



Corporation Board Meeting 5

PART 1 MINUTES – FOR PUBLIC RECORD

**Board Minutes of meeting held on Thursday, 16 May 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

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
155	Opening of Meeting and Apologies for Absence	
	The Chair of Corporation opened the meeting at 5.32pm. Apologies Apologies received from Ms A Birch and Mr D Martin.	
156	Declarations of Interest	
	There were no additional declarations of interest other than those already recorded within the declarations of interest register.	

Minute no	Agenda Item	Action By
157	Presentation by Dr R Longman – Thames Estuary Land /Thames Gateway	
	<p>Dr Longman's presentation was an update on the Thames Estuary Land/ Thames Gateway.</p> <p>The presentation started with a helicopter view of the areas covered by Thames Estuary/Thames Gateway covering Dartford and Gravesham, the growth commission and government response and the key work streams which included delivering growth; Thames Estuary Production Corridor; C2E and the high streets and town centres.</p> <p>Dr Longman explained in detail the rationale for Thames Gateway Kent which was focused around the following:</p> <ul style="list-style-type: none"> • Similar history – industrial change and decline – Naval dockyard, cement industry, power stations, pharmaceuticals, steelworks, brick making and paper manufacturers • Similar geography – Thames Estuary and marshlands, urbanised with rural hinterlands with declining town centres • Similar demographic and economic characteristics – skills deficit, prevalence of SME's, pockets of multiple deprivation, supporting London's role and growth as a global city • Regeneration challenges <p>The presentation went onto Dartford and Gravesham and the differences between the two which was often touched on during board meetings by the SLT. Dr Longman expanded on the differences in gross value added per head; educational (under)achievement at 2018; economic activity and employment; occupational profiles; earning potentials. The data tables provided within the presentation and handouts reflected a distinct difference between Dartford and Gravesham which provided an explanation for the challenges faced with the learner intake at Gravesham.</p> <p>He went onto brief the Board on the challenges faced by Thames Gateway as well as the changes and opportunities that had been taking place since the 1990's. It was noted that the changes had been supported by successive governments and that it was one of the largest regeneration projects in Europe stretching for 40 miles from the City to Southend and Swale. There has already been substantial growth in North Kent since 2001 with 108,600 more people (+16%); 45,700 more homes (+15%); 31% growth in the number of businesses, this growth was set to continue between 2011-2031.</p> <p>The Board were advised that the Thames Estuary Commission was set up and focused on the unfinished business and unrealised potential in the Thames Estuary area of which the finer details were provided in the presentation.</p>	

Minute no	Agenda Item	Action By
	The Board thanked Dr Longman for his informative presentation which gave them a clearer picture and understanding of the work being undertaken as well as the potential for growth in the Kent area.	
158	Part 1 and Part 2 Minutes of the last Corporation Board Meeting held 21 March 2019	
	<p>The Corporation Board received the minutes of the 21 March 2019 and formally approved Part 1 and Part 2 minutes as previously circulated.</p> <p>Approved</p> <p><i>The Chair of Corporation signed the approved the Part 1 Non-Confidential and Part 2 Confidential (Commercially sensitive) minutes of the meeting held 21st March 2019.</i></p>	
159	Actions Register to May 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 May 2019.</i></p>	
160	Principal's Report – May 2019	
	<p>The Principal presented his report for May 2019 which covered the following areas:</p> <ul style="list-style-type: none"> • FE National League Tables 2018 • Government Consultation on Post 16 Qualifications at Level 3 and below • Auger Review into qualifications at Level 4 and above • Summary indicative funding allocations for 2019-20 • Full time applications for 2019-20 • KPI – progress update <p>FE National League Tables 2018</p> <p>The Principal referred to the FE National League Tables for 2018 of which the Board had already received the College performance outcomes in Autumn 2018 the report showed how North Kent College had fared compared to other institutions.</p> <p>The Board went through the headline results and the data tables provided which showed that the College was the strongest performing FE College in Kent and South East London. The overall performance for 16-18 year olds placed the College in the top 10% of colleges nationally. English and</p>	

Minute no	Agenda Item	Action By
	<p>maths functional skills results were the best in Kent and South East London and placed the College in the top 20% nationally.</p> <p>Level 3 results which was the largest provision at the College saw the College placed in the top 4% nationally and ranked 7th nationally.</p> <p>Government Consultation on Post 16 Qualifications at Level 3 and below</p> <p>The Board were advised that the government had launched a 3-month consultation in respect of Post 16 qualifications at Level 3 and below with the report providing some key points to consider.</p> <p>Auger Review into qualifications at Level 4 and above</p> <p>Noted</p> <p>Applications for 2019/20</p> <p>Governors asked what the College had done differently to account for the improvements in applicants. The Principal stated that in his view it was that the open evening dates had been moved, very good marketing strategies and the College reputational impact in the local community was good. Governors further questioned whether if the applicants were successfully converted to enrolments for September intake 2019 if this would have an impact on the level of staffing. The Principal stated there would be however, this would be a positive impact and one that could be planned for.</p> <p>Received</p> <p><i>The Board received the Principals Report for March 2019.</i></p> <p><i>The Chair formally congratulated the Principal, SLT and all staff on the very positive report and outcomes for the College and requested that this his message be conveyed to the staffing body on behalf of the Corporation Board.</i></p>	
161	Deputy Principal Curriculum – Curriculum Report	
	<p>The Deputy Principal/Curriculum presented her report stating that the Governors comments from the last meeting had been taken on board and the context of the curriculum report had been adjusted so that it was not as operational.</p> <p>Governors referred to the Personal Training section of the report and asked what the difference was between the personal training and the sports training learners. The Staff Governor and Curriculum Manager for this provision explained that the personal training students were more academic and learnt about sports science and the sports the students were more interested in the actual physical side of the sports curriculum.</p>	

Minute no	Agenda Item	Action By
	<p>The Deputy Principal/Curriculum added that they also worked on teaching staff and taking advantage of their skills or performance in areas i.e. using staff that were good at tutoring and there were those staff who were particularly good at delivering the practical lessons.</p> <p>Attendance</p> <p>The Deputy Principal/Curriculum spoke about the stricter measures that had been put in place to improve the attendance in GCSE Maths and English focusing on students who had demonstrated poor attendance being closely monitored and tracking their progress. The level of attendance in English and Maths and the overall attendance in the College was discussed at length. The Deputy Principal/Curriculum stated that they now shared their maths and English data with other colleges in the Kent area in order to build up comparative data and it was noted that North Kent College attendance was the second highest in the Kent area.</p> <p><i>Received</i></p> <p><i>The Board thanked the DP Curriculum for her Curriculum Report.</i></p>	
162	<p>Finance Report</p> <p>Monthly Management Accounts – March 2019</p>	
	<p>The Monthly Management Accounts for March 2019 were presented to the Board who noted that the College forecast remained unchanged with a forecasted surplus of £120k.</p> <p>The Board went through the account and executive summary noting the key headlines in respect of Apprenticeship Income and Franchise. It was noted that the apprenticeship income would decrease in the next year due to the cap on non-levy apprentices.</p> <p><i>Received</i></p> <p><i>The Board received the Monthly Management Accounts to March 2019.</i></p>	
163	<p>Finance Report</p>	
	<p>Tenders and Contracts</p> <p>The Deputy Principal/Finance & Resources presented the two contracts that were due for renewal setting out the proposals and the request for delegated authority.</p> <p>Energy Tender</p> <p>The Board noted from the report that the gas tender was approved in May 2017 for 2 years and this contract started in November 2017. The electricity contract was taken for one year only due to property changes to commence in October 2018. An increase in pricing for both gas and electricity was expected due to international pressures and increases. Both the gas and electricity contracts now required re-tendering and the</p>	

Minute no	Agenda Item	Action By
	<p>Deputy Principal/Finance & Resources was seeking delegated authority from the Board to negotiate and agree the new gas and electricity contracts for 2019/20 and potentially 2020/21 dependent on the prices that came through from the tendering process.</p> <p><i>Formally agreed to delegate authority</i></p> <p><i>The Board carefully considered the request and agreed that the Deputy Principal/Finance & Resources be given delegated authority to approve the preferred gas and electricity contracts and bring an update to the Board when appropriate.</i></p> <p>PC Capital Purchase for 2018/19</p> <p>The Board having received the report and recommendation for the PC Capital Purchase for 2018/19.</p> <p>The Governors asked what suite of PC's the College had and it was noted that the college had in the region of 1700 pcs. The Board discussed the IT replacement programmes and noted that the College were working towards a 4-year replacement cycle however, the Deputy Principal/Finance & Resources explained that they were also conducting a utilisation survey to ensure that the equipment was used effectively across that period.</p> <p>Action</p> <p><i>Circulate the IT Strategy to all board members.</i></p> <p>Agreed</p> <p><i>The Board having considered the recommendation for the purchase of 380 PCs upon the completion of the CPC mini competition that the Deputy Principal Finance & Resources proceed with the purchase at a cost of £171,000 as detailed in the report and in time to ensure that the PCs were built and ready for use by September 2019</i></p>	<p>DP Finance & Resources</p> <p>DP Finance & Resources</p>
164	Internal Audit Services Tender approval	
	<p>Keith Norman, Chair of the Audit Committee presented the report which set out the tender process followed for the Internal Audit Services contract and the interview and selection of the preferred providers.</p> <p>The Audit Committee reviewed and approved the Internal Audit Tender process along with the proposed tender document. The College went out to tender for the Provision of Internal Audit Services via the CPC Audit Services Framework Agreement on the 12th February 2019 and a deadline for tender submissions on the 12th April 2019.</p> <p>The contract with the successful tenderer was intended to commence on 1st August 2019 and would be awarded for an initial period of 3 years. Consideration had been given to extending the contract for a further 2 years, subject to satisfactory performance and the agreement of both</p>	

Minute no	Agenda Item	Action By
	<p>parties. Regular reviews of the agreement would take place through the length of the contract.</p> <p>Four companies submitted tenders by the 12th April 2019 deadline and were then evaluated against the set criteria for shortlisting. It was agreed that all four be taken forward to the interview/selection process undertaken by three members of the Audit Committee, the Deputy Principal, Finance & Resources and the Clerk to the Corporation on the 2nd May 2019.</p> <p>Keith Norman informed the Board that based on the continuity, expertise and sector versatility the Audit committee had concluded that Scrutton Bland be awarded the audit contract.</p> <p>The Board were also advised that as part of securing the contract that the Audit Committee had requested that:</p> <ol style="list-style-type: none"> 1. Paul Goddard – Senior Partner to attend all Governor Audit Committee meetings – for continuity and depth 2. Contract for 2 years from 1st August 2019 – 31st July 2021, with option to extend by 1 year – this was to allow the Audit Committee and the College to further explore a new approach to internal audit at the College; 3. 30 days package annually to provide adequate resource for assurance opinion – based on the tender average rate [REDACTED]/day (as quoted in the tender); 4. Optional new look at adding health check days – to be explored in year 1/2 to see whether this approach works for areas of risks in addition to point 2; 5. Updates at each committee from ESFA assurance meetings referred to in the tender process and any other added value / experience – so Governors can reflect on sector emerging issues; 6. Scrutton Bland to assist with brokering other specialists should a review be outside of Scrutton Bland's capabilities for an audit review – e.g. cyber crime 7. Fix at Year 1 rate for Year 2, price review in Year 3 as part of any extension. <p>Governors questioned the reduction of audit days from 40 to 30 days and utilising the additional days for 'health check' audits and whether if the health checks would potentially exceed and go over the 40 days/budget. Keith Norman stated that they did not envisage that this would be the case.</p> <p><i>Formally approved</i></p>	

Minute no	Agenda Item	Action By
	<i>The Board formally approved the appointment of Scrutton Bland as the College Internal Audit Services Providers commencing 1 August 2019 for an initial two-year contract with the scope to extend for a further 1 year.</i>	
165	Termly Safeguarding Report	
	<p>The Deputy Principal/Curriculum presented the Termly Safeguarding Report.</p> <p>The Board were informed that the 'lone wolf' system was due to go live within the next week and the Board would be provided with an update on the first test run in due course.</p> <p>Received</p> <p>The Board accepted the Termly Safeguarding Report.</p>	
18.52pm	<p>Staff, Student Governors excused from the meeting whilst confidential discussions took place in respect of Project Red.</p> <p>The Staff Governors questioned why they were excluded from the confidential discussions and were advised that due to the confidential nature of the content of Project Red that there was a potential conflict of interest.</p>	
166	Project Red – Strictly Confidential Part 2 Business – due to commercial/staff sensitivity	
168	Any other Business	
	None	
169	Meeting evaluation	
	Comments to be submitted to the Clerk to the Corporation.	
170	Date and Time of the Next Meeting	
	<p>The next meeting of the Corporation Board being an extra ordinary meeting will be Thursday 30th May 2019 at 5.30pm Dartford Campus.</p> <p>The meeting closed at 20.05hrs.</p> <p>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</p> <p>SIGNED _____ DATE _____</p>	