



**Corporation Board Meeting 1**

**PART 1 MINUTES – FOR PUBLIC RECORD**

**Board Minutes of meeting held on Thursday, 11<sup>th</sup> October 2018 at 5.30pm  
Dartford Campus**

**Present**

Ms A Birch	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

**In Attendance**

Mr L Jenkins	Deputy Principal/Finance & Resources
Ms R Hughes	Deputy Principal/Curriculum
Mrs Y Hughes	Clerk to the Corporation

Minute no	Agenda Item	Action By
<b>091</b>	<b>Opening of Meeting and Apologies for Absence</b>	
	<p>The Chair of Corporation opened the meeting at 5.33pm and welcomed all present.</p> <p><b>Apologies</b></p> <p>Apologies received from Mrs Halpern-Matthews. Noted that Mr Biring was not present.</p> <p>The Chair of Corporation at this point advised the Board that Ms Niamh McNerney had regretfully tendered her resignation from the Board due to time constraints. The Board formally acknowledged the valued contribution that Ms McNerney had given to the Board during her four-year term of office.</p>	
<b>092</b>	<b>Declarations of Interest</b>	

Minute no	Agenda Item	Action By
	<p>The Principal, Deputy Principal/Curriculum, Deputy Principal/Finance &amp; Resources, Clerk to the Corporation and staff members of the Board declared an interest in respect of the Pay Award item within the Principal's report.</p> <p>There were no additional declarations of interest other than those already recorded within the declarations of interest register.</p>	
093	<b>Minutes of the last Corporation Board Meeting held 28<sup>th</sup> June 2018</b>	
	<p>The Corporation Board received the minutes of the 28<sup>th</sup> June 2018 and formally approved the part 1, part 2 &amp; 3 of the minutes.</p> <p><b><i>Approved</i></b></p> <p><b><i>The Chair of Corporation signed the approved minutes of the meeting held 28<sup>th</sup> June 2018.</i></b></p>	
094	<b>Actions Register to October 2018</b>	
	<p><b>June 2018 Meeting – Marauder Policy</b></p> <p>The Deputy Principal/Finance &amp; Resources thanked Mr Hatton for the sample policy he had sent through and went onto advise the Board that the College were busy exploring various options and stated that there were systems available but that they came at substantial cost which were in the region of £100k. They were however looking at a free system that was available from the USA and were awaiting further specifications from the company with the view to installing a system by Christmas.</p> <p><b><i>Received</i></b></p> <p><b><i>The Board received the update on the actions register as at October 2018.</i></b></p>	
095	<b>Principal's Report – October 2018</b>	

Minute no	Agenda Item	Action By
	<p>The Principal presented his report for October, 2018 which covered the following key elements:</p> <p>Part 1 – External update (non-confidential)</p> <ul style="list-style-type: none"> <li>• Government’s Direction in respect of Further Education</li> <li>• Apprenticeships</li> <li>• Adult Skills Devolution in London</li> </ul> <p>Part 2 – Internal update (confidential)</p> <ul style="list-style-type: none"> <li>• Success Rates for 2017/18</li> <li>• Enrolment overview for 2018/19</li> <li>• High Needs Students Update</li> <li>• SusCon</li> <li>• Staff Bonus Arrangements 2018</li> <li>• KPI Update</li> </ul> <p>Funding</p> <p>Governors asked the Principal if they could assist in anyway and whether this could be through lobbying MP’s and/or the Department for Education to emphasis the serious implications for the sector if there was to be no increase in funding until 2021. The Board were advised that the AoC were undertaking the negotiations on behalf of colleges and had also planned a ‘Week of Action’ in mid-October to try to get more publicity around the case for Colleges.</p> <p><b>Internal update</b></p> <p><b>Success Rates for 2017/18</b></p> <p>The Principal presented the Success Rates for 2017/18 academic period and stated that it was a great success story for the College and that the outcomes have continued to improve.</p> <p>The Principal stated that even though the Success Rates for the 2016/17 academic period had been the College’s best ever result, they had managed to improve further during 2017/18 and by more than 2.5%, which was a phenomenal achievement of which all of the staff should feel rightly proud of their efforts.</p> <p>The College had seen an improvement across every level during 2017/18, as evidenced in the data tables within the report.</p> <p>Governors went through the outcomes for Functional Skills, GCSE Results and Apprenticeships and noted the comments and the analysis of performance by vocational area. Noted that the College were continually looking at working to improve the outcomes for Maths and English.</p> <p><b>Enrolment</b></p> <p>The Principal reported that 16-18 funding allocation from the ESFA was based on enrolling (and retaining post the 42-day cut off point) 2,665 students. The funding was set for 2018/19 and would not change. However, the number of students the</p>	

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	<p>College recruit and retain in 2018/19 would directly impact upon the funding for 2019/20 (under 'lagged funding').</p> <p>At the end of the main enrolment period the College stood at 2,820 (2017/18 was 2,861).</p> <p><b>High Needs Students Kent</b></p> <p>The Board received the Principal's update on High Needs Students.</p> <p><b>SusCon – Confidential</b></p> <p><b>Part 2 - Strictly Confidential – Staff Bonus Payment 2017/18</b></p> <p><b>Key Performance Indicators</b></p> <p>The Principal presented the final key performance indicators for the 2017/18 period and the proposed Key Performance Indicators for the 2018/19 period.</p> <p>It was noted within the 2018/19 KPI's that staff sickness was good and below the expected level within the public sector.</p> <p><b><i>Action - Governors requested that the ESFA financial ratios should be retained within the KPI's for the 2018/19 period.</i></b></p> <ul style="list-style-type: none"> <li>• Room Utilisation</li> </ul> <p>The Principal explained why the room utilisation KPI's no longer featured in the report as it was a one off test normally undertaken in the autumn and would also be covered in the Estates Strategy updates that were presented to the Board on a termly basis.</p> <p>The Principal added that the room utilisation at Gravesend appeared to have lower usage, which was largely down to the specialist spaces at the site.</p> <ul style="list-style-type: none"> <li>• Attendance</li> </ul> <p>It was noted that there had been improvements but Governors stated that they were slightly concerned at the KPI's for functional skills which had been set at 86% and vocational at 89% and suggested that these targets should probably be increased to 90%. A staff governor expressed her views and stated that it was good to be ambitious but that they also needed to be realistic in setting targets which may be difficult to achieve. The Deputy Principal/Curriculum explained why they were reluctant to set the targets higher as they had some very challenging vocational students with complex needs. The Governors discussed the matter at length and agreed that the target be increased to 90% overall.</p> <p><b><i>Action - KPI target for functional skills and vocational attendance to be increased to 90% and kept under close review.</i></b></p> <p><b><i>Received</i></b></p> <p><b><i>The Board received the Principal's report.</i></b></p>	Principal

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096	<b>Progress against QIP</b>	
	<p>The Deputy Principal/Curriculum presented the Progress against Quality Improvement Plan for 2018.</p> <p>Governors questioned whether staff found the QIP useful. The Deputy Principal/Curriculum explained that it was extremely beneficial and that it provided a clear focus for staff, gave them the opportunity to reflect on their areas, and referred to the Gatsby Benchmarking data. Governors were pleased that it was useful operationally and felt that the format in which the report was written clearly set out what the impact had been in achieving set targets.</p> <p><b><i>Received</i></b></p> <p><b><i>The Board accepted the update on Progress Against the QIP</i></b></p>	
096	<b>Estates Strategy Update – Confidential Part 2 – Commercially Sensitive</b>	
	<p><b>Estates Working Group Minutes of the meeting held 20<sup>th</sup> September 2018</b></p> <p>The Chair of Corporation presented the Estates Working Group Minutes of the meeting held on the 20<sup>th</sup> September 2018 and gave a summary of the progress made in respect of the Bellway Planning Application as detailed in the minutes.</p> <p><b><i>Approved</i></b></p> <p><b><i>The Board considered the recommendation as reviewed by the Estates Working Group and formally agreed to proceed to Stage 4.</i></b></p>	
097	<b>Finance Report</b>	
	<p><b>Monthly Management Accounts, Estates &amp; IT</b></p> <p>The Deputy Principal/Finance &amp; Resources presented the Finance Report covering the following key items:</p> <ol style="list-style-type: none"> <li>1. Monthly Management Accounts &amp; Summary Report</li> <li>2. Tenders &amp; Contracts</li> <li>3. Treasury Policy &amp; Procedures</li> </ol> <p><b>Monthly Management Accounts and Summary Report – 2017/2018</b></p> <p>The College was expecting (subject to external audit) to report an operating surplus in line with the April re forecast, presented to Governors in June, at £121,000 (before year-end pension charges) which is £1,000 more than planned.</p> <p><b><i>Accepted</i></b></p> <p><b><i>The Board accepted the Monthly Management Accounts and Summary Report for the 2017/18.</i></b></p> <p><b>Tenders and Contracts</b></p> <p>The Board having received the report on the proposed recommendations formally approved the following:</p> <p><b>Software Licences for Finance &amp; Student Records</b></p>	

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	<p>The Board were advised that since 2003, the College had used two Civica products for financial accounts and student records. These packages were “Resource” for finance and “REMS” for student records.</p> <p>Governors asked if the Deputy Principal/Finance &amp; Resources was confident that the software was fit for purpose and indeed future proof which was confirmed as that it was and that it was a fully integrated system.</p> <p><b>Approved</b></p> <p><b><i>The Board formally approved the Software Licences Contract for Finance &amp; Student records as set out in the report.</i></b></p> <p><b>Treasury Policy &amp; Procedures</b></p> <p><b>Approved</b></p> <p><b><i>The Board formally approved the proposed Treasury Policy &amp; Procedures as recommended.</i></b></p>	
098	<b>HE Report</b>	
	<p>The Deputy Principal/Curriculum presented the Annual HE Report which was to provide the Board with a detailed update on the UK higher education sector; higher education provision at North Kent College; and to inform the Board on the current quality assurance practices in place at North Kent College and how these are used to measure and monitor performance.</p> <p><b>Approved</b></p> <p><b><i>The Board formally approved the Annual HE Report for 2017/18.</i></b></p>	
099	<b>Corporation Matters update</b>	
	<p>The Clerk to the Corporation presented the Corporation matters update which provided the Board with an update on governance matters including:</p> <ol style="list-style-type: none"> <li>1. Lloyds Bank Customer Information Request</li> <li>2. Board Membership – update</li> <li>3. Corporation Board Attendance 2017/18 and Attendance Target for 2018/19</li> </ol> <p><b>Lloyds Bank Customer Information Request</b></p> <p>The Clerk to the Corporation explained to the Board that Lloyds Bank Plc had requested that specific members of the Board provide them with personal information in order for them to comply with KYC (Know Your Customer) regulations as detailed in the report.</p> <p><b>Approved</b></p> <p><b>It was agreed by the Board that the members who had been asked to submit the requested information would do so as per the recommendation.</b></p> <p><b>Board Membership update</b></p> <p>The Board received the update on Corporation Board membership as at October 2018.</p> <p>Audit Committee membership – it was agreed with the resignation of Ms McInerney that Phil Hatton would become a member on the Audit Committee with effect from</p>	

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	<p>11<sup>th</sup> October 2018. The Search &amp; Governance Committee would continue to seek additional candidates with the relevant skills and expertise.</p> <p><b>Corporation Board and Committee Attendance Data 2017/18 and Targets for 2018/19</b></p> <p><b>Approved</b></p> <p><i>The Board formally approved to set their overall attendance target for the 2018/19 period at 92%.</i></p> <p><b>Governance Self-Assessment</b></p> <p>The Chair of Corporation advised the Board that a Governance Self-Assessment exercise had been drafted and that an electronic survey would be circulated to all members in due course for completion.</p> <p><b>Received</b></p> <p><i>The Board received the update on Corporation matters.</i></p>	
100	<b>Teaching &amp; Learning Report</b>	
	<p>The Deputy Principal/Curriculum presented the Teaching and Learning report and stated that the biggest change for the 2018/19 academic period was the approach that the College would be using to formally monitor staff in terms of observations for this academic year.</p> <p>It was explained that throughout the year there would be a variety of teaching and learning initiatives and monitoring exercises to ensure that the quality of teaching and learning was at least good, but more is moving to outstanding.</p> <p>It was noted that new staff would follow the standard observation process which rigorous to ensure that the new members of staff were meeting the required standards. The Governors felt that the concept was interesting but were concerned about consistency but would await further updates on progress.</p> <p><b>Received</b></p> <p><i>The Board received the Teaching &amp; Learning Report as at October 2018.</i></p>	
101	<p><b>Termly Safeguarding Report</b></p> <p><b>Annual Safeguarding Policy Review</b></p> <p><b>NKC Safeguarding self-review tool</b></p> <p><b>Keeping Children Safe in Education 2018 – Statutory</b></p>	
	<p><b>Termly Safeguarding Report</b></p> <p>The Board received the Termly Safeguarding Report and Ms Birch was formally thanked for her assistance and contribution in reviewing the Safeguarding Report.</p> <p>The Board were appraised on the latest data on safeguarding cases for 2018/2019 compared to 2017/18 and already there had been in excess of 93 reported cases of which the Deputy Principal/Curriculum provided further details. It was noted that the College would be undertaking a review of the training provided to staff in order to prepare them for complex cases that they need to deal with.</p>	







Action – Board meeting 11.10.18	Responsibility of:	Deadline	
Minute 095 – Principals Report – KPIS Action - KPI target for functional skills and vocational attendance to be increased to 90% and kept under close review.	Principal	Feb 2018	
Action - Governors requested that the ESFA financial ratios should be retained within the KPI's for the 2018/19 period.	DP/Finance & Resources Principal	Feb 2018	

#### Corporation Board

Action – Board meeting 22.3.18	Responsibility of:	Deadline	
Minutes 070 – Quality Improvement Plan Provide further updates on progress against the Gatsby Benchmarks.	Deputy Principal/Curriculum	Oct 2018	Completed
Minutes 071 – Health & Safety Action Plan <i>Review the wording under B5 &amp; B6 and the timescale for implementing this action point.</i> Action – The Board requested that a Marauding Policy & Procedure should be drafted and brought to the October, 2018 Board meeting.	Deputy Principal/Finance & Resources	October 2018 or sooner	Presented December 2018

