



**Corporation Board**

**PART 1 MINUTES – FOR PUBLIC RECORD**

**Board Minutes of meeting held on Thursday 20<sup>th</sup> October, 2016 at 4.00pm  
Dartford Campus, B Block**

**Present**

Mr A Bardoe	External Governor
Miss E Birchenough	External Governor
Mr D Gleed	Principal
Mr P Green	External Governor
Mr J Gurney	External Governor
Mr P Hatton	External Governor
Mrs P Jones	External Governor
Mrs J Lewis	Staff Governor
Mr A Lewsley	External Governor – Vice Chair Corporation
Dr R Longman	External Governor
Ms N McInerney	External Governor
Mr K Norman	External Governor
Mr J Parkes	External Governor – Chair of Corporation

**In Attendance**

Mrs Y Hughes	Clerk to the Corporation
Miss R Hughes	Deputy Principal
Mr L Jenkins	Vice Principal/Finance & Resources

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<b>Agenda Item</b>	<b>Minute</b>	<b>Action By</b>
<b>1.1</b>	<p><b>Opening of Meeting and Apologies for Absence</b></p> <p>The Chair of Corporation opened the meeting at 5.45pm. Mr Hatton was formally thanked for leading the governance self-assessment exercise and training session prior to the start of the board meeting.</p> <p>Apologies were received from Ms Franks.</p> <p>Noted that Mr H Bates was not present.</p> <p>Clerk to the Corporation confirmed that the meeting was quorate.</p> <p>Mrs Lewis the outgoing Staff Governor was formally thanked on behalf of the Board for her contribution during her four year term of office.</p>	

Agenda Item	Minute	Action By
	<i><b>Mrs Lewis was excused from the meeting</b></i>	
1.2	<p><b>Declarations of Interest</b></p> <p>The following declarations of interest were recorded at the meeting:</p> <p>Mr Bardoe declared an interested in regards to the Estates Strategy update and planning application to Dartford Borough Council.</p> <p>Mr Parkes declared his interest in the NSTT discussions.</p> <p>Mrs Jones declared her interest in relation to the Principal's Report – Ifield School Collaboration.</p>	
1.3	<p><b>Minutes of the last Corporation Board Meeting held on 30<sup>th</sup> June 2016</b></p> <p><b>The Minutes were formally approved by the Board as a true and accurate record.</b></p> <p>Safeguarding &amp; Prevent Training – it was agreed that a training session be held at the February Board meeting on Safeguarding and Prevent. The Clerk to the Corporation would circulate some key guidance documents in advance outlining the role of the Governors in safeguarding.</p> <p><b>Action</b></p> <p><b>The Clerk to the Corporation to arrange Safeguarding Training and provide the Board with key guidance documents in support of the training.</b></p>	
1.4	<p><b>Principal's Report – October 2016</b></p> <p>The Principal's report was made up of two detailed reports as follows:</p> <p>Part 1 – Non Confidential</p> <ul style="list-style-type: none"> <li>Area Based Review in Kent – Board were informed that the process gets underway with the first ABR meeting due on 8<sup>th</sup> December, 2016 at Canterbury College. The report provided details of the process and practicalities involved and feedback from colleges that have already been through the process.</li> </ul> <p>Governors were advised that they were invited to attend the first area review meeting due on the 8<sup>th</sup> December, 2016 and if they wished to attend to please notify the Clerk to the Corporation. The Principal and Chair of Corporation would be attending Meetings 1,2,3,4 &amp; 5.</p> <ul style="list-style-type: none"> <li>Government's Skills Plan (July 2016) – noted</li> <li>Apprenticeships – governors received the information regarding the new Apprenticeship Levy due to come into place in April 2017. The Board were reminded of the implications on businesses and the private sector of which further details were available in the report.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Thameside Campus – the Principal referred to the detail in his report and stated that SLT hoped to bring a formal recommendation to the Board in December 2016.</li> </ul> <p><b><i>The Board received the Principal's report noting the key points for information.</i></b></p>	
1.5	<p><b>Progress Against the QIP (Quality Improvement Plan)</b></p> <p>The progress report on the QIP was for the third review period.</p> <p>Governors referred to the format of the report and in particular to 2.6.3 where there was no entry and stated that there should be an update included so as to avoid any confusion as to whether the tasks had been implemented.</p> <p>1.3.1 – full analysis was produced using the capacity of E-Tracker to analyse the Value Added performance of each Level 3 course in 15/16 to determine future benchmark – the Deputy Principal explained the difficulties in getting students to bring in all their certificates.</p> <p>Mr Hatton commented that the document was extensive and Governors really needed to be able to identify the priorities for improvement as it was clear that the document was a College working document. He added that the level of detail was not required and that the report needed to be far more succinct in order to give a clearer understanding of the key priority areas.</p> <p><b><i>Action – Deputy Principal</i></b></p> <p><b><i>It was agreed that the content of the document would be reviewed and that in future that executive summary provide a summary of the key points and that the RAG rating be reviewed to so that tasks that had been completed be identifiable.</i></b></p>	
1.6	<p><b>Strategic Plan</b></p> <p>The Principal presented the Strategic Plan which had been updated and amended as per the Boards request in June 2016. The changes were highlighted in red within the document.</p> <p>The Board went through the document commenting on minor points of correction which were noted.</p> <p>The Principal explained that the SLT had initially thought of having one document bringing together the QIP, Implementation Plan and the Risk Management Plan but after further consideration it was thought that this would lead to a particularly cumbersome document and therefore a QIP Implementation Plan and a Risk Management Plan would be brought to the December 2016 Board meeting for Board consideration and approval.</p>	

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	<p><b><i>Agreed</i></b>  <b><i>The Board formally approved the Strategic Plan for 2016-2020.</i></b></p>	
1.7	<p><b>Estates Strategy update (minuted as confidential due to Commercial Sensitivity)</b></p>	
1.8	<p><b>Final Management Accounts to July 2016</b></p> <p>The Vice Principal presented the Final Management Accounts to July 2016. The College was expecting (subject to audit) an improved operating surplus at £1,588,000 (before year end pension charges) against the April Year End forecast of £1,210,000.</p> <p>The improved result of £378,000 was made up as follows:</p> <p>Additional income £235,000 – details in report  Pay Lower by £38,000 – details in report  Non-Pay Lower by £105,000 – details in report</p> <p>The Board were pleased with the improved operating surplus and thanked the Vice Principal for his report.</p> <p><b>Pay Award 2015/2016 – Minuted as Confidential</b></p>	
1.9	<p><b>HEFCE Annual Report to the Board</b></p> <p>The Board received the Annual Higher Education Report (HECFCE Assurance Report) 2015/2016. The report provided details on the changes in the UK Higher Education sector and the HE Provision at North Kent College and the current HE quality assurance and outcomes at North Kent College. It was noted that all HEFCE had introduced a new quality assurance model – Teaching Excellence Framework (TEF) which would replace the Higher Education Review.</p> <p>Governors reviewed the document and questioned the destination data in the report and noted that the pie chart was not accurate, as it did not reflect the 21 students who had not responded and that this would need amending.</p> <p><b><i>Agreed</i></b>  <b><i>The Board formally approved the HEFCE annual report and agreed to the Chair of Corporation signing the approved document.</i></b></p>	
1.10	<p><b>HR Report</b></p> <p>Noted that the HR Termly report came in two sections once covered the key changes in employment legislation, identified good practices and provided a review of selected HR metrics for the period from 1 September 2015 to 31 August 2016. The second part included the Pensions Feasibility Proposal.</p>	

**The Vice Principal went through the HR report in detail as follows:**

**Agreed**

**Equality & Diversity Policy – the board formally approved the policy subject to an amendment in the opening statement where governors should be included.**

Appendix A – HR Metrics

Governors queried why only 60% of appraisals had been completed against a target of 98%. The Vice Principal explained that they had experienced difficulties with the ITrent HR System but, governors insisted that they wanted a clear indication of what this was and maintained that a fair and honest picture be given as it was obvious that the actual figure was better than the data provided in the report.

Part 2 – Pensions Feasibility Proposal

The Vice Principal referred to the Tri Annual Pension Valuation in Part 1 of the report in conjunction with the Pensions Feasibility Proposal in Part 2 and gave a lengthy explanation of the current position as outlined in the papers.

The proposal was that the College, in conjunction with the current pension benefit offer consider the feasibility of introducing a stakeholder pension scheme. The perceived benefits of the scheme would be:

1. Lower contributions for employer and employee
2. The fund moves with the individual across sectors
3. If employees take up the stakeholder pension offer, the employer on costs contributions would be lower, resulting in reduced staffing costs
4. Lower liabilities for the College in the long term

The College therefore wanted to investigate the feasibility of implementing an alternative scheme. Noted that several colleges were also exploring this option.

Governors asked how this would affect current staff and newly appointed staff. The Vice Principal explained that staff currently employed by the College would see no change but that any new staff appointed would only be offered a stakeholder pension and not the LGPS pension.

**Agreed**

***The Board formally agreed that the SLT proceed with the feasibility study and that an update on any recommendations on how to proceed be brought back to the Board for consideration.***

**1.11**

**Teaching and Learning 2015-2016**

The Deputy Principal presented the Teaching & Learning report for 2015/2016 and stated that the reason why there were so few poor lesson observations was because the support system was robust and that poor performers were moved

up quickly. In addition, the College was adopting a view to move to capability procedures should a member of staff revert to type, and it was pointed out that where the required improvements had not been made that these staff had moved on.

Governors noted that there was good teaching with some outstanding and only one graded as poor. Phil Hatton stated that in his experience in the sector, that this was unheard of, and that should Ofsted come in tomorrow, were the SLT confident that they would see the same picture. The Deputy Principal acknowledged and accepted that they probably would not, but stated it was important to remember that the figures were not a snapshot in time but represented the final observation of each member of staff, which for some staff, was achieved after a period of training and support. Realistically, some of these weaker performing staff could hover between a 2 and a 3 on any given day. Governors asked whether staff were aware of the sub-gradings and the Deputy Principal stated that they were not. It was however, intimated that maybe they should be made aware of the sub-gradings.

Governors asked how confident the SLT were that the gradings given were in fact realistic and whether the observations were moderated. The Deputy Principal explained that the Higher Level Observers undertook training and also undertook paired observations. North Kent College were also working with other colleges where they shared best practices and vice versa.

***Action – Deputy Principal***

***Governors requested that future reports provide detail of good practice that had been identified as they would find this level of information helpful. The Board accepted the report on Teaching & Learning.***

**Student Union Constitution**

**1.12**

After careful consideration of the proposed SU Constitution, which the Board were asked to approve, the Board requested that further clarification was needed on the following points:

SU Financial Accounts – the board stated that they had never previously had sight of the SU Financial accounts and asked how these were audited and by whom. It was pointed out that the SU funds were self-generated and no funding came from the College directly. The Board accepted this explanation but stated that in order for them to consider the SU Constitution they would wish to have some form of oversight of the financial accounts on an annual basis.

Governors also queried whether there were any policies or procedures in place whereby the College could veto speakers/visitors coming onto college premises which had been arranged by the SU.

***Action – Deputy Principal***

***It was therefore agreed that the SU Constitution would need to be reviewed and amended to take into account the points raised and that the document be brought back for consideration in due course.***

Agenda Item	Minute	Action By
1.13	<b>Termly Safeguarding Report</b>	
	<p>The Board received the Termly Safeguarding Report and Mrs Jones (Safeguarding Governor) asked whether the Safeguarding Policy had been updated since the new legislation had come into place in September 2016. It was explained that the policy was last reviewed by the Board in March 2016 and was due for review.</p>	
	<p><b>Agreed</b>  <i>Mrs Jones (Safeguarding Governor) to arrange a meeting the College Safeguarding Lead – Sheila Dance to review this document and in addition that they look at including a section within the policy on Honour Based Violence.</i></p>	
	<p><b>Action</b>  <i>The Board requested that the Termly Safeguarding Report include data on trends and also a section on Honour Based Violence where relevant.</i></p>	
1.14	<b>Termly Health &amp; Safety Report – minuted as confidential</b>	
	<b>Meeting Evaluation</b>	
1.15	<p>The Board commented on the very useful SAR session held at the start of the meeting.</p>	
	<p>The Clerk to the Corporation to update the meeting evaluation form and to provide a report on the feedback received.</p>	
1.16	<b>Date and Time of the Next Meeting</b>	
	<p>The next meeting of the Corporate Board will be Thursday 15<sup>th</sup> December, 2016 at Gravesend starting at 4.45pm with a tour of the Gravesend Campus.</p>	
	<p>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</p>	
	SIGNED	DATE







**Corporation Board**

**Corporate Board Action Checklist**

Action – Board meeting 20.10.16	Responsibility of:	Deadline	
1.3 – Safeguarding Training – training to be arrange for the whole Board and guidance documents to be sent out to all Governors	Clerk to the Corporation	February 2017	
1.5 – QIP – format and content of QIP to be reviewed and executive summary to provide summary of key points and that RAG rating be reviewed/updated so that completed tasks are identifiable.	Deputy Principal	December 2016	
1.10 – HR Report – Proceed with pensions feasibility study	Vice Principal	Spring 2017	
1.14 – Health & Safety Report – report to be reviewed as matter of urgency	Deputy Principal	December 2016	
<b>ACTION: Board Meeting 17.3.2016</b>	<b>Responsibility Of:</b>	<b>Deadline</b>	<b>Completed</b>
5.2 – Prevent Agenda training – to be circulated to all governors for completion	Clerk/Governors	Summer 2016	In progress
<b>ACTION: Board Meeting 11.2.2016</b>	<b>Responsibility Of:</b>	<b>Deadline</b>	<b>Completed</b>
4.6 – Learner Destination Report – to include information in report on the number of students in NEETS and provide this information in the QIP	Vice Principal	Spring 2017	

