



Corporation Board Meeting 6

PART 1 MINUTES – FOR PUBLIC RECORD

**Board Minutes of meeting held on Thursday, 28th June 2018 at 5.30pm
Gravesend 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
Mr Phil Hatton	External Governor
Mr A Lewsley	External Governor – Chair of Corporation
Dr R Longman	External Governor – Vice Chair of Corporation
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 M Lynwood	Property Consultant
Mr D Wong	Architect

Agenda Item	Minute	Action By
077	Opening of Meeting and Apologies for Absence	
	The Chair of Corporation opened the meeting at 5.30pm and welcomed all present including Mr Lynwood, Property Consultant and Mr Wong, Architect. Apologies Apologies received from Ms McInerney and Mrs Halpern-Matthews.	
078	Estates Strategy update – Due to Commercial Sensitivity this section was recorded as Confidential Part 2 minutes	

Agenda Item	Minute	Action By
079	Declarations of Interest	
	<p>Abigail Birch declared an interest in respect of the confidential item within the Principals report Item 6.4 in respect of her professional capacity as Headteacher at Ifield school and the strategic discussions for consideration by the Board in respect of Ifield Link 19 and Gateway.</p> <p>In addition, staff and student members would be asked to excuse themselves during the above discussions due to the sensitivity identified in respect of HR.</p> <p>There were no additional declarations of interest other than those already recorded within the declarations of interest register.</p>	
080	Minutes of the last Corporation Board Meeting held 24th May 2018	
	<p>The Corporation Board received the minutes of the 24th May 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 24th May 2018.</i></p> <p><i>The Corporation Board received the report on the 'Actions Register'.</i></p>	
081	Principal's Report – June 2018	
	<p>The Principal presented his report for June, 2018 which covered the following key elements</p> <p>Confidential: Minuted as Part 3</p> <ul style="list-style-type: none"> • Ifield Link 19 and Gateway <p>External</p> <ul style="list-style-type: none"> • KCC's approach to High Needs Students • Adult Skills Devolution in London <p>Internal</p> <ul style="list-style-type: none"> • 6 Monthly Review of Strategic Plan • Changes to SLT responsibilities for 2018/19 • KPI Update <p>Kent County Councils approach to High Needs Students</p> <p>The Principal referred to his report and explained that KCC continued to explore ways in which to reduce cost to themselves and Colleges in respect of the High Needs Students for 2018/19 and that they had now appointed two consultants to carry out an extensive exercise to identify potential cost savings by reviewing their current processes.</p> <p>The Board noted the current position and would receive further updates in October 2018.</p> <ul style="list-style-type: none"> • 18.32 Ms Franks joined the meeting. <p>Confidential Item</p> <p>Ifield Link 19 and Gateway</p>	

Agenda Item	Minute	Action By
	<ul style="list-style-type: none"> • 18.40 - Ms Birch, Ms Franks, Mr Cardy and Ms Winder were excused from this section of the meeting due the potential conflicts of interest related to the item for discussion. Staff and Student members were excused on the basis that discussions around HR were being considered and Ms Birch in respect of her professional position with Ifield School. <p><i>Received</i></p> <p><i>The Board received the Principal's report.</i></p>	
082	Teaching, Learning & Observations - update	
	<p>The Deputy Principal/Curriculum presented the update on Teaching, Learning & Observations and provided an overview on the observation process and progress that had been made.</p> <p>Lesson Observations</p> <p>It was noted that 161 staff out of 162 were graded at 1 or 2 and one member of staff was currently a grade 3.</p> <p>The Deputy Principal/Curriculum explained that the next year the College would be approaching teaching and learning as a year to be innovative and experimental by using different approach to move more staff to grade 1 and ensure that there were fewer staff who floated between a grade 2 and 3. Responsibility for teaching, learning and observations would be devolved from curriculum departments and it was explained that every department had a different staffing profile and as such their needs required different approaches. A rational in approach would be produced to ensure continued improvement, which would be monitored throughout the year but not in the format as previously reported to the Board.</p> <p>It was noted that a new software package to record strengths, areas for improvement, grades, coaching records and training had been acquired by the Teaching & Learning Team.</p> <p>The report included the information on Gatsby benchmarking data as requested by the Board detailed on page 7.</p> <p>Governors asked if the lesson observation approach would lead to inconsistencies and it was explained that there were robust procedures in place to ensure that there was consistency.</p> <p>The Deputy Principal/Curriculum explained that this was a great opportunity to experiment and find a way in which to move forward to outstanding.</p> <p>CPD</p> <p>Governors stated that they found the information useful and referred to Appendix 2 and asked if an additional table could be included to show how many CPD's particular members of staff had attended and how many had not completed a CPD.</p> <p><i>Action – Deputy Principal Curriculum</i></p> <p><i>Insert additional table to illustrate number of CPD's particular members of staff had undertaken and how many had not been completed.</i></p> <p>Moodle usage</p>	

Agenda Item	Minute	Action By
	<p>Action</p> <p>Deputy Principal/Curriculum to provide a table on Moodle usage by Curriculum area.</p> <p><i>Accepted</i></p> <p><i>The Board received the Teaching, Learning & Observations update for June 2018.</i></p>	
083	Budget and 2 Year Financial Plan 2018/2019	
	<p>The Deputy Principal/Finance & Resources presented the proposed Budget and 2-year financial plan for the 2018/19 financial period.</p> <p>It was noted that that budget for 2017/18 to 2019/20 had been set on prudent assumptions and known guidance for income and expenditure. Apprenticeship reforms were still only partially implemented and data flows on contract positions were not accurately reported to the sector at this point in time which made forward planning a challenge.</p> <p>The Deputy Principal/Finance & Resources went through the key headlines in the document as follows:</p> <ul style="list-style-type: none"> • Funding Changes • Pay Changes • Planning Assumptions • Income & Expenditure Account • Pay key Changes • Non-Pay Key Changes • Depreciation and Interest Payable • Loans • Cash Flow • Covenants • Financial Health Analysis – ESFA Financial health grading ‘Good’ • Balance Sheet • Sensitivity Analysis <p>Governors questioned the £200k provision in the budget and it was explained that this provision related to historical exceptional items, which was accepted.</p> <p>Governors went onto ask if there was a target on pay percentage and it was clarified that the College had an unwritten rule on pay to income ratio of 64% of which the Deputy Principal/Finance provided further details of how this would historically have been slightly lower due to franchises.</p> <p>Overall Income of £24,426m was expected for the 2018/19 period a reduction of £583,000 over the 2017/18 forecast but this included additional project funding for Work Placements of £277k with a net reduction of £860k. The forecasted operating surplus for the 2018/19 was planned to be £120k.</p> <p><i>Approved</i></p>	

Agenda Item	Minute	Action By
	<i>The Board formally approved the proposed Budget and 2-year financial forecast for the 2018/19 period.</i>	
084	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 – April 2018 2. Estates Strategy update – covered at the start of the meeting 3. Tenders & Contracts 4. Financial Regulations Annual Review 5. Fees Policy 2018/2019 6. Refund & Compensation Policy 7. Data Protection Policy <p>Monthly Management Accounts and Summary Report – April 2018</p> <p>It was noted that the College financial outturn position had been updated as part of the third quarter review and ahead of the planning for 2018/19 and took account of recent funding updates.</p> <p>The College now expected an overall surplus of £120k, which was £12k above budget. Income had increased by £47k to £25,009m. Pay was up £272k from the mid-year forecast but £124k below budget including a 1% bonus should the Board approve this.</p> <p>A formal recommendation regarding a possible 1% bonus would be put to the Board for consideration in December 2019.</p> <p>Accepted</p> <p><i>The Board accepted the Monthly Management Accounts and Summary Report for April 2018.</i></p> <p>Estates Strategy Update – covered earlier in the meeting.</p> <p>Tenders and Contracts</p> <p>The Board having received the report on the proposed recommendations formally approved the following:</p> <p>PC Capital Purchase</p> <p>The Board formally approved the purchase of 290 PC's from [REDACTED] to the value of £128,521.20 including VAT.</p> <p>Energy Tender</p> <p><i>The Board formally agreed to delegate to the Deputy Principal/Finance & Resources authority to negotiate and agree new electricity energy contracts for 2018/19 for 12 months due to the uncertainty of new build on Dartford supplies and current pricing.</i></p> <p>Financial Regulations Annual Review</p> <p>Approved</p> <p><i>The Board formally approved the reviewed Financial Regulations as recommended.</i></p>	

Agenda Item	Minute	Action By
	<p>Fees Policy 2018/19 Approved <i>The Board formally approved the proposed Fees Policy for 2018/19</i></p> <p>Refund & Compensation Policy Approved <i>The Board formally approved the Refund & Compensation Policy</i></p> <p>Data Protection Policy Approved <i>The Board formally approved the Data Protection Policy</i></p>	
085	HR Report	
	<p>The Deputy Principal/Finance & Resources presented the HR Report and policies for approval. The Board were informed that a comprehensive review of policies was being undertaken on a phased and priority basis.</p> <p>HR Report <i>The Board received the HR Report.</i></p> <p>Policies The following policies were formally approved by the Board. Staff Disciplinary Policy & Procedure Grievance Policy & Procedure Performance Management Policy & Probation Policy Family Friendlies Policy</p>	
086	Higher Education Freedom of Speech Policy	
	<p>The Deputy Principal/Curriculum presented the HE – Freedom of Speech Policy and explained the reason for the policy which was an OfS requirement and that the College needed to ensure that all stakeholders, including visiting speakers, suppliers and contractors when in the College or the Colleges own stakeholders when representing the College outside the college, were able to freely express themselves but within the law at all times. The College also had to, ensure that a culture of free, open and robust discussion could be achieved only if all concerned avoid needlessly offensive or provocative action(s) and language.</p> <p>Approved <i>The Board formally approved the Freedom of Speech Policy.</i></p>	
087	AUDIT COMMITTEE REPORT	
	Audit Committee Minutes of the meeting held 21st June 2018	

Agenda Item	Minute	Action By
	<p>Keith Norman Chair of the Audit Committee presented the minutes of the meeting held on the 21st June 2018 and proceeded to request formal approval for the following documentation:</p> <p>Formally approved by the Board as recommended by the Audit Committee.</p> <ul style="list-style-type: none"> • Internal Audit Strategic Plan for 2018/19 • FSA Planning Letter & Engagement Letter for 2017/18 Financial Period 	
088	SEARCH, GOVERNANCE & REMUNERATION REPORT	
	Search, Governance & Remuneration Committee Minutes Pt 1 & 2 of meeting held 21st June 2018	
	<p>Jon Gurney Chair of the Search, Governance & Remuneration Committee presented the minutes of the meeting held and covered the following key business items covered:</p> <p>Board Membership</p> <p>Noted that there were currently 2 external board member vacancies on the Board. Members of the Board were invited to notify the Clerk to the Corporation if they had any recommendations for suitably skilled candidates who would then in turn be contacted by the Clerk to arrange a formal interview to establish whether their skills and attributes would be beneficial to the Board.</p> <p>Re-appointment – the Board formally approved the reappointment of Ms McInerney for a second four-year term of office as recommended and reviewed by the Search, Governance & Remuneration Committee.</p> <p>Committee Membership</p> <p>Audit Committee</p> <p>The Board were advised that the new JACOP requirements set out that no Staff Governors should be a member of the Audit Committee. Nikki Franks had therefore been taken off the Audit Committee in order to meet these requirements. It was now however imperative that at least two additional members were sought for the committee and consideration was given to go out to recruitment for a co-opted member with suitable skills.</p> <ul style="list-style-type: none"> • 20.03 – Principal, Deputy Principal/Curriculum, Deputy Principal Finance & Resources, Clerk to the Corporation and staff and student members were excused from the meeting. <p>Confidential</p> <p>SPH Performance Objectives Review 17/18 and Objectives approval 2018/19</p> <p>The Board considered the report presented to them by the Chair of Corporation on the performance outcomes for the 2017/18 period for the following senior postholders:</p> <p>Principal</p> <p>Deputy Principal/Curriculum</p> <p>Deputy Principal/Finance & Resources</p> <p>Clerk to the Corporation</p> <p>Formally approved as recommended by the Search, Governance & Remuneration Committee.</p>	

Agenda Item	Minute	Action By
089	Meeting evaluation	
	Comments to be submitted to the Clerk to the Corporation.	
090	Date and Time of the Next Meeting	
	<p>The next meeting of the Corporation Board will be Thursday 11th October 2018 – Dartford Site – X Block Boardroom</p> <p>The meeting closed at 20.15hrs</p> <p>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</p> <p>SIGNED _____ DATE _____</p>	