



Corporation Board Meeting 4

PART 1 MINUTES – FOR PUBLIC RECORD

**Board Minutes of meeting held on Thursday, 22nd March 2018 at 4.45pm
Gravesend Campus**

Present

Ms N Franks	Staff Governor
Mr D Gleed	Principal
Mr J Gurney	External Governor
Mrs D Halpern-Matthews	External Governor
Mr Phil Hatton	External Governor
Mr A Lewsley	External Governor – Chair of Corporation
Dr R Longman	External Governor – Vice Chair of Corporation
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
Mr C Lydon	Assistant Principal Department of Sports, Care & Computing

Agenda Item	Minute	Action By
052	Opening of Meeting and Apologies for Absence	
	<p>The Vice Chair of Corporation opened the meeting at 4.50pm and welcomed all present.</p> <p>The Assistant Principal, Sports, Care & Computing was welcomed to the meeting who would be giving a presentation on his curriculum area being Sports, Care & Computing.</p> <p>Apologies</p> <p>Apologies received from Ms A Birch, Miss N McInernery and Mr Biring.</p>	
053	Presentation Sports, Care & Computing – Chris Lydon – Minuted as confidential due to commercial sensitivity	
054	Declarations of Interest	

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	<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. It was also noted that a late paper would be considered in respect of Mortgages and Rates which Mr Gurney would be excused from.</p> <p>There were no new or amended declarations of interest recorded.</p>	
055	Part 1 Minutes of the last Corporation Board Meeting held 8th February 2018	
	<p>The Corporation Board received the minutes of the 8th February 2018 and requested than an amendment was made to Page 8 – Monthly Management Accounts – expected the current forecasted surplus to be amended.</p> <p><i>The Clerk to the Corporation to update the minutes accordingly and Chair of Corporation to sign the master copy after the meeting.</i></p> <p><i>The Corporation Board received the report on the 'Actions Register'.</i></p>	
056	Principal's Report – March 2018	
	<p>The Principal presented his report for March, 2018 which covered the following key elements:</p> <p>External</p> <ul style="list-style-type: none"> • KCC's approach to High Needs Students • VAT issue on Sub Contracting • [REDACTED] (Confidential) <p>Internal</p> <ul style="list-style-type: none"> • Ifield Link 19 Progress • National Leaders of Further Education • KPI Update <p>KCC's Approach to High Needs Students</p> <p>[REDACTED]</p> <p>VAT Issue on Subcontracting</p> <p>The Board were advised an issue had arisen whereby the HMRC were now allegedly focusing on Colleges and their subcontracting arrangements and whether they were liable for VAT. It was explained that one of the aspects that arose in March 2018 was around the issue of prime contractors ie College's subcontracting apprenticeship delivery to private training provider and as part of this arrangement Colleges would deduct a proportion of the funds per learner from the amount paid over to the subcontractors. This proportion had historically been referred to as a 'management fee' by funding agencies, whereas in many cases the fee retention actually related to a part provision of education services to individual students by primes instead.</p> <p>The Principal and the VP Finance & Resources have looked at this in detail, sought advice and checked existing contracts and there is no mention of a 'management fee' within the NKC contracts.</p> <p>The Board agreed that they would await further feedback on the matter.</p> <p>Ebbfleet Learning Quarter – information and update received</p>	

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	<p>Field Link 19 Progress</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>NLFE</p> <p>The Principal confirmed that the FE Commissioner had categorically stated that the work that Principal would undertake for the National Leaders in Further Education would not exceed 10 days in an academic period.</p> <p>KPI</p> <p>Data received</p> <p><i>Received</i></p> <p><i>The Board received the Principal's report.</i></p>	
057	Teaching & Learning Assessment - update	
	<p>The Deputy Principal/Curriculum presented the update on Teaching, Learning & Assessment and explained that since the February 2018 meeting there had been an increase in the number of completed lesson observations which was now at 88% completed.</p> <p>Governors stated that the table of observations was particularly useful as it showed how many observations had taken place the grades given however, it was pointed out that there was an error in respect of the English and Maths information which would need to be corrected.</p> <p><i>Action and</i></p> <p>Deputy Principal/Curriculum</p> <ol style="list-style-type: none"> 1. Governors requested that the percentage of staff per department having had lesson observations should be included so that it reflected the information within the SAR. <ol style="list-style-type: none"> a. Provide examples of the good practice shared across the College to improve teaching and Learning <p><i>Received</i></p> <p><i>The Board received the Teaching, Learning and Assessment update.</i></p>	
058	Health & Safety Report (including draft Action Plan)	
	<p>The Chair of Corporation proposed that the Health & Safety Report be taken in conjunction with the Internal Audit Report findings on Health & Safety.</p> <p>The DP/Finance & Resources presented the Health & Safety Report and explained the work that had been undertaken in producing the new format of reporting and in order to identify key issues the DP/Finance & Resources had arranged for an internal audit on all health & safety issues to be undertaken.</p> <p>The Board went through the report considering the data provided and noted that there had been a slight increase in the accident rate but it was felt that this may be reflection on an improved reporting culture as a result of the drive to increase near miss</p>	

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	<p>reporting. He added that there was definitely work that needed to be done in respect of compliance as identified in the Internal Audit report and as demonstrated under Item 8.1 UMAL.</p> <p>The Board were provided details of the Health & Safety Management Plan of which a draft document was enclosed. The Draft 3-year Health & Safety Management Plan would now go to SLT for further input and the proposal was to bring the finalised document back to the Board by the June meeting.</p> <p>The DP/Finance & Resources explained that although a large amount of work had already been undertaken, they were clear that there was still a lot more to be done.</p> <p>The Chair of Corporation stated that it may be useful to have a wider set of data on compliance in respect of Health & Safety which would enable the Board to check the data which should be in place and working in order to produce the data on staff training this would enable a check on completeness.</p> <p>Received</p> <p><i>The Board accepted the Health & Safety Report and would look at the final H&S Management Plan at the May 2018 meeting.</i></p>	
059	<p>Finance Report</p> <p>Monthly Management Accounts, Estates & IT</p>	
	<p>Confidential Minute</p> <ol style="list-style-type: none"> 1. Monthly Management Accounts & Summary Report 2. Subcontracting 3. Estates Strategy Update <p><i>The Corporation Board received the update on the Estates Strategy</i></p> <ol style="list-style-type: none"> 4. FE Insolvency Regime <p><i>The Corporation Board accepted and acknowledged the content of the FE Insolvency Regime report.</i></p> <ol style="list-style-type: none"> 5. Mortgages and Deposit Rates (late paper) <p>Deposit Rates Confidential Part 2 – Not for public record due to commercial sensitivity</p> <p><i>Jon Gurney returned to the meeting.</i></p> <p><i>7.30pm Daniel Newman excused from the meeting</i></p> <p><i>7.32pm Richard Longman excused from the meeting</i></p> <p>Agreed</p> <p><i>The Corporation Board received the Finance Report and supporting updates.</i></p>	
060	<p>HR Report</p>	
	<p><i>Accepted and approved</i></p> <p><i>The Corporation Board accepted and approved the HR report including the Single Quality Scheme, the Gender Pay Gap Report and the Equal Pay Review.</i></p>	
061	<p>Committee reports</p>	

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	<p>The Chair of the Audit Committee presented the Audit Committee minutes of the meeting held 8th March, 2018 and the internal audit reports as per the documents circulated.</p> <p><i>Accepted</i></p> <p><i>Audit Committee Minutes of the meeting held 8th March, 2018 – received</i></p> <p><i>Internal Audit Reports received.</i></p>	
062	Meeting evaluation	
	<p>Governors were reminded that the Governor Visit at Dartford Campus would be going ahead on the 10th May 2018 and were strongly encouraged to attend the tour particularly as there was no scheduled Governor Away day this academic period.</p>	
063	Date and Time of the Next Meeting	
	<p>The next meeting of the Corporation Board will be Thursday 24th May 2018</p> <p>The meeting closed at 7.50pm.</p> <p>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</p> <p>SIGNED _____ DATE _____</p>	