



CORPORATION BOARD BUSINESS – Meeting 2 A G E N D A

Thursday 5th December 2019 – 5.30pm
Gravesend Site – **Room GC211 (C Block Room 211)**

To attend	Full Corporation Board – Alex Lewsley, Teja Birring, Jon Gurney, David Martin, Dalia Halpern-Matthews, Phil Hatton, Richard Longman, Keith Norman, David Gleed, Anita Glover & Nikki Franks
In Attendance	Yolanda Hughes (Clerk to the Corporation), Rhiannon Hughes (Deputy Principal/Curriculum) and Lawrence Jenkins (Deputy Principal/ Finance & Resources) External Guest – Mr Darren Mephram - CEO Barnet & Southgate College

Item Agenda	Time (Mins)	Item Description	Presented By	Paper No/ Verbal	Action required
2.1	5 mins	Opening of Meeting & Apologies for Absence Welcome and introduction of external Principal attending the meeting as an observer.	Chair		-
2.2	1 mins	Declarations of Interest	Chair	Verbal	Note
2.3	5 mins	Minutes of the last Corporation Board Meeting held 10 th October 2019 Extra Ordinary Board Minutes Part 2 of 14 November 2019 (Confidential) Extra Ordinary Board Minutes Part 3 of 14 November 2019 (Confidential) Actions Register to December 2019	Chair Vice Chair	2.3a 2.3b 2.3c 2.3d	Decision Decision Decision Note
ITEMS FOR SUBSTANTIAL DISCUSSION & DECISION – Strategy & Quality					
2.4	5 mins	Principals Report – December 2019	Principal	2.4	Note
2.5	20 mins	Deputy Principal/Curriculum Report Including SU Constitution Learner Voice and Student Survey Report	DP/ Curriculum	2.5	Discussion
2.7	10 mins	Risk Register – update	DP/Finance	2.7	Decision

ITEMS FOR DECISION – Finance & Estates					
2.8	25 mins	Finance & Resources Report a. Monthly Management Accounts b. Health & Safety update c. Financial Regulations updates d. Thameside Purchase	DP/Finance	2.8 A B C	Information Information Approve Approve & Delegate authority
2.9	20 mins	Audit Committee Report (Minutes Draft) 14.11.19 a. Annual Audit Committee Report to the Board and Principal Internal Audit Services Annual Report 2018/2019 {incl T of Ref} b. Scrutton Bland - Internal Audit Annual Report 2018/19 c. Scrutton Bland – Internal Audit Strategic Plan d. NKC End of Year Financial Accounts and Management Report for 2018/2019 e. Letter of Representation on behalf of NKC f. Student Union Accounts 2017/18 and 2018/19	Keith Norman	2.9 2.9a 2.9b 2.9c 2.9d 2.9e 2.9f	Approve Approve Approve Review and Approve “ Note
2.10	10 mins	Search, Governance & Remuneration Committee Report (Minutes Draft) 14.11.19 a. SGR Terms of Reference b. Board Membership update c. Standing Orders and Code of Conduct d. AoC SPH Remuneration Code – for adoption e. SPH Remuneration Policy f. SPH Annual Remuneration Statement to the Corporation Board	Jon Gurney	2.10 2.10a 2.10b 2.10c 2.10d 2.10e 2.10f	Agree Note Agree Adopt Agree Agree
		CONFIDENTIAL BUSINESS – Part 2 External Guest excluded.			
2.11	10 mins	Project Red update - Confidential	Principal	2.12	Note
2.12	10mins	Confidential – SPH Performance Management update a. Principal & CEO b. Clerk to the Corporation	Alex Lewsley	2.11a 2.11b	Note
2.13	2 mins	Meeting evaluation	Chair		

2.14		Date and time of the next meeting 16th January 2020 at 5.30pm Dartford			Note
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Term/Date	Board/Committee Meeting	Venue	Time
Term 1			
Wednesday 02.10.18	Chair/Principal/Clerk liaison meetings	Dartford	9.00am
Thursday 10.10.19	Board Meeting 1	Dartford	5.30pm
Thursday 14.11.19	Search, Governance & Remuneration Committee	Dartford	4.00pm TBC
Thursday 14.11.19	Extra ordinary Board Meeting	Dartford	5.00pm TBC
Thursday 14.11.19	Audit Committee Meeting	Dartford	7.00pm TBC
Wednesday 27.11.19	Chair/Principal/Clerk liaison meetings	Dartford	9.00am
Thursday 05.12.19	Board Meeting 2	Gravesend	5.30pm
Term 2			
Wednesday 09.01.2020	Chair/Principal/Clerk liaison meetings	Dartford	9.00am
Thursday 16.1.2020	Learner Council Meeting 1	Dartford	4.00pm
Thursday 16.1.2020	Board Meeting 3 – SAR Validation meeting / QIP	Dartford	5.30pm
Thursday 05.03.2020	Audit Committee Meeting	Dartford	5.30pm
Wednesday 18.03.2020	Chair/Principal/Clerk liaison meetings	Dartford	9.00am
Thursday 26.03.2020	Board Meeting 4	Gravesend	5.30pm
Term 3			
Friday 08.05.2020	SPH Performance Review - Governor Away Day	TBC	10.00am/11.30am
Thursday 21.05.2020	Learner Council Meeting 2	Dartford	4.00pm
Thursday 21.05.2020	Board Meeting 5	Dartford	5.30pm
Thursday 11.06.2020	Search & Governance and Remuneration Committee	Dartford	4.00pm
Thursday 11.06.2020	Audit Committee Meeting	Dartford	5.30pm
Wednesday 24.06.19	Chair/Principal/Clerk liaison meetings	Dartford	9.00am
Thursday 02.07.2020	Board Meeting 6	Gravesend	5.30pm