



Corporation Board Meeting 1

PART 1 MINUTES – FOR PUBLIC RECORD

**Board Minutes of meeting held on Thursday, 12th October, 2017 at 4.45pm
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 P Jones	External Governor
Mrs D Halpern-Matthews	External Governor
Mr P Hatton	External Governor
Dr R Longman	External Governor
Ms N McInerney	External Governor
Mr K Norman	External Governor
Mr A Lewsley	External Governor – Chair of Corporation

In Attendance

Mr M Andrews	Vice Principal - Gravesend
Mr L Jenkins	Deputy Principal/Finance & Resources
Ms R Hughes	Deputy Principal/Curriculum
Mrs Y Hughes	Clerk to the Corporation

Agenda Item	Minute	Action By
001	Opening of Meeting and Apologies for Absence	
	<p>The Chair of Corporation opened the meeting at 4.45pm and welcomed all present. Ms Birch, Mr Biring and Mrs Halpern-Matthews were welcomed to their first Corporation Board Meeting.</p> <p>Corporation Board Membership - Appointments</p> <p>The Corporation Board formally approved the appointment of the following new members as recommended by the Search, Governance & Remuneration Committee.</p>	

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	<p>Mrs Dalia Halpern-Matthews appointed for a four-year term of office effective as of 12th October, 2017.</p> <p>Ms Abigail Birch appointed for a four-year term of office effective as of the 12th October, 2017.</p>	
002	Curriculum Presentation led by Mark Andrews – Vice Principal- Gravesend	
	<p>The Chair of Corporation explained that as previously agreed by the Board, that they would now be having curriculum presentations at the start of each Corporation Board meeting to enable the Board to get a better understanding of the different curriculum areas within the College. The briefings would then be followed up with a visit into the curriculum areas.</p> <p>Mark Andrews the Vice Principal/Gravesend delivered a detailed presentation on his curriculum area which covered the following departments at both the Gravesend and Dartford sites.</p> <p>Dartford – Business</p> <ul style="list-style-type: none"> • Legal and Office Support • Business • Finance (Accountancy) <p>Gravesend – Construction, Engineering and Hospitality</p> <ul style="list-style-type: none"> • Construction Trades – Brickwork, Carpentry, Painting and Decorating • Plumbing, Refrigeration and Air Conditioning and Electrical Installation • Motor Vehicle • Engineering • Hospitality (Catering) <p>Dartford Business has three business areas which covered Legal and Office Support which now had a new Curriculum Manager. Mark Andrews explained that this was an area which had grown and specialised in legal secretarial and had a strong work experience programme in place. He added that the area had grown from 76 learners in 2014/2015 to 116 in the current year.</p> <p>Finance predominantly taught AAT in accountancy. It was explained that Finance had its challenges at L2 and L3. The issues in L3 were proving to be testing as the AAT pass requirements were extremely high. Mark Andrews explained that something different needed to be done in the timing and preparation in AAT Level 3. The focus was to engage L3 full time learners to drive up the outcomes and improve work experience to enhance the outcome for learners. The outcomes for apprenticeships were excellent.</p> <p>Gravesend – Construction</p> <p>Mark Andrews explained that the entry level programmes and intake at Gravesend.</p>	

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	<p>Carpentry</p> <p>The carpentry department do very well at Level 2 full time and it was expected that the transition from level 2 into apprenticeships would be good.</p> <p>This area had been graded a Strong Grade 2.</p> <p>Plumbing and Refrigeration and Air Conditioning</p> <p>The Board were advised that this was one of the College's specialist provision areas at Gravesend. It was explained that there was an increased focus on Building Services Engineering.</p> <p>Electrical Installation</p> <p>The provision had been shrunk and then rebuilt due to a growth in learners. The outcomes had declined and Mark Andrews explained that the intake had been weak. He provided details of the strategies in recruitment for this year and the issues around staffing.</p> <p>Engineering</p> <p>This was a solid but very traditional area of provision but it was felt that this needed to be rejuvenated in order to become outstanding.</p> <p>Motor Vehicle and Hospitality was doing very well and both had been graded 1.</p> <p>The Chair of Corporation asked about the Level 3 Business and asked what the strategy was for improving the outcomes in this area. Mark Andrews explained that they were refocusing on progression and indeed rerouting the provision.</p> <p>Governors also questioned Mark Andrews about the strategies they were implementing to address the issues around recruitment in both staff and students in the electrical installation area. It was explained that they were trying various methods i.e. reviewing recruitment of staff and also trying to ensure that the salaries being offered were competitive.</p> <p>The Board went onto challenge the interview process of students to ensure that they were guided to the correct courses to make sure that they were able to complete the course based on ability. The question being was the process robust enough.</p> <p>Mark Andrews agreed that although a lot of work was being done and this did need improvement he however, alluded to the fact that particularly in construction a high proportion of Level 1 students had varying personal contributing issues which had a negative impact on the students chances of succeeding.</p> <p>Mr Hatton commented on the concerns around work experience and it was agreed that although there had been improvements they were working hard to ensure that learners experiences were improved.</p>	

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	<p>The opportunities with business and local community needed to be enhanced and governors agreed that they would encourage and promote local businesses to take on learners for work placements in the Kent area.</p> <p>The Corporation Board thanked Mark Andrews for his detailed and informative presentation.</p> <p>17.45 – Mr Andrews excused from the meeting.</p>	
003	Declarations of Interest	
	<p>Corporation Board members declarations of interest –</p> <p>Mr Jon Gurney declared an interest stating that he had been in early communications with the Deputy Principal/Finance and Resources in his professional capacity at Handelsbanken to review the Colleges long term mortgage arrangements.</p> <p>Ms Abigail Birch's position as the Head of Ifield School was noted particularly in relation to the ongoing work on the Ifield School Collaboration.</p> <p>Mrs Pamela Jones declared an interest in the Principals report in respect of the consultancy work currently being undertaken with KCC Review of HNS provision in Kent.</p> <p>The Principal & CEO and the Clerk to the Corporation declared a personal interest in agenda item 1.14.</p> <p>There were no other new or amended declarations of interest recorded.</p>	
004	Part 1 & Part 2 Minutes of the last Corporation Board Meeting held 6th July 2017	
	<p>The Corporation Board minutes of the meeting held on the 6th July, 2017 were duly agreed as a true and accurate record and signed off by the Chair of Corporation.</p> <p><i>The Corporation Board received the report on the 'Actions Register'</i></p>	
005	Principal's Report – October 2017	
	<p>The Principal presented his report for October, 2017 which was in two parts as follows:</p> <p>Part 1 – External</p> <ul style="list-style-type: none"> • Changes in Kent • Governments Direction re FE • Apprenticeships • AoSEC <p>Part 2 – Internal – confidential</p> <ul style="list-style-type: none"> • Success Rates for 2016/2017 	

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	<ul style="list-style-type: none"> • Enrolment Overview for 2017/2018 • Institutes of Technology • Staff bonus arrangements for December 2017 • KPI update <p>The Principal provided further updates on the following key points within the report.</p> <p>Government Directions – Further Education with particular reference to the policy front and the change of FE and Skills Minister from Robert Halfon to Anne Milton.</p> <p>English & Maths – the Board noted the emerging suggestions that whilst the requirement for English and Maths education will remain under the Skills Plan, from 2020 the concept of GCSE retakes and Functional Skills alternatives would disappear.</p> <p>Apprenticeships – a detailed update on the current apprenticeships levy position was provided. It was noted that the new tendering was also far more onerous and more difficult to be successful in. The tender would be for new starts from 1st January 2018 to March 2019.</p> <p>Part 2 – Confidential</p> <p>Success Rates for 2016/2017</p> <p>The Corporation Board received the success rates for the 2016/2017 academic period and noted that outcomes for learners was continually improving. The outcomes for learners in 2015/16 had been the College's best ever result and so far they had managed to beat that by about 1.5% potentially going up to 2%.</p> <p>The Board were very pleased with the outcomes and went through the data provided in detail.</p> <p>Enrolment Overview for 2017/2018</p> <p>The Corporation Board received the update on enrolments as detailed in the report.</p> <p>Institute of Technology</p> <p>The Principal explained that the government had published their guidance on how consortia could apply to become Institutes of Technology and stated that the College had looked at the pros and cons of pursuing this but had come to the conclusion that it would not be beneficial to the College to do so at this point in time.</p> <p>Staff Bonus Arrangements for December 2017m - Confidential</p> <p>Approved</p> <p><i>The Corporation Board therefore formally approved a 2.5% staff bonus payment in recognition of the continued improvement in learner outcomes and the hard work of all staff within the College.</i></p> <p>Key Performance Indicators</p> <p>The Chair of Corporation referred to the KPI's and in particular the governor attendance for the 2016/2017 period. It was agreed that the target for the 2017/18 period remain at 91%.</p>	
006	Quality Improvement Plan	

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	<p>The Deputy Principal/Curriculum presented the updated QIP as at October 2017 and provided an update on progress.</p> <p>Received</p> <p><i>The Board received the Quality Improvement Plan update for October 2017.</i></p>	
007	Teaching and Learning Report	
	<p>The Deputy Principal/Curriculum presented the Teaching and Learning Report and reported that the College had over the past week had an HMI Inspector, Alex Falconer in the College to review teaching and learning and lesson observations and that a full unedited report would be presented at the next meeting.</p> <p>The Deputy Principal/Curriculum stated that the report was extremely useful as it had reinforced the College's grading on teaching observations.</p> <p>Received</p> <p><i>The Corporation Board received the updated Teaching and Learning Report as at October 2017</i></p>	DP Curriculum
008	Estates Strategy - update - Confidential	
	<p>The Deputy Principal/Finance & Resources advised the board that since the distribution of the agenda pack that matters had progressed and added that he was now preparing a report to submit to KCC.</p> <p>Received</p> <p><i>The Corporation Board received the update and would be provided with further updates at the next meeting.</i></p>	
009	Finance Report – October 2017	
	<p>Received</p> <p><i>The Corporation Board received the finance report for October 2017 noting that surplus achieved as details in the report.</i></p>	
010	HE (Higher Education) Report	
	<p>The Deputy Principal/Curriculum presented the annual HE Report and explained HEFCE had introduced a revised quality assurance model – Annual Provider Review (APR) which now replaced the QAA Higher Education Review.</p> <p>This meant that the College now had greater responsibility for its HE provision and student enrolments.</p> <p>Governors referred to the changes in HE provision particularly in relation to HNC and HND provision and it was explained that they had discussed these areas of provision with neighbouring colleges and as there had been a decline of 14 learners</p>	

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	<p>in recruitment between September 2016 and September 2017. The College did however continue to offer a wide range of HNC/HND programmes with a specific target of Level 3 learners who chose to internally progress into higher education. The HNC/HND model permitted greater flexibility in curriculum planning as the College were then able to react quickly to changes in demand if it was no longer financially viable to deliver the programmes due to poor low student progression.</p> <p>Approved</p> <p><i>The Corporation Board formally approved the Annual HE Report.</i></p>	
011	Student Union Constitution	
	<p>The Corporation Board received the revised SU Constitution and agreed to approve the said document subject to some amendments being made particularly in respect of complaints against a member of the SU as this needed clarification.</p> <p>The Board also discussed at length the role of student governors and their poor attendance at Corporation Board meetings and how they could be encouraged and supported. The Corporation Board requested that the Students Union provide at least an annual report to the Corporation Board. The report to include an update on the work undertaken by the SU during the academic period.</p> <p>The Board emphasised the importance of student feedback and the participation of student governors.</p> <p>Approved</p> <p><i>The Corporation Board formally approved the proposed SU Constitution subject to the requested amendments being made.</i></p>	
012	Annual Safeguarding Report 2016/2017	
	<p>The Corporation Board received the annual Safeguarding Report and the Deputy Principal/Curriculum went through the key points.</p> <p>Governors stated that they still wished to know what the differences were between the two campuses and how the identified issues differed. The Board noted that cases of mental health concerns had increased. Governors reviewed the areas of concern and questioned why self-harming and suicidal thoughts did not come under mental health issues. It was explained that this differentiated within the report.</p> <p>Action</p> <p><i>Governors asked that where cases had declined in the past year what actions had been taken by the College to achieve this and where cases had increased what the cause was.</i></p> <p>Corporation Board Self Review Tool – the Board were pleased with the self-review document as it provided a RAG rated summary of the actions undertaken during the year. It was proposed that Mr Hatton and Mrs Jones complete the self-review tool on behalf of the Board.</p>	DP/Curriculum

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	<p>Agreed <i>Safeguarding Governors – the Corporation Board agreed that with the imminent retirement of Mrs Jones that Mr Hatton and Miss Birch be appointed and that work alongside Mrs Jones up until her retirement in 2018.</i></p> <p>Approved <i>The Corporation Board formally approved the Safeguarding Policy for 2017/2018.</i></p>	
013	HR and Health & Safety Reporting Procedures	
	<p><i>The Corporation Board accepted the proposed amendments to the reporting procedures for HR and Health & Safety as per the paper presented by the DP/Finance & Resources.</i></p>	
014	Corporation Matters	
	<p>Search, Governance & Remuneration Committee – the Board received the minutes of the Search, Governance & Remuneration Committee meeting held 28th September, 2017.</p> <p>Committee Membership</p> <p>Agreed that Mr Jon Gurney be appointed as Chair of the Search, Governance and Remuneration Committee with immediate effect.</p> <p>Governor Training & Development</p> <p>AoSEC Governor Induction – Miss D Halpern-Matthews and Ms N Franks to be booked onto the Governor Induction session on the 1st November, 2017</p>	Clerk
7.35pm	Principal, Deputy Principal/Curriculum and Deputy Principal Finance & Resources and Staff governors excused from the meeting	
015	Senior Post Holders Performance and Objectives	
	<p>Approved <i>The Chair of Corporation presented the proposal in respect of remuneration packages following discussions on the recommendation made by the Search, Governance & Remuneration Committee the Board formally approved the recommendation.</i></p> <p>The Corporation Board also noted the position in respect of the Clerk to the Corporation.</p>	
016	Meeting evaluation	
	<p>Board members were reminded of the open days being held at both Dartford and Gravesend Campus and encouraged governors to attend.</p>	

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017	Date and Time of the Next Meeting	
	<p>The next meeting of the Corporate Board will be Thursday 7th December 2017</p> <p>The meeting closed at 7.56pm.</p> <p>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</p> <p>SIGNED _____ DATE _____</p>	