



CORPORATION BOARD BUSINESS – Meeting 4 A G E N D A

Important information

The Board agenda has been tailored so that only the key items of business will be covered during the conference call. All other items of business will be circulated electronically via email requiring governor responses and approval.

To attend	Full Corporation Board – Alex Lewsley, Teja Birring, Dalia Halpern-Matthews, Nikki Franks, Jon Gurney, Phil Hatton, Richard Longman, Steve Matthews, Paul Manning, David Martin, Keith Norman and David Gleed (Principal).
In Attendance	Yolanda Hughes (Clerk to the Corporation), Rhiannon Hughes (Deputy Principal/Curriculum) and Lawrence Jenkins (Deputy Principal/ Finance & Resources)

Red Items to be covered during the Conference Call all other items will be excluded and dealt with via email.

Item Agenda	Time (Mins)	Item Description	Presented By	Paper No/ Verbal	Action required
4.1	2 mins	Opening of Meeting & Apologies for Absence	Chair		-
4.2	1 mins	Declarations of Interest	Chair	Verbal	Note
4.3	5 mins	Part 1 & Part 2 Minutes of the last Corporation Board Meeting held 16th January 2020	Chair	4.3a 4.3b	Decision
4.4	5 mins	Actions Register – update		4.4	Noting

ITEMS FOR SUBSTANTIAL DISCUSSION & DECISION

4.5	10 mins	Principals Report Including OfS update	Principal	4.5	Discussion
4.6	15 mins	QIP 1st update on progress	DP/Curriculum	4.6	Discussion
4.7	15 mins	Finance Report (including MMA, Tenders & Contracts & IT) a. Management Accounts b. Bus Tender	DP/Finance	4.7 4.7a 4.7b	Discussion Decision

CONFIDENTIAL PART 2 BUSINESS

4.8	30 mins	Project Red a. Minutes of the meeting held	Principal	4.8a	Discussion
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		11.2.2020 b. Draft Minutes of the meeting held 19.3.2020 – to follow			
4.9	5 mins	Meeting evaluation	Chair		
4.10		Date and time of the next meeting 21st May 2020 at 5.30pm – Dartford Site			Note

The following agenda items will be circulated via email and governors asked to comment on the content were required and where formal approval is required governors will be requested to submit their approval/commentary via email. All written resolutions will be retained for audit purposes and a report taken to the next Corporation Board meeting where all members are available in person.

4.11	Deputy Principals Report – Email only	DP/Curriculum	4.11	Information/comment
4.11	<i>Included in the above report as one document</i> Teaching, Learning & Assessment update	DP/Curriculum	4.11	Information/Comment
4.12	Fees Policy Refund & Compensation Policy	DP/Finance	4.12	Requires approval by 31 March 2020/Electronically
4.13	Health & Safety Update	DP Finance	4.13	Information/Comment
4.14	HR Report Gender Pay Reporting Equal Pay Equality & Diversity HR Metrics HR Policy updates HR Policy – Family Friendly	DP Finance	4.14	Approve by 31 March 2020/Electronically
4.15	Termly Safeguarding Report	DP/Curriculum	4.15	Information/Comment

North Kent College Corporation Board Meeting Schedule 2019/20 – updated 28.1.2020

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 11.2.2020	Project Red Steering Group meeting	Dartford	4.00pm
Friday 28.2.2020	Extra Board Meeting – Project Red	Dartford	12 noon
Tuesday 3.3.2020	Governor Development half day	Dartford	12 noon
Thursday 05.03.2020	Audit Committee Meeting	Dartford	5.30pm
Wednesday 18.03.2020	Chair/Principal/Clerk liaison meetings	Dartford	9.00am
Thursday 19.3.2020	Project Red Steering Group Meeting	Dartford	4.00pm
Thursday 26.3.2020	Search Governance & Remco	Gravesend	3.30pm
Thursday 26.03.2020	Board Meeting 4	Gravesend	5.30pm
Term 3			
Thursday 21.05.2020	Learner Council Meeting 2	Dartford	4.00pm
Thursday 21.05.2020	Board Meeting 5	Dartford	5.30pm
Tuesday 9.06.2020	Governance Strategy Day – All day	Dartford	9.30 to 5.00pm
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