

CORPORATION BOARD BUSINESS – Meeting 2

A G E N D A

Thursday 15th December, 2016 at 5.30pm – TOUR OF CAMPUS COMMENCES AT 4.45PM

GRAVESEND SITE meeting postponed to 5.2.17

To attend	Full Corporation Board
In Attendance	Mrs Y Hughes (Clerk to the Corporation), Miss R Hughes(Deputy Principal) and Mr L Jenkins (Vice Principal/ Finance & Resources)

Item Agenda	Time (Mins)	Item Description	Presented By	Paper No/ Verbal	Action required
2.1	3 mins	Opening of Meeting	Chair	Verbal	-
2.2	2 mins	Declarations of Interest	Chair	Verbal	Note
2.3	2 mins	Part 1 & Part 2 Minutes of the last Corporation Board Business Meeting held 20 th October, 2016	Chair	2.3	Decision
ITEMS FOR SUBSTANTIAL DISCUSSION & DECISION					
2.4	15mins	Principal's Report - Dec 2016	Principal	2.4	Note
2.5	50mins	a. SAR (Self-Assessment Report 2015/2016) Including analysis of success rates with comparisons against benchmarking data, and success rate targets for 2016/2017	Deputy Principal	2.5a	Decision
		b. QIP (Quality Improvement Plan) Draft 2016		2.5b	Note
2.6	5 mins	Monthly Management Accounts - update	Vice Principal	2.6	Note
2.7	5 mins	Tenders & Contracts	Vice Principal	2.7	Decision
2.8	20 mins	Property Disposals and New Build Plans	Vice Principal	2.8	Decision
2.9	5 mins	Area Based Review update on 8.12.16 meeting	Chair	Verbal	Note
2.10	8 mins	Safeguarding Policy & Procedures - update	Deputy Principal	2.10	Agree
2.11	5 mins	Subcontracting Report 2015/2016	Vice Principal	2.11	Agree
COMMITTEE REPORT					
2.12	2mins	Audit Committee Report of meeting held 17 th November 2016	A Bardoe	2.12	Note
a	5 mins	Post Audit Management Report 15.16 / Letter of Representation 15.16 Regularity Self-Assessment Questionnaire 2015/2016 (to be signed by Chair)		2.12a	Agree
b	10mins	NKC End of Year Financial Statements (to be signed by Chair & Principal)		2.12b	Agree
c	2 mins	Letter of Representation (to be signed by Chair)		2.12c	Agree
e	2 mins	Internal Audit Services Annual Report 15/16		2.12e	Agree
h	2 mins	Audit Committee Annual Report 2015/2016		2.12h	Agree
i	1 mins	Risk Register Update		2.12i	Note

ITEMS FOR INFORMATION					
2.12	5 mins	Annual Health & Safety Report 2015/2016	Deputy Principal	2.13	Note
2.13	5mins	Annual HR Report & Policy updates	Vice Principal	2.14	Note
GOVERNANCE					
2.14	5mins	a. Board Membership Formal reappointment of Mr Alex Lewsley	Chair	Verbal	Decision
		b. Shadow Chair of Corporation	Clerk	Verbal	Decision
2.15	5 mins	Meeting evaluation	Chair	2.12	-
2.16		Date and time of the next meeting Thursday 9 th February 2016 5.00pm – Dartford – Safeguarding Training for all governors at 5.00pm to 5.45pm. Learner Council Meeting at 4.00pm - Dartford			Note