

Redacted minutes excluding confidential items



Corporation Board Meeting 5

PART 1 MINUTES – FOR PUBLIC RECORD

**Board Minutes of meeting held on Thursday, 24th May 2018 at 5.00pm
Dartford 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
Mrs A Komzolik	Vice Principal Business Development & Commercial Services

Agenda Item	Minute	Action By
064	Opening of Meeting and Apologies for Absence	
	<p>The Chair of Corporation opened the meeting at 5.05pm and welcomed all present. It was noted that Ms McInerney was joining the meeting via teleconference.</p> <p>The Vice Principal, Business Development and Commercial Services was welcomed to the meeting to give a presentation on Maritime.</p> <p>Apologies</p> <p>Apologies received from Ms A Birch and Mr Biring.</p>	
065	Maritime Presentation – Minuted as confidential due to commercial sensitivity	
	<p>The Governors thanked the VP for her detailed presentation and felt that it had given them a good understanding that the facilities met the market demand but could do with some investment particularly the fire training ground as per the justifications given.</p>	

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6.10pm	Vice Principal, Business Development & Commercial Services was thanked for her presentation and excused from the meeting.	
066	Formal Opening of Meeting and Introductions	
	<p>The Chair of Corporation formally welcomed Thomas Cardy the newly appointed Staff Governor who gave a brief introduction of his role at NKC and the expertise he brought to the Board.</p> <p>Approved</p> <p><i>Thomas Cardy was formally appointed for a 4 year term of office effective as of 24th May 2018.</i></p>	
067	Declarations of Interest	
	There were no new or amended declarations of interest recorded.	
068	Part 1 & Part 2 Minutes of the last Corporation Board Meeting held 22 March 2018	
	<p>The Corporation Board received the minutes of the 22nd March, 2018 and formally approved the part 1 and part 2 minutes.</p> <p>Approved</p> <p><i>The Chair of Corporation signed the approved minutes of the meeting held 22nd March, 2018.</i></p> <p><i>The Corporation Board received the report on the 'Actions Register'.</i></p>	
069	Principal's Report – May 2018 - Confidential	
	<p>The Principal presented his report for May, 2018 which covered the following key elements:</p> <p>External</p> <ul style="list-style-type: none"> • Adult Skills Devolution • KCCs approach to High Needs Students <p>Internal</p> <ul style="list-style-type: none"> • Review of Comparative Performance 2016/2017 • Commonwealth Games • KPI Update <p>Adult Skills Devolution</p> <p>The Principal referred to the above matter as detailed in his report and explained that Government had agreed that from the beginning of the 2019/20 academic period that responsibility and allocation of the Adult Education Budget in a number of regional areas would be passed to specific mayoral authorised departments as per the devolution deal. The Principal explained that although there was not a deal for Kent that AEB for Kent residents would remain with the ESFA.</p> <p>The Principal spoke about the actions that they had taken including asking Association of Colleges to represent the colleges affected in the M25 area and they have registered the concerns with the Greater London Authority.</p>	

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	<p>Further updates to be brought to the Board in due course.</p> <p>KCC's Approach to High Needs Students</p> <p>The Board received the update as per the Principal's report.</p> <p>Review of Comparative Performance to Neighbouring Colleges for 2016/2017</p> <p>The Board received the comparative performance data for North Kent College and how they compared with neighbouring Colleges. The Board were very pleased with the results which set out the performance of the College compared to other colleges and where the College ranked nationally.</p> <ul style="list-style-type: none"> • Overall Performance for 16 to 18 year olds – North Kent College were the best in Kent and SE London • Vocational Performance for 16 to 18 year olds – now outperforming a regional College and also the best in the Kent and SE London • Functional Skills Performance for 16 to 18 year olds – North Kent College is the best in Kent and had closed last year's gap on the leading College to less than 1% • Level 3 Performance – best in Kent and SE London • Arts – the best in Kent and SE London and ranked 11th nationally • Computing – the best in Kent and SE London ranked 33rd nationally (up from 70th last year) • Engineering and Motor Vehicle – the best in Kent and SE London • Construction – improved from 4th to 2nd in Kent and SE London and now ranked 30th nationally. • Apprenticeships – during the Ofsted inspection in 2014 this had been a problem area for the College but through a significant investment in time and effort this area is now the best in Kent and SE London and ranked 17th nationally. The Board acknowledged that this was a tremendous improvement. <p>The Chair of Corporation on behalf the Corporation Board asked the Principal to convey their thanks and congratulations to all staff on their successes.</p> <p>Received</p> <p><i>The Board received the Principal's report.</i></p>	
070	Quality Improvement Plan - update	
	<p>The Deputy Principal/Curriculum presented the updated QIP as at May 2018 which was the first review. It was noted that the SLT had reduced the number of review periods from four to three as they felt this would allow them to demonstrate the journey travelled.</p> <p>The Board went through the 5 priority areas and the 27 targets across the set priorities and the Deputy Principal/Curriculum explained that there would be a change in the Vice Principal and Assistant Principal in Teaching & Learning and the Assistant Principal for Sporting and Computing.</p> <p>Governors commented on the positive improvement in attendance rates which had increased by 3%.</p> <p>Action – Deputy Principal/Curriculum</p> <p><i>Provide further updates on progress against the Gatsby Benchmarks.</i></p> <p><i>Received – the Corporation Board received the QIP update to May 2018.</i></p>	

Agenda Item	Minute	Action By
071	Finance Report Monthly Management Accounts, Estates & IT	
	<p>The Deputy Principal/Finance & Resources presented the Finance Report covering the following key items:</p> <ol style="list-style-type: none"> 1. Monthly Management Accounts & Summary Report – March 2018 2. Estates & Capital Projects Report 3. Health & Safety Action Plan 4. GDPR 5. Tenders & Contracts 6. Subcontracting & Supply Fees Policy <p>Monthly Management Accounts and Summary Report – March 2018</p> <p>It was noted that the accounts had not changed materially since February and the current revised forecast maintaining the operating surplus of £108k remained unchanged.</p> <p>The Board received as part of the budget process an updated forecast review for 2017/18 which looked at funding streams to April 2018 and would be included with the planning information when the Board considered and approved the Budget for 2018/19 in June 2018.</p> <p>Governors referred to the impact of recruitment and competition on finances and given the way this would impact on the College strategically they felt that this would need close monitoring.</p> <p>The Principal added that predicting the apprenticeship this year had been particularly difficult and it was the first year of the apprenticeship levy and had just that afternoon received a letter stating that as the College had over recruited that they would receive additional funding. The Principal consented that in November 2018 they would definitely take into account the strategic issue raised when reporting on enrolments and student numbers for 2018/19.</p> <p>Accepted</p> <p><i>The Board accepted the Monthly Management Accounts and Summary Report for March 2018.</i></p> <p>Estates Strategy Update</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	

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	<div data-bbox="240 219 1353 322" style="background-color: black; height: 46px; width: 100%;"></div> <div data-bbox="240 333 1353 436" style="background-color: black; height: 46px; width: 100%;"></div> <p data-bbox="240 454 1353 521"><i>The Board received the Estates Strategy update and were advised that the next update would take place on the 28th June 2018.</i></p> <p data-bbox="240 589 1007 622">Health & Safety Action Plan and Health & Safety Policy</p> <p data-bbox="240 638 1353 772">The Deputy Principal/Finance & Resources presented the Health & Safety Action plan for the next two and half years which the subsequent updated version from the last meeting. It was noted that the low rate action had now been brought forward for action by June 2018.</p> <p data-bbox="240 788 323 817">Action</p> <p data-bbox="240 835 783 869"><i>Deputy Principal/Finance & Resources</i></p> <p data-bbox="240 887 1353 954"><i>Review the wording under B5 & B6 and the timescale for implementing this action point.</i></p> <p data-bbox="240 969 751 1003">Health & Safety Policy & Procedures</p> <p data-bbox="240 1019 1353 1086">The Board received the updated Health & Safety Policy with track changes and formally approved the update version.</p> <p data-bbox="240 1104 1353 1171">Action – The Board requested that a Marauding Policy & Procedure should be drafted and brought to the October, 2018 Board meeting.</p> <p data-bbox="240 1187 1318 1220"><i>The Corporation Board received the Finance Report and supporting updates.</i></p> <p data-bbox="240 1288 328 1317">GDPR</p> <p data-bbox="240 1335 1353 1435"><i>The Board received the detailed update on GDPR and commented on the vast information provided and were satisfied that they were working towards compliance as explained in the report.</i></p> <p data-bbox="240 1503 628 1536"><i>College Shuttle Bus Tender</i></p> <p data-bbox="240 1552 1353 1787">The Chair of Audit Committee had attended the Learner Voice meeting and referred to the comments made by students on the quality of drivers and the service and asked whether this was fed back to the bus company. It was added that the safety of students was paramount particularly when reports had been made of drivers using their mobile phones. The Deputy Principal/Finance & Resources assured the Board that they had immediately contacted the bus company who had taken steps to address the points raised.</p> <p data-bbox="240 1803 381 1836"><i>Approved</i></p> <p data-bbox="240 1854 1353 1921"><i>The Corporation Board formally approved the Shuttle Bus Tender as per the circulated documentation.</i></p> <p data-bbox="240 1989 994 2022"><i>Subcontracting Report and Supply Fee Charge Policy</i></p> <p data-bbox="240 2038 381 2072"><i>Approved</i></p>	<p data-bbox="1378 1803 1513 1870">DP/Finance</p> <p data-bbox="1378 2004 1513 2072">DP/Finance</p>

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	<i>The Board formally accepted the Subcontracting Report and approved the Supply Fee Charging Policy</i>	
072	Termly Safeguarding Report	
	<i>Received</i> <i>The Corporation Board formally received the Termly Safeguarding Report.</i>	
073	Committee reports	
	1. Estates Working Group <i>Estates Working Group Minutes of Meeting held 19th April, 2018 were received by the Corporation Board.</i>	
074	Corporation Board & Committee Meeting Schedule 2018/2019	
	Approved – The Corporation Board formally approved the proposed meeting schedule for the 2018/2019 period.	
075	Meeting evaluation	
	<p>The Chair of Corporation took the opportunity to let the Board know that he had undertaken the following actions since the last Corporation Board meeting:</p> <ol style="list-style-type: none"> 1. Undertake the Performance Review of the Principal and Clerk to the Corporation with formal feedback being presented to the Search, Governance & Remuneration Committee on the 21st June 2018 2. Learner Voice – Phil Hatton and Keith Norman thanked for attending the Learner Voice meeting on the 24th May 2018 3. Visit to Dartford Campus – the Board received a verbal update on the Governors Visit to the Dartford Campus which they have found very informative. 	
076	Date and Time of the Next Meeting	
	<p>The next meeting of the Corporation Board will be Thursday 28th June 2018 at 5.30pm – Gravesend Site</p> <p>The meeting closed at 7.47pm.</p> <p>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</p> <p>SIGNED _____ DATE _____</p>	