



Corporation Board Meeting 4

PART 1 MINUTES – FOR PUBLIC RECORD

**Board Minutes of meeting held on Thursday, 21st March 2019 at 5.30pm
Dartford Campus**

Present

Mr T Biring	External Governor
Mr T Cardy	Staff Governor
Ms N Franks	Staff Governor
Mr D Gleed	Principal
Mr J Gurney	External Governor
Ms A Glover	External Governor
Mr P Hatton	External Governor
Mrs D Halpern-Matthews	External Governor
Miss M Irving	Student Governor
Mr A Lewsley	External Governor – Chair of Corporation
Dr R Longman	External Governor – Vice Chair of Corporation
Mr K Norman	External Governor
Mr D Martin	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
135	Opening of Meeting and Apologies for Absence	
	The Vice Chair of Corporation opened the meeting at 5.30pm and welcomed all present.	
	Apologies	
	Apologies received from Ms A Birch.	
	Board Membership	

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	<p>The Board formally appointed Megan Irving as the new Student Governor with effect from the 21st March 2019 for a 1-year term of office.</p> <p>Approved</p> <p><i>The Board formally approved the appointment of Ms Anita Glover with effect from the 7th February 2019 for a period of 4 years.</i></p>	
17.40hrs	Ms Anita Glover joined the meeting and formal introductions were made to the Board.	
136	Declarations of Interest	
	There were no additional declarations of interest other than those already recorded within the declarations of interest register.	
137	Minutes of the last Corporation Board Meeting held 7th February 2019	
	<p>The Corporation Board received the minutes of the 7th February 2019 and formally approved Part 1, Part 2 and Part 3 minutes as previously circulated.</p> <p>Approved</p> <p><i>The Chair of Corporation signed the approved the Part 1 Non-Confidential, Part 2 Confidential (Commercially sensitive) and Part 3 (HR Related) minutes of the meeting held 7th February 2019.</i></p>	
138	Actions Register to March 2019	
	<p>The Board received and noted the actions register.</p> <p>Received</p> <p><i>The Board received the update on the actions register as at March 2019.</i></p>	
139	Principal's Report – March 2019	
	<p>The Principal presented his report for March 2019 which represented the activity since the last meeting held in February 2019 including a detailed update recorded under confidential business in relation the Project Blue and Project Red.</p> <p>Internal update</p> <p><u>Key Performance Indicators</u></p> <p>The Board received the updated KPI's as at March 2019.</p> <p>A governor asked where Maritime fitted into the Teaching & Learning Assessment within the KPI's. The Deputy Principal Curriculum explained that Maritime was covered separately, and the reasons provided. It was proposed that it would be useful to receive an update on Maritime Teaching and Learning outcomes as a separate report.</p> <p>Action – DP Curriculum</p>	

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	<p><i>Report to be provided on Teaching & Learning outcomes for Maritime provision</i></p> <p>The Student Governor questioned when and how lesson observations took place. The DP Curriculum explained that the observation process and provided an example of lesson observations that had taken place at the Forest School.</p> <p><i>Received</i></p> <p><i>The Board received the Principals Report for March 2019.</i></p>	
140	Deputy Principal Curriculum – Curriculum Report	
	<p>The Deputy Principal/Curriculum presented the Curriculum Report which was a report covering her areas of responsibility within the College in order to give the Board a wider view of the work within the different curriculum areas. The report provided highlights of the diversity in the areas across the curriculum and the range and focus that the teaching and learning team undertake in their roles.</p> <p>Governors referred to the positive outcomes in the Sport, Care and Computing which had seen its highest success rates in the last academic year within one particular area reporting an increase of 14%, and stated that it would have been useful to know exactly which area this was and for additional background information to be provided explaining how this improvement had been achieved. It was explained that the increase in success rates was in the Sports Coaching programme and the reasons for the improvements were provided.</p> <p>Governors suggested that the comparative data provided for Early Entry GCSE results for November 2017 to November 2018 would be better presented as a percentage and again that an explanation should be provided for the outcomes.</p> <p>The DP Curriculum explained that the they specifically not included the outcomes as percentages as the number provides reflected the number of students that had been entered for GCSE resits. Governors further challenged the data as it did not reflect a very good outcome however, it was explained that when reviewing the comparative national outcomes which were poor the College results had improved.</p> <p>The Student Governor commented on her experience in respect of retaking Maths GCSE and alluded to the frustration and negative impact on individual students who did not want to be there and inevitably disrupted lessons for other students. The DP Curriculum referred to the challenges highlighted and stated that they were taking positive steps to address disruptive students.</p> <p>Governors commented positively on the report and stated that it provided the Board with a greater insight into the differences in areas and the impact being made in curriculum areas which was the theme and approach that the new Education Inspection Framework would be focusing on.</p> <p>The DP Curriculum referred to the Assistant Principal Forum and the approach to lesson observations currently being trailed by the College and reported that the feedback on the reflective approach was working well in some areas and</p>	

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	<p>that this good practice was being shared and would be used in areas that were not progressing as well.</p> <p>The Board discussed the content of the report and the value provided but stated that the report was very much an operational one and not as strategic as they would expect however, it had provided them with a flavour of the work in the different curriculum areas which was appreciated.</p> <p>Governors requested that a report on curriculum planning particularly around course changes including the rationale for changes be presented at a future meeting.</p> <p>Action – DP Curriculum</p> <p><i>A report on Curriculum Planning and course changes to be presented at the June 2019 meeting.</i></p> <p>Action – DP Curriculum</p> <p><i>Additional information on Teaching, Learning and Assessment to be included in the next report.</i></p> <p>Received</p> <p><i>The Board thanked the DP Curriculum for her Curriculum Report.</i></p>	DP Curriculum
141	QIP – Quality Improvement Plan – Report 1	
	<p>The Deputy Principal Curriculum presented the new QIP for 2019/2020 and asked the Board to review and agree the contents of the document to ensure that the College had formally monitored areas highlighted from within the College SAR for 2017/18, the most recent Ofsted Inspection report and areas for further improvement carried over from the 2018 QIP.</p> <p>It was noted that the format had been slightly revised to align to the new Ofsted EIF and assigned priority areas as Intents.</p> <p>The Board discussed the level of information in the impact column and asked whether there needed to be a column which the provided information on what success would look like in order to quantify the target and impact statement.</p> <p>The DP Curriculum explained that having had a half day Quality Improvement Planning meeting with the Assistant Principal's, Curriculum Managers and middle managers looking at 'what was outstanding', the feeling was that the original QIP was very constrictive and the impact was far more flexible.</p> <p>The DP Curriculum stated that the College had some very talented staff and were allowing the creative element to drive the QIP. The Principal added that the Board could judge the outcomes as the year progressed and stated that staff had been told that they needed to achieve and would have to quantify outcomes.</p> <p>Action: DP/Curriculum</p> <p><i>Include an additional column in the QIP to quantify objectives.</i></p> <p>Received</p>	Deputy Principal Curriculum

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	<i>The Board received the new Quality Improvement Plan for 2019.</i>	
142	Finance Report	
	<p>Monthly Management Accounts</p> <p>The Deputy Principal/Finance & Resources presented the Monthly Management Accounts and the re-forecasted budget which had been updated at the halfway point reviewing the income streams based on funding agency and contract submissions made by the College.</p> <p>The Board went through the Monthly Management Account and the summary report with no additional comments.</p> <p><i>Received</i></p> <p><i>The Board received the Monthly Management Accounts.</i></p>	
143	Health & Safety Action Plan - update	
	<p>The Deputy Principal/Finance & Resources presented the latest update to the three-year Health & Safety Action Plan of which progress continues to be made against.</p> <p>The Board went through the action plan and queried whether Item 6.3a now included Kingdom staff, it was confirmed that it did.</p> <p>Governors raised a concern about the Health & Safety Committee and whether curriculum meetings included a health & safety agenda item which was routinely discussed or if they were given an opportunity to raise any issues. The DP Finance & Resources explained that they had felt that the Health & Safety Committee was not effective as it could be and were therefore piloting a forum platform by which staff could raise concerns.</p> <p>A Staff Governor added that the Health & Safety was always discussed by the respective Head of Department and provided examples but added that she could not confirm whether this was the case across the College. Governors emphasised that they needed to ensure that each curriculum meeting should have a standing Health & Safety agenda item.</p> <p><i>Action – DP Finance & Resources</i></p> <p><i>It was agreed that the DP Finance & Resources would follow up on the request above and establish what processes were followed for each curriculum department.</i></p> <p>Governors further questioned the number of Departmental managers that had not completed mandatory training as currently into the second term of the academic period the report showed that 14 out of 38 had completed their training. The DP Finance & Resources explained this was being progressed albeit slowly. Governors expressed their disappointment at the lack of progress in this area. Staff Governors also questioned whether the low take up and completion rate was down to the quality of the online training and whether this was something that needed to be investigated further.</p>	DP Finance & Resources

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	<p>Action – DP Finance & Resources</p> <p><i>DP Finance & Resources to follow up on the and ensure that the Departmental Managers complete all required training as a matter of urgency.</i></p> <p><i>Received</i></p> <p><i>The Board received the update on the 3-year Health & Safety Action plan subject to the above actions being addressed.</i></p>	DP Finance & Resources
144	Annual Fees Policy	
	<p>The DP Finance & Resources presented the revised Annual Fees Policy for the 2019/2020 providing a summary of the amendments that had been made to the policy as detailed in the executive summary.</p> <p>Approved</p> <p><i>The Board formally approved the revised Annual Fees Policy and the recommended changes.</i></p>	
145	Corporation Matters	
	<p>The Clerk to the Corporation presented the report which provided an update on key governance issues as follows:</p> <p>FE Insolvency Regime</p> <p>The recent area review process in England resulted in the government committing around £300 million in financial support for college mergers via restructuring funds. The ESFA had announced that from April 2019 restructuring funds and other forms of exceptional financial support would be withdrawn and replaced with a new insolvency regime that would come into force on 31 January. The establishment of the insolvency regime was included in the Technical and Further Education Act 2017 to provide for an ‘orderly winding-up’ of a college that has been declared insolvent. Colleges thought to be most at risk of this are the 37 that are already subject to an ESFA notice to improve their financial health, although based on the Department for Education’s (DfE’s) own estimates, a further 63 colleges could also eventually find themselves facing insolvency. There were several forms of college financial control in already in place and insolvency is intended to be a last resort when other attempts at bringing a college’s finances under control have failed. These controls include:</p> <ul style="list-style-type: none"> •Governing body oversight. (Governing bodies/Corporations have a statutory duty to ensure the solvency and financial viability of their college). •The issue of a notice to improve by the ESFA, which also has control of college funding allocations. •Intervention by the FE Commissioner once an ESFA notice to improve had been issued, or if the Commissioner’s own diagnostics suggest that early intervention may be necessary. •Conducting an ‘Independent Business Review’. This was a new pre-statutory process for colleges deemed to be in ‘severe financial distress’ to help establish 	

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	<p>if they in fact are insolvent. The review would usually be initiated by the FE Commissioner but could be initiated by the ESFA or the governing body.</p> <p>The Board received the update but requested that a further presentation be brought to the Board to give a detailed oversight of governor liabilities and the FE Insolvency Regime.</p> <p>Action – Clerk to the Corporation</p> <p>Prepare a presentation on Governor Liabilities and FE Insolvency Regime</p> <p>ALLEGATIONS OF FRAUD OR FINANCIAL IRREGULARITY</p> <p>The ESFA had published a guide explaining how allegations of fraud or financial irregularity within an ESFA-funded organisation should be made. The Board received the information as detailed in the report.</p>	
146	Governor Away Day – 10th May 2019	
	<p>The Board received the paper requesting input for the Governor Away Day due to take place at the College on 10th May 2019 from 12noon.</p> <p>It was proposed that the Board focus on different strands and it was agreed that the following topics should be covered:</p> <ul style="list-style-type: none"> • College 5-year strategy • Curriculum Planning and future plans • Governor Liabilities/FE Insolvency Regime/Legislative requirements 	Clerk to Corporation/Chair and Principal
147	HR update	
	<p>The DP Finance & Resources presented the HR update which was an extensive report covering all areas of HR including a review of policies.</p> <p>The Board received the HR update which covered the following in detail:</p> <ul style="list-style-type: none"> • HR Metrics • Equality & Diversity • Equal Pay Review • Gender Pay Reporting • Policies • Freedom of Information Publication Scheme <p>HR Metrics</p> <p>The Board queried the level of stress related data and whether HR were able to determine whether it was work related stress or personal and what support the HR department/College provided particularly in relation to work related issues. The DP Finance & Resources explained that the College did not it was not always clear whether it was work related or noted. He added that Mental Health related issues had seen and increase, and the view was that this was largely due to a higher awareness of it.</p> <p>Gender Pay Gap Report</p>	

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	<p>The Board received the latest Gender Pay Gap report for 2018.</p> <p><i>The Board accepted the HR update and approved the following policies as recommended within the report:</i></p> <p><i>Redundancy Policy</i></p> <p><i>Staff Capability & Performance Policy</i></p> <p><i>Freedom of Information Policy</i></p> <p><i>Staff Employment Policy</i></p>	
148	Audit Committee Minutes 7th March 2019	
	<p>Keith Norman presented the Audit Committee Minutes of the meeting held on the 7th March 2019 and advised the Board of the business undertaken as detailed in the minutes.</p> <p><i>Received</i></p> <p><i>The Board received the Audit Committee minutes dated 7th March 2019.</i></p>	
149	Estates Strategy update – confidential	
150	Risk Register update – received	
151	Any other Business	
	None	
152	<p>Confidential Part 2 Business – Project Red</p> <p>Staff and Student Members excused from the meeting at 19.43hrs due to the confidential nature of the report being presented.</p>	
153	Meeting evaluation	
	Comments to be submitted to the Clerk to the Corporation.	
154	Date and Time of the Next Meeting	
	<p>The next meeting of the Corporation Board will be Thursday 16th May 2019 at 5.30pm Dartford Campus.</p> <p>The meeting closed at 19.50hrs.</p> <p>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</p> <p>SIGNED _____ DATE _____</p>	

