

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 7 FEBRUARY 2023 AT 4:30PM, HELD AT EASTON COLLEGE, ROOM JB031

Present:

Andrew Barnes (Chair), Jerry White (Principal), Noel Bartram, Jill Lanning, Andrea Blanchflower, Nikki Gray, Evie Berg, Seth Harvey, Lewis Pepperell, Shirley Barker

Attendees:

Martin Colbourne (Deputy CEO), Jo Kershaw (Vice Principal), Seb Gasse (Vice Principal), Helen Richardson-Hulme (Assistant Principal Student Services), Clare Johnson (Governance and Legal Assistant), Barbara Ashby (Governance and Legal Administrator)

1. Student voice

Students and Governors met informally between 4:30pm until 5:00pm for discussion and governors provided feedback collectively, noted as follows;

- Students fed back that the work experience had been disorganised for some of them due to waiting for Health and Safety checks to be carried out before being able to attend
- Some students had to organise their own placements and getting enough work hours has also been problematic
- The process is disjointed and time consuming with limited information being available in terms of arrangements and preparations for attending the placement. Structure is needed to the process
- Some students noted that staff turnover had been disruptive to Agricultural courses; SMT confirmed they are aware of this
- Students continue to like their courses and being a resident but had asked about the possibility of having their own cooking facilities. It was noted this is not possible as the 16-18's years are catered for. There are facilities in the common rooms to make tea and toast and cookery classes are available with Head of Hospitality and Catering at Easton.
- Some students noted they felt the 11pm curfew for under 18's was too strict
- The campus is receiving good feedback overall in terms of the courses offered and quality of accommodation and with some students enrolling here based on recommendation

2. Apologies for Absence

Apologies were received from Bree Sherwood, Laura Stewart and Lana Jackman.

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.

There were no new declarations of interest given at the meeting.

4. Unconfirmed Minutes of the Meeting held on 13 December 2022.

The unconfirmed minutes of the meeting held on 13 December 2022 were 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 13 December 2022

The unconfirmed confidential minutes of the meeting held on 13 December 2022 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

6. Matters Arising

21/22 Board 10 Action 1: MC to request from RNAA information regarding rights of way access for Denham Road prior to the shared agreement being signed and an update provided at the next Business Committee meeting. *In relation to the RNAA the current priorities remain with the water arrangement (settling the first year) and also reviewing the Deed of Priority. Reviewing the road agreement and history will have to follow in 2023. No current active follow-up from the RNAA on this. This matter will be ongoing for some time so it was agreed with Governors to close this action but to update at the next Business meeting.* ACTION COMPLETED

Board 2 Action 2: JW to complete a high-level review relating to the HE Enrolment numbers and the findings to be presented at Board. *This matter will be considered at HE meeting.* ACTION COMPLETED

Board 2 Action 6: JW to confirm with the AoC whether H&S benchmarking data will be distributed going forward. *JW confirmed there has been no information available from AoC so no further action required.* ACTION COMPLETED

Board 3 Action 1: JM and ABn to check who was chair for Business at the time the report was written and inform Board at the next meeting on 7 February 2023. *Annual Report and Financial Statements confirmed and signed.* ACTION COMPLETE

Board 3 Action 2: JM to check quote for NB regarding the premium increase on insurance policy renewals. *Discussed at Business 31.01.2023.* ACTION COMPLETE

Board 3 Action 3: JM to check Grounds Maintenance tender contract if the option of a 'get out clause' has been included in the Grounds Maintenance Contract and provide an update to the next Board meeting on 7 February 2023. *Changes to clauses as requested by Vertas have been accepted and contract award notice being issued by YPO.* ACTION COMPLETE

7. Chair's Remarks

There were no remarks made on this occasion.

8. SECTION A continued – papers in Section A are for discussion and action

8.1 Chairs' Summary of Committee Meetings

8.1.1. Curriculum and Standards

The C&S Report was circulated prior to the meeting and taken as read. The following key points were noted:

- Retention data from the MiDES reports have been circulated to all Governors
- There are issues with Apprenticeships in relation to the accountability framework which is causing some providers difficulty. In terms of BEEDS, targets is problematic with understanding the requirements for completion.
- The ESFA have been in contact and would like to visit CCN around Easter time regarding our performance, although it is not a formal intervention. JW will report back with an update on the visit outcome.

- Easton E&M is still a concern regarding provision and support to students. The mock results have not been received for maths yet but these will be circulated as soon as they are.

ACTION 1: JK to circulate the Easton English and Maths mock results when available.

The Occupational Health Contract was discussed around the support offered to staff and managers. There were queries around whether the best advice is being offered to managers to handle certain situations, though it was noted that some of the issues are complex.

Staff turnover, recruitment and retention is impacting the quality of provision for students. Reasons for staff leaving would be useful for Governors to be aware of going forward. It was noted there is a risk to CCNs' reputation concerning the level of staff leaving and the difficulties with recruitment and retention.

ACTION 2: Reasons for leaving and staff percentage turnover to be added to the workforce development report and updated by HB. Short update to be provided at Business on 21 March 2023.

8.1.1.1. Confidential Item – NTTC Update

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

8.1.1.2. College Self-Assessment Report (SAR)

JW presented the College SAR and noted the following:

- The College rating was 'good' except high needs which was rated 'outstanding' by Ofsted
- This mirrored the grading in Oct 2021 and was self-assessed the previous year
- The process needs to be looked at differently next year to be timely and on track

8.1.1.3. 5 Minutes Training – RO4 MiDES Retention Reports

JW stated the reports have evolved in the last 6 months and provided a demonstration of the portal to the Committee noting the following:

- The information shows the anonymous data returns of nearly every college in the country
- There is also a dashboard element to provide easy access to information
- There are two measures of retention, a day 1 and a 6 week retention period
- Historic downloadable reports are available
- The latest report is on Sharepoint for Governors to access

JW restated his Declaration of Interest in relation to his role at RCU.

ACTION 3: Governors to be given access to MiDES system for reports and access to live reports.

8.1.1.4. HE Enrolment Numbers

JW informed the committee this item is ongoing and will be presented at the next HE Review Steering Group Meeting (date yet to be confirmed).

8.1.2 Business

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

8.1.2.1 Finance Update

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

8.1.2.2 Confidential Item – Cleaning Contract Extension

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

8.1.2.3 Confidential Item - Internal Audit Contract Extension

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

8.1.2.4 Confidential Item – Absence Management – Contract Extensions

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

8.1.2.5 Confidential Item – Occupational Health Tender Update

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

8.1.2.6 Core Training Update

JW presented the training update and noted the following:

- The data presented is current as at today. This shows a gap with compliance training needed to be completed by staff
- Some consideration will be needed to look at the approach for future core training
- CMT are aware of these figures and will be focusing on the areas where improvement is needed

ACTION 6: Core training update to be provide to C&S, Business and Board for rest of the academic year.

8.1.3 Strategy Day

8.1.3.1 Financial Recovery/SWOT Analysis Update

JW confirmed this paper outlined developments following the discussions at Strategy Day. SMT will meet every three weeks to monitor progress and a separate 'Darwin' Board will be set up to work alongside SMT. An update on progress of these projects will be brought to the 'Darwin' Board.

SH left 6.40pm

8.2 Wellbeing and Inclusion Report and Safeguarding

HRH presented the Wellbeing and Inclusion report and noted the following:

- There has been a sharp increase in Prevent referrals. Some concerns have been raised under the category Mixed Unclear Uncertain (MUU)
- There have been 900 prevent referrals to date this academic year

- The PAL Team are currently recruiting for a Wellbeing Advisor
- DSL training is being provided for three other members of staff
- There are long external waiting lists currently adding to pressures for students
- The Wellbeing Team Leader is undertaking L5 trauma informed practice training

8.3 Strategic Priorities

JW presented an update regarding the '*duty to review*' report previously circulated and confirmed a briefing will be held at Easton, regarding the collaboration progress made to date with other colleges.

Governor representatives will attend workshops that shall consider key challenges and trends with the curriculum offer and stakeholder engagement.

8.4 Governance Matters

8.4.1 External Board Reviews

JL and ABn presented in LJ absence.

LJ provided a report that had identified items to be discussed. It was thought this could act as the start of reviewing what matters needed to be looked at however this requires further discussion at RemGov on 1 March 2023.

An additional meeting to be held on 3 May 2023 to finalise the Tender for the Review. Procurement will be considered after JM returns later in the year. The deadline for submitting the review is Spring 2024.

ACTION 7: CJ to send RemGov meeting invite for 3 May 2023.

8.4.2 Recommendations relating to appointments/re appointments

Appointment of Phil Pearce – after discussion, **Governors approved the appointment of Phil** to the Board and A&R committee.

The induction and recruitment process needs reviewing and Governors requested LJ to produce a paper in terms of what has worked and what needs improving going forward.

ACTION 8: LJ to provide a paper for induction process to RemGov on 1 March 2023.

ACTION 9: CJ to share new governor biography with the Board, prior to RemGov on 1 March 2023.

8.4.3 EDI Bespoke Training

JL and ABn provided a verbal update and noted this matter will be carried forward to be considered in more detail and it was suggested a paper be produced by LJ to identify what items should be included for this training and to remove the wording 'bespoke'. Governors discussed how to broaden the diversity of the Board.

8.5 Students' Union Update

LP presented and noted the following:

- Executive Officer training has been carried out
- Visits are continuing at each site which are working well.
- Future visits will be more frequent in order to provide better communication with students going forward

- Virtual collaborative team meetings have also been taking place to share ideas

T Level

Feedback has raised some concerns which will be shared with the management team so they can be addressed. JL suggested that further discussion is required regarding the feedback as there was a lot of information to consider.

Paston Bus Travel

There have been timetable issues which are proving difficult to monitor. Our Student Transport Officer has been liaising with the bus companies to arrange support to the College.

9. Section B

No items were raised under this section.

10. Section C

10.1 Committee Minutes

No minutes were shared under this section.

11. Other Urgent Business – UCU

The discussion was confidential and is recorded within the confidential minutes

12. Confidentiality

It was agreed that agenda items 8.1.1.1, 8.1.2.1 - 8.1.2.5 and 11 are confidential by their nature.

13. Confidential Items

No items were discussed under this section.

14. Date of Next Meeting

The next CCN Board Meeting is scheduled to take place on 28 March 2023 at 4:30pm, at Paston College.

All formal business having been concluded; the meeting closed at 7:34pm.

Signed **Date**
(Chair)