



**Corporation Board Meeting 3**

**PART 1 MINUTES – FOR PUBLIC RECORD**

**Board Minutes of meeting held on Thursday, 8<sup>th</sup> February 2018 at 5.00pm  
Dartford Campus**

**Present**

Ms A Birch	External Governor
Mr T Biring	External Governor
Ms N Franks	Staff Governor
Mr D Gleed	Principal
Mr J Gurney	External Governor
Mrs D Halpern-Matthews	External Governor
Mr A Lewsley	External Governor – Chair of Corporation
Dr R Longman	External Governor – Vice Chair of Corporation
Miss N McNerney	External Governor
Mr D Newman	Student Governor
Mr K Norman	External Governor
Miss F Winder	Student Governor

**In Attendance**

Mr L Jenkins	Deputy Principal/Finance & Resources
Ms R Hughes	Deputy Principal/Curriculum
Mrs Y Hughes	Clerk to the Corporation
Ms L O'Malley	Assistant Principal – Arts & Creative Industries

<b>Agenda Item</b>	<b>Minute</b>	<b>Action By</b>
<b>039</b>	<b>Opening of Meeting and Apologies for Absence</b>	
	<p>The Chair of Corporation opened the meeting at 5.00pm and welcomed all present.</p> <p>The Chair of Corporation formally welcomed the Assistant Principal, Arts &amp; Creative Industries who would be giving a presentation on her curriculum area of the Arts and Creative Industries.</p> <p><b>Apologies</b></p> <p>Apologies were received and accepted from Mr P Hatton.</p>	

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<b>040</b>	<b>Presentation Arts &amp; Creative Industries – by Linsey O’Malley – Assistant Principal Arts &amp; Creative Industries</b>	
	<p>The AP/Arts &amp; Creative Industries introduced her presentation with a short film which had been compiled by a student giving an account of the student’s experience in that curriculum area covering Acting, Music, Visual Arts, Media, Lee Stafford Hair, Dance and Musical Theatre, Creative Media, Creative Digital Design, Photography and Beauty.</p> <p>A detailed overview of the department was provided as follows:</p> <ul style="list-style-type: none"> <li>• In September 2016 they changed awarding body from BTEC to UAL for all Arts.</li> <li>• The department had the highest outcomes across vocational programmes for the past 3 years</li> <li>• Highest attendance rate within the College</li> <li>• Lowest attrition rate across the College during 2016/2017</li> <li>• Outstanding levels of work-related activities in most of the areas</li> <li>• Extremely high quality productions produced by Miskin Theatre</li> <li>• Excellent examples of cross college collaboration</li> <li>• The department have expanded their HE curriculum offer over the past 3 years</li> </ul> <p>Governors welcomed the presentation and the depth and openness of the content and the information clips produced by the students. The Assistant Principal Arts &amp; Creative Industries was thanked for the presentation.</p>	
<b>5.00pm</b>	Lindsey O’Malley excused from the meeting.	
<b>041</b>	<b>Declarations of Interest</b>	
	<p>Mr Gurney re-affirmed his standing declaration of interest in respect of his role with Handelsbanken and the work being undertaken for the College.</p> <p>There were no new or amended declarations of interest recorded.</p>	
<b>042</b>	<b>Part 1 Minutes of the last Corporation Board Meeting held 7<sup>th</sup> December 2017</b>	
	<p>The Corporation Board minutes of the meeting held on the 7<sup>th</sup> December 2017 were duly agreed as a true and accurate record and signed off by the Chair of Corporation.</p> <p><b>Staff Governor</b> – The Chair of Corporation informed the Board that Claire Shearwood-Burton who had attended the last meeting as an observer and on reflection decided not to take up the role of Staff Governor. The Board were then advised that following discussions with the Principal and the Clerk that it was deemed sensible to advertise but with the view to interviewing prospective applicants prior to proceeding with appointments. The Board discussed the matter and agreed that it would be useful to proceed with future staff governor appointments on the following basis:</p>	

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	<p><b>Agreed</b></p> <ul style="list-style-type: none"> <li>a. <i>Position to be advertised via the staff intranet</i></li> <li>b. <i>Agreed that the element of 1 x academic and 1 x support staff governor now be opened up to all staff</i></li> <li>c. <i>Applications to be reviewed by the Clerk, Chair of Corporation and Principal with the view to an initial informal interview to establish commitment, skills and attributes if deemed suitable then recommendations would be made for appointment</i></li> <li>d. <i>If two or more candidates of equal standing apply with the desirable skills set then an election would be conducted following the procedures as set out in the standing orders.</i></li> </ul> <p><i>The Corporation Board received the report on the 'Actions Register'.</i></p>	
043	<b>Principal's Report – February 2018 – Confidential</b>	
	<p>The Principal presented his report for February, 2018 which covered the following key elements:</p> <p><b>External</b></p> <ul style="list-style-type: none"> <li>a. Ministerial Changes</li> <li>b. KCCs approach to High Needs Students</li> </ul> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>a. Value Added for 2016/2017</li> <li>b. Capacity and Delivery Fund</li> <li>c. Non Levy Apprenticeships Tender</li> <li>d. National Leaders of Further Education</li> <li>e. KPI update</li> </ul> <p><b>Value Added Data for 2016/2017</b></p> <p>The Principal referred to the VA report that the Board had received in March 2017 (re-circulated for the February 2018 meeting) and the 2016/2017 report.</p> <p><b>Non Levy Apprenticeships</b></p> <p>The Board noted that the College had been successful in their tender for funding for new apprenticeship starts (non-levy) for the period from 1 January 2018 to 31 March 2019.</p> <p><b>Received</b></p> <p><i>The Board received the Principal's report.</i></p>	
044	<b>Ofsted Inspection Report</b>	
	<p>The Deputy Principal/Curriculum presented the Ofsted Inspection Report and the summary report and went through the key findings of the inspection as follows:</p>	

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	<p><b>Inspection Findings:</b></p> <p>“Since the last inspection:</p> <ul style="list-style-type: none"> <li>• leaders and governors have rebranded the college</li> <li>• a new strategic plan</li> <li>• increased the focus on high-quality education and training, to improve the student experience</li> <li>• rationalised provision across the two main campuses</li> <li>• made significant investments in accommodation, resources and services</li> <li>• strengthened external links</li> <li>• learners’ high level of satisfaction with their experience at college</li> <li>• the numbers of learners on college-based courses, and the numbers of apprentices who successfully achieve their qualification, have risen each year, and are high</li> <li>• leaders have significantly increased the emphasis teachers place on the promotion of English and mathematics</li> <li>• Redesigned the English and mathematics curriculums to maximise the time available over the year, and to prepare learners better for the tests and examinations in these subjects.</li> <li>• Improvements in most functional skills and GCSE results in English and mathematics.</li> <li>• Managers have improved standards in engineering and construction through a number of new initiatives</li> <li>• An increasingly high proportion of learners progress to the next level of study or to employment when they finish their courses</li> <li>• Leaders and managers have developed a wide range of effective strategies to check the quality of teaching, learning and assessment across the college, and to identify priorities for improvement</li> <li>• Managers accurately and critically review the quality of provision in each curriculum area produce suitably detailed quality improvement plans, and carefully monitor the progress of improvements</li> <li>• improved the ways they gather feedback from learners</li> <li>• Leaders use the information from review processes well</li> <li>• Leaders successfully promote a culture of continuous improvement among staff</li> <li>• staff are enthusiastic and willing to engage in professional development</li> <li>• Teachers are highly effective at improving learners’ awareness of equality, diversity and British values</li> </ul> <p><b>Next steps for the provider</b></p> <p>Leaders and those responsible for governance should ensure that:</p> <ol style="list-style-type: none"> <li>1. managers and staff maintain their focus on promoting the importance of literacy and numeracy to all learners</li> <li>2. staff support more learners taking GCSE English and mathematics to achieve their qualifications</li> </ol>	

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	<p>3. all learners on study programmes have the opportunity to take part in meaningful work experience and understand why they are doing this</p> <p>4. staff place greater emphasis on career planning with learners.”</p> <p>The Whole College Quality Improvement Plan (QIP) had been drawn up to focus on areas already identified within the College SAR but also to include the next steps as priorities.</p> <p>The Chair of Corporation also provided feedback on the meeting held with the Lead Inspector, which had been a very positive experience and thanked the Deputy Principal for her hard working during the Inspection.</p> <p>The College were very pleased with the outcome and would continue to work hard towards achieving a Grade 1 at the next inspection.</p> <p><b>Received</b></p> <p><b><i>The Corporation Board received the Ofsted Inspection Report.</i></b></p>	
<b>045</b>	<b>Quality Improvement Plan</b>	
	<p>The Deputy Principal presented the Quality Improvement Plan, which had been newly drafted for the 2018 period. The QIP was to ensure that the college had formally monitored areas highlighted from within the College SAR for 2016/17 and the most recent Ofsted Report from November 2017 as key priorities for the year.</p> <p>It was noted that tasks assigned under each Key Priority so that the College were better able to judge progress in achieving the overall summary target by the end of 2017 (shown in the final November review).</p> <p>The Board welcomed the new format, which was clear and concise and welcomed further feedback in May 2018.</p> <p><b>Agreed</b></p> <p><b><i>The Corporation Board formally approved the Quality Improvement Plan.</i></b></p>	
<b>046</b>	<b>Teaching &amp; Learning Assessment - update</b>	
	<p>The Deputy Principal/Curriculum presented the update, which outlined the activity of the Teaching and Learning Department for 2017/2018.</p> <p><b>Action</b></p> <p><b><i>Deputy Principal/Curriculum</i></b></p> <ul style="list-style-type: none"> <li><b><i>a. provide an update on the improvements in teaching and assessment in Media and Engineering</i></b></li> <li><b><i>b. Update on the progress following intervention and support and impact on teaching and learning</i></b></li> </ul> <p><b>Received</b></p>	

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	<b><i>The Board received the Teaching, Learning and Assessment update.</i></b>	
047	<b>Finance Report</b> <b>Monthly Management Accounts, Estates &amp; IT</b>	
	<p><b>Monthly Management Accounts &amp; Summary Report</b></p> <p>The Deputy principal/Finance &amp; Resources presented the Finance report and the latest Monthly Management Accounts. The circulated accounts were the December accounts for the college. The Deputy Principal/Finance &amp; Resources explained that he had hoped to provide a fully updated forecast for the College at this point, but due to the delays in the Apprenticeship reforms and the ability to define the various contract positions, this was taking longer than expected.</p> <p>Therefore, the overall forecast had been left at the opening position. A detailed forecast was now being worked on for the half yearly accounts, and it was envisaged overall that the current opening surplus was maintained despite some reductions in some adult funding streams explained in the commentary.</p> <p><b>Estates Strategy – update</b></p> <p>An update was provided on the Dartford land sale and the current position was explained in detail as per the report.</p> <p><b>Agreed</b></p> <p><b><i>The Board formally appointed Teja Biring to the Estates Working Group in light of professional expertise as an Architect.</i></b></p> <p><b>Yeomans Lease – update received</b></p> <p><b>Thameside Purchase – update received</b></p> <p><b>Received</b></p> <p><b><i>The Corporation Board received the Finance Report and supporting updates.</i></b></p>	
048	<b>Insurance Contract Extension</b>	
	<p>The Deputy Principal/Finance &amp; Resources presented the proposed Insurance Contract Extension as follows:</p> <p>Approval to extend insurance provision with █████ for up to two additional years, while the College awaited an update on a sector initiative which could bring long-term savings.</p> <p><b>Formally approved</b></p> <p><b><i>The Corporation Board formally approve the proposed extension to the insurance provision contract for up to two years.</i></b></p>	
049	<b>Termly Safeguarding Report – February 2018</b>	

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	<p>The Deputy Principal/Curriculum presented the Termly Safeguarding Report, which the Governors welcomed, and in particular the inclusion of the actions taken and that fact that the actions taken i.e. mental health had resulted in further reports being received.</p> <p>Governors asked about the College policy on transgender and the use of bathrooms and it was reported that there were no separate bathroom facilities but that the College strived to accommodate and work through these cases as they arose as it was a particularly fluid area.</p> <p>The Student Governor commented on the mental awareness training that students had undertaken and the impact that this had on some students.</p> <p><b>Received</b></p> <p><b><i>The Board formally received the Termly Safeguarding Report for February 2018</i></b></p>	
<b>050</b>	<b>Meeting evaluation</b>	
	<p>Governors were reminded that the Governor Visit at Dartford Campus would be going ahead on the 10<sup>th</sup> May 2018 and were strongly encouraged to attend the tour particularly as there was no scheduled Governor Away day this academic period.</p>	
<b>051</b>	<b>Date and Time of the Next Meeting</b>	
	<p>The next meeting of the Corporation Board will be Thursday 22<sup>nd</sup> March 2018</p> <p>The meeting closed at 7.19pm.</p> <p><b>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</b></p> <p>SIGNED _____ DATE _____</p>	