 Board 4 ACTION 1: ACTION COMPLETE

23/24 Board 4 ACTION 2: ACTION COMPLETE

23/24 Board 4 ACTION 3: ACTION COMPLETE

23/24 Board 4 ACTION 4: ACTION COMPLETE

23/24 Board 4 ACTION 5: ACTION COMPLETE

23/24 Board 4 ACTION 6: ACTION COMPLETE

23/24 Board 4 ACTION 7: ACTION COMPLETE

23/24 Board 4 ACTION 8: ACTION COMPLETE

23/24 Board 4 ACTION 9: ACTION COMPLETE

23/24 Board 4 ACTION 10: ACTION COMPLETE

23/24 Board 4 ACTION 11: ACTION COMPLETE

7. Chairmans' Remarks

The Chair noted that Strategy has been a continual focus for the Board and this will continue in order to enable the forthcoming strategy to be defined and to continue to support the Executive team.

8. CONFIDENTIAL ITEM - Strategic Framework for discussion

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

9. CONFIDENTIAL ITEM - IAAAN Update

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

10. Key Updates and Approvals from Committee Meetings

10.1 Business

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

10.2 Audit and Risk

The unconfirmed minutes of 05/03/2024 were circulated prior to the meeting and taken as read. The following was highlighted:

External Audit Contract Extension

Noted:

- a) that the initial 3-year contract for external audit services ceases on 31 July 2024 with the ability to extend the contract for a 12 month extension until 31 July 2025.
- b) that at the end of the contract a procurement exercise will be required to appoint, or re-appoint, the services of an External Auditor.

Considered - a recommendation from the Audit & Risk Committee that the existing contract with MacIntyre Hudson be extended for a period of 12 months from 1 August 2024 to 31 July 2025.

Following recommendation from the Audit and Risk Committee, **the Board approved the extension of the External Audit contract.**

Risk Management

Noted:

slippage with the Governance and Risk Roadmap as presented to and agreed by the Board in December 2023, noting that the timeline is to be updated accordingly for consideration by the Audit & Risk Committee.

Considered

- 1) the current top 10 risks on the College's risk register, with
 - a) the Audit & Risk's Committee's acceptance of four new risks to be added, and with
 - b) reassurances from the Audit & Risk Committee in relation to the mitigations in place.

- 2) reassurance from the Audit & Risk Committee
 - a) that a conversation on what might constitute a strategic risk has commenced using the definition from the HM Treasury that strategic risks were "things of a sufficient magnitude to threaten organisational success and reputation or a scenario of combined risks that would have a similarly devastating impact".
 - b) that the risks associated with the College's strategic recovery plan together with a proposed list of strategic risks are to be considered at the next Audit & Risk Committee meeting ahead of their presentation to the Board on 4th June 2024.
 - c) that work has commenced on the Annual Review of the College's Risk Management Policy.

The Board resolved **to accept the reassurances** from the Audit and Risk Committee in relation to the current top10 risks and the development of a strategic risk register.

Internal Audit Services and completed 2023/24 Internal Audits – March 2024

Noted

- 1) the Audit & Risk's Committee's role
 - a) to advise the Corporation on internal audit assignment reports and on control issues included in them and management's responses to these.
 - b) to make a recommendation to the Corporation on the appointment, reappointment, dismissal and remuneration of the financial statements auditor and the internal audit service (IAS);
 - c) to advise the Corporation on the scope and objectives of the work of the IAS, the financial statements auditor and the funding auditor (where appointed);
 - d) to consider and advise the Corporation on the audit strategy and annual internal audit plans for the IAS;

- 2) that the only completed internal audit prior to this meeting, and in relation to Funding assurance (additional work), was presented to the Board in November 2023 (significant assurance).

Considered

- 1) reassurances from the Audit & Risk Committee in relation to the reports from completed audits as categorised by the Internal Auditor:
 - a) sub-contracting – additional work (ESFA requirement)
 - b) residential provision – significant assurance
 - c) treasury management – significant assurance
 - d) capital projects – strong assurance
- 2) reassurances that the outstanding internal audits , listed below will be completed by 31 July 2024 with two report planned to be presented to the Audit & Risk Committee in September 2024.
 - a) Apprenticeships compliance, onboarding and control framework (slipping to September)
 - b) Human resources – recruitment, retention, sickness absence and mandatory
 - c) training completion (June)
 - d) Learner voice – capture and response – work 29-30 April – ready for June Board
 - e) Curriculum planning and development (June)
 - f) Business development – the Darwin project (slipping to September)
 - g) Budget setting and control (June)
 - h) Payroll (June)
- 3) reassurances from the Committee in relation to the procurement exercise to appoint or reappoint Internal Audit Services which should result in a new contract to take effect from 1 August 2024 with the contractor recommended by the Committee being brought forward for appointment by the Board;
- 4) reassurances that progress with Internal audit recommendations is being carefully monitored.

The board **resolved to accept the assurances** from the Audit and Risk Committee as set out above.

10.3 Curriculum & Standards

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

10.3.1 Wellbeing and Inclusion Update

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

11. Governance Matters

The report was circulated prior to the meeting and taken as read. JM highlighted that the External Board Review findings report is currently being finalised and the RemGov Committee will be collating an action plan for approval by the Board.

12. Students Union Update

LP provided a verbal update for the Board and the following was noted:

- CCN have successfully participated in the 2024 Brit Challenge with media coverage of the final events.
- SU Elections are currently underway and an update will be provided as soon as possible.

SB left the meeting at 18:28pm.

13. Other Urgent Business

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

14. 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 on 21 May 2024.

All formal business having been concluded; the meeting closed at 6:37pm

Signed Date
(Chair)