



CORPORATION BOARD BUSINESS – Meeting 2 A G E N D A

Thursday 7th December 2017 at 4.45pm
Gravesend Site – GC114A 114B Block

To attend	Full Corporation Board – Alex Lewsley, Abigail Birch, Teja Birring, Pam Jones, Jon Gurney, Peter Green, Dalia Halpern-Matthews, Phil Hatton, Richard Longman, Keith Norman, David Gleed, Niamh McInerney, & Nikki Franks
In Attendance	Yolanda Hughes (Clerk to the Corporation), Rhiannon Hughes (Deputy Principal/Curriculum) and Lawrence Jenkins (Deputy Principal/ Finance & Resources)

Item Agenda	Time (Mins)	Item Description	Presented By	Paper No/ Verbal	Action required
2.1	5 mins	Opening of Meeting & Apologies for Absence Welcome and Introductions of newly appointed Student Governors	Chair	2.1	-
Safeguarding & Prevent Training Led by Sheila Dance and Sue Barry					
2.2	1 mins	Declarations of Interest	Chair	Verbal	Note
2.3	2 mins	Minutes of the last Corporation Board Meeting held 12th October, 2017	Chair	2.3	Decision
ITEMS FOR SUBSTANTIAL DISCUSSION & DECISION – Strategy & Quality					
2.4	10 mins	Principals Report – December 2017	Principal	2.4	Note
2.5	35 mins	College Self-Assessment Report 2016/2017	DP/ Curriculum	2.5	Decision
2.6	10 mins	Quality Improvement Plan – Final	DP/Curriculum	2.6	Decision
2.7	10 mins	English & Maths Strategy	DP/Curriculum	2.7	Decision
2.8	10 mins	Teaching & Learning Policy	DP/Curriculum	2.8	Decision
2.9	10 mins	Learner Voice and Student Survey Report	DP/Curriculum	2.9	Note
2.10	5 mins	Annual Compliments & Complaints Report 2016/2017	DP/Curriculum	2.10	Note
2.11	5 mins	Risk Register - update	DP/Finance	2.11	Note

ITEMS FOR DECISION – Finance & Estates					
2.12	10 mins	Audit Committee Report 16.11.17 a. Internal Audit Services Annual Report 2016/2017 b. Internal Audit Services Strategic Plan 2017/2018, Engagement Letter and Charter c. Letter of Representation on behalf of NKC d. NKC End of Year Financial Accounts and Management Report for 2016/2017 e. Annual Audit Committee Report to the Board and Principal	DP/Finance	2.12a 2.12b 2.12c 2.12d 2.12e	Agree Agree Agree Agree Agree
2.13	3 mins	Estates Strategy - update	DP/Finance	2.13	Note
2.14	5 mins	Finance Report – December 2017 including Contracts & Tenders	DP/Finance	2.14	Decision
GOVERNANCE					
2.15	5 mins	Corporation matters a. Feedback on governor visit to Gravesend site	Chair	VERBAL	
2.16	2 mins	Meeting evaluation	Chair		
2.17		Date and time of the next meeting 8th February 2017 at 4.45 pm - Dartford			Note

Term/Date	Board/Committee Meeting	Venue	Time
Term 1			
Thursday 28.09.17	Search & Governance and Remuneration Committee	Dartford	5.30pm
Wednesday 04.10.17	Chair/Principal/Clerk liaison meetings	Dartford	9.00am
Thursday 12.10.17	Board Meeting 1 – Including Curriculum Presentation starting at 4.45pm to 5.30pm Construction & Engineering – Mark Andrews – Assistant Principal	Dartford	4.45pm
Tuesday 17.10.2017	NKC Dartford Campus – Open day 3pm to 7pm	Dartford	3-7pm
Thursday 19.10.17	NKC Gravesend Campus – Open day 3pm – 7pm	Gravesend	3-7pm
Thursday 2.11.17	Governor Visits to Gravesend Campus 12 noon to 4.00pm	Gravesend	12noon
Thursday 16.11.17	Audit Committee Meeting	Dartford	5.30pm
Wednesday 29.11.17	Chair/Principal/Clerk liaison meetings	Dartford	9.00am
Thursday 07.12.17	Board Meeting 2 Safeguarding and Prevent Training	Gravesend	4.45pm
Term 2			
Wednesday 31.01.18	Chair/Principal/Clerk liaison meetings	Dartford	9.00am
	Learner Council Meeting 1	Dartford	4.00pm
Thursday 08.02.18	Board Meeting 3 – Including Curriculum Presentation starting at 4.45pm to 6.00pm Sport, Care & Computing – Chris Lydon – Assistant Principal	Dartford	4.45pm
Thursday 08.03.18	Audit Committee Meeting	Dartford	5.30pm
Wednesday 18.03.18	Chair/Principal/Clerk liaison meetings	Dartford	9.00am
Thursday 22.03.18	Board Meeting 4 – Including Curriculum Presentation starting at 4.45pm to 5.30pm	Gravesend	4.45pm
Term 3			
Friday 11.05.18	Chair/Principal/Clerk liaison meetings - SPH Performance Review	Dartford	10.00am

Thursday 10.05.18	Governor Visits to Dartford Campus 12 noon to 4.00pm	Dartford	12 noon
Thursday 24.05.18	Learner Council Meeting 2	Dartford	4.00pm
Thursday 24.05.18	Board Meeting 5 – Including Curriculum Presentation starting at 4.45pm to 6.00pm	Dartford	4.45pm
Thursday 07.06.18	Search & Governance and Remuneration Committee	Dartford	5.30pm
Thursday 14.06.18	Audit Committee Meeting	Dartford	5.30pm
Wednesday 21.06.18	Chair/Principal/Clerk liaison meetings	Dartford	9.00am
Thursday 28.6.18	Board Meeting 6 – Including Curriculum Presentation starting at 4.45pm to 5.00pm	Gravesend	4.45pm