



## CORPORATION BOARD BUSINESS – Meeting 4

### A G E N D A

Thursday 22nd March, 2018 at 4.45pm

GRAVESEND – C Block Room GC114a&b

<b>To attend</b>	Full Corporation Board
<b>In Attendance</b>	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
4.1	3 mins	Opening of Meeting  Apologies for Absence	Chair		-
<b>Curriculum presentation by Chris Lydon - Assistant Principal (Sport, Care &amp; Computing)</b> <b>Sport, Care and Computing 4.45pm – 5.30pm</b>					
4.2	2 mins	Declarations of Interest	Chair	Verbal	Note
4.3	2 mins	Part 1 Minutes of the last Corporation Board Meeting held 8 <sup>th</sup> February 2018	Chair	4.3	Decision
<b>ITEMS FOR SUBSTANTIAL DISCUSSION &amp; DECISION</b>					
4.4	15mins	Principal's Report – March 2018	Principal	4.4	Note - Info
4.5	10mins	Teaching & Learning (including Observations)	Deputy Principal	4.5	Note – Info
4.6	10mins	Health & Safety Report	Deputy Principal	4.6	Note – info
4.7	30mins	Finance, Estates and IT Report a. Monthly Management Accounts – January 2018 b. Re-forecasted Budget 2017/18 c. Subcontracting update d. Estates & Capital Projects Report e. FE Insolvency Regime	Vice Principal	4.7a 4.7b 4.7c 4.7d 4.7e	Note – Info
4.8	5 mins	Policies GDPR - Readiness	Vice Principal	4.8	Decision
4.9	20mins	HR Report – including: a. HR Management Plan	Vice Principal	4.9	Decision

		b. HR Management Plan update c. HR Metrics d. Single Equality Scheme e. Equal Pay Review Report f. Gender Pay Reporting			
<b>AUDIT COMMITTEE REPORT</b>					
<b>4.10</b>	10mins	<b>Audit Committee Minutes of Meeting held 8<sup>th</sup> March 2018 (to follow)</b>  a. Internal Audit Report – Scrutton Bland H&S Audit Report Safeguarding Report Payroll Subcontracting Follow up	<b>Mr Norman</b>	<b>4.10</b>  <b>4.10b</b>	<b>Note</b>  <b>Note</b>
<b>4.11</b>	5 mins	<b>Meeting evaluation</b>	<b>Chair</b>	<b>4.10</b>	-
<b>4.12</b>		<b>Date and time of the next meeting</b>  <b>Thursday 18<sup>th</sup> May, 2017 at 5.30pm – Dartford Campus</b>			<b>Note</b>

### North Kent College Corporation Board Meeting Schedule 2017/2018

Term/Date	Board/Committee Meeting	Venue	Time
<b>Term 1</b>			
<b>Thursday 28.09.17</b>	<b>Search &amp; Governance and Remuneration Committee</b>	<b>Dartford</b>	<b>5.30pm</b>
<b>Wednesday 04.10.17</b>	<b>Chair/Principal/Clerk liaison meetings</b>	<b>Dartford</b>	<b>9.00am</b>
<b>Thursday 12.10.17</b>	<b>Board Meeting 1 – Including Curriculum Presentation starting at 4.45pm to 5.30pm Construction &amp; Engineering – Mark Andrews – Assistant Principal</b>	<b>Dartford</b>	<b>4.45pm</b>
<i>Tuesday 17.10.2017</i>	<i>NKC Dartford Campus – Open day 3pm to 7pm</i>	<i>Dartford</i>	<i>3-7pm</i>
<i>Thursday 19.10.17</i>	<i>NKC Gravesend Campus – Open day 3pm – 7pm</i>	<i>Gravesend</i>	<i>3-7pm</i>
<b>Thursday 2.11.17</b>	<b>Governor Visits to Gravesend Campus 12 noon to 4.00pm</b>	<b>Gravesend</b>	<b>12noon</b>
<b>Thursday 16.11.17</b>	<b>Audit Committee Meeting</b>	<b>Dartford</b>	<b>5.30pm</b>
<b>Wednesday 29.11.17</b>	<b>Chair/Principal/Clerk liaison meetings</b>	<b>Dartford</b>	<b>9.00am</b>
<b>Thursday 07.12.17</b>	<b>Board Meeting 2 – Including Curriculum Presentation starting at 4.00pm to 5.30pm Hair &amp; Creative Industries – Lindsey O'Malley – Assistant Principal</b>	<b>Gravesend</b>	<b>4.45pm</b>
<b>Term 2</b>			
<b>Wednesday 31.01.18</b>	<b>Chair/Principal/Clerk liaison meetings</b>	<b>Dartford</b>	<b>9.00am</b>
	<b>Learner Council Meeting 1</b>	<b>Dartford</b>	<b>4.00pm</b>
<b>Thursday 08.02.18</b>	<b>Board Meeting 3 – Including Curriculum Presentation starting at 4.45pm to 6.00pm Sport, Care &amp; Computing – Chris Lydon – Assistant Principal</b>	<b>Dartford</b>	<b>4.45pm</b>
<b>Thursday 08.03.18</b>	<b>Audit Committee Meeting</b>	<b>Dartford</b>	<b>5.30pm</b>
<b>Friday 16.3.2018</b>	<b>Chair/Principal/Clerk liaison meetings</b>	<b>Dartford</b>	<b>9.00am</b>
<b>Thursday 22.03.18</b>	<b>Board Meeting 4 – Including Curriculum Presentation starting at 4.45pm to 6.00pm Sport, Care &amp; Computing – Chris Lydon – Assistant Principal</b>	<b>Gravesend</b>	<b>4.45pm</b>

Term/Date	Board/Committee Meeting	Venue	Time
Thursday 19.4.18	Estates Working Group meeting	Gravesend GC114a&b	5.30pm
<b>Term 3</b>			
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 Partnerships – Ann Komzolik	Dartford	4.45pm
Thursday 07.06.18	Search & Governance and Remuneration Committee	Dartford	5.30pm
Thursday 21.06.18	Audit Committee Meeting	Dartford	5.30pm
Wednesday 27.06.18	Chair/Principal/Clerk liaison meetings	Dartford	9.00am
Thursday 05.07.18	Board Meeting 6 – Including Curriculum Presentation starting at 4.45pm to 5.00pm	Gravesend	4.45pm