



Corporation Board Meeting 7

PART 1 MINUTES – FOR PUBLIC RECORD

**Board Minutes of meeting held on Thursday, 21 May 2020 at 17.30hrs
Via ZOOM Video Conference**

Present

Mr T Biring	External Governor
Ms N Franks	Staff Governor
Mr D Gleed	Principal
Mr J Gurney	External Governor
Mr P Hatton	External Governor
Mr A Lewsley	External Governor – Chair of Corporation
Dr R Longman	External Governor
Mr K Norman	External Governor
Mr S Matthews	External Governor
Mr D Martin	External Governor
Mrs D Halpern Matthews	External Governor
Mr P Manning	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
282	Opening of Meeting and Apologies for Absence	
	<p>The Chair of Corporation opened the meeting at 17.30hrs.</p> <p>The Board were provided with the proposed protocols for the meeting which were accepted. It was noted that all governors accepted the reasons for the meeting being conducted via video conference.</p> <p>Apologies</p> <p>No apologies all members present.</p> <p>It was noted for the record that the meeting was quorate.</p>	

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283	Declarations of Interest	
	There were no additional declarations of interests recorded other than those already held on the register.	
284	Part 1 and Part 2 Minutes of the last Corporation Board Meeting held 26 March 2020	
	<p>The Corporation Board received the minutes of the 26 March 2020 and formally approved Part 1 and Part 2 minutes as previously circulated.</p> <p>Approved</p> <p><i>The Chair of Corporation to sign the master copies of the approved Part 1 Non-Confidential and Part 2 Confidential (Commercially sensitive) minutes of the meeting held 26 March 2020 when the Board next met face to face.</i></p>	
285	Actions Register to May 2020	
	<p>The Board received the actions register up to May 2020.</p> <p>Noted that the confidential section within the minutes of the meeting held 26 March 2020 relating to the OfS had been submitted as requested.</p> <p>The Clerk to the Corporation verified that to date no response or confirmation of receipt of the email communication had been received despite requesting that the receiver confirm receipt.</p> <p><i>The Board received and accepted the actions register as circulated.</i></p>	
286	Principal's Report – May 2020	
	<p>The Principal presented his report to May 2020 covering the key points within the document as follows:</p> <ul style="list-style-type: none"> • FE National League Tables 2019 • Overview of current situation • Crystal ball gazing for the remainder of 2020 • College KPIs <p>The Principal spoke about the potential return to College which was also covered in further detail within the Deputy Principal/Curriculum's report.</p> <p>Governors commented very positively on the regular updates that had been circulated to them by the Deputy Principal/Curriculum during the Covid-19 lockdown which had kept the board well informed on the ongoing work with staff and students. They were pleased that student attendance, which was now being referred to as 'student engagement', was being maintained despite the difficulties being encountered with remote learning.</p> <p>FE National League Tables</p>	

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	<p>At the end of March 2020, the Government published the annual Success Rate League Tables for FE Colleges. The Principal had already presented a report on the College performance for 2019 in the Autumn of 2019.</p> <p>The report provided an analysis on how North Kent College had performed, compared to others, as shown within Appendices 1 in the report.</p> <p>Within Appendix 1, the Principal had compared NKC performance against the local General FE Colleges and Hadlow College. As well as the relative position against each other, he had also included the national position for the GFE colleges (which excluded Hadlow as it was designated as a land-based college). Comparatives for 2018 were also provided.</p> <p>Each Table showed the Board the number of Starts and the Success Rate outcome (with comparatives to 2018).</p> <p>Headline Results</p> <p>Overall</p> <ul style="list-style-type: none"> • NKC Level 3 results, which was the area of largest provision at NKC, placed the College in 2nd place nationally. • NKC, once again, the strongest performing FE College in Kent and SE London • NKC overall performance for 16-18-year olds placed the College 18th out of 172 colleges nationally • NKC English and Maths Functional Skills results remained the best in Kent and SE London <p>Curriculum Specific</p> <p>Tables 5-12 showed the department performance in curriculum areas. Governors agreed that this was an amazing set of results and to achieve the following national positions (out of around 170 colleges) for each of the curriculum areas was testament to the tireless efforts of staff and students: -</p> <table> <tr> <td>Computing</td><td>-</td><td>1st</td></tr> <tr> <td>Arts</td><td>-</td><td>2nd</td></tr> <tr> <td>Sport, Travel & Tourism</td><td>-</td><td>4th</td></tr> <tr> <td>Engineering and Motor Vehicle</td><td>-</td><td>10th</td></tr> <tr> <td>Health, Early Years and Public Services</td><td>-</td><td>12th</td></tr> <tr> <td>Hair, Beauty and Catering</td><td>-</td><td>17th</td></tr> <tr> <td>Business, Secretarial and Finance</td><td>-</td><td>20th</td></tr> <tr> <td>Construction Trades</td><td>-</td><td>32nd</td></tr> </table> <p>English and Maths GCSE</p>	Computing	-	1st	Arts	-	2nd	Sport, Travel & Tourism	-	4th	Engineering and Motor Vehicle	-	10th	Health, Early Years and Public Services	-	12th	Hair, Beauty and Catering	-	17th	Business, Secretarial and Finance	-	20th	Construction Trades	-	32nd	
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	<p>Tables 13-14 provided details on English and Maths, respectively. Governors noted that, the improvement in the College's national position on both in one year was very encouraging.</p> <p>Apprenticeships</p> <p>Table 17 reported a very creditable 25th place nationally in terms of Apprenticeship performance in what had been a challenging 12 months for all Colleges.</p> <p>The Board went through the outcomes and were very pleased with the continued improvements and high successes being achieved at the College.</p> <p>Received</p> <p><i>The Board received the Principal's report for May 2020 and congratulated all staff for the outstanding outcomes.</i></p>	
287	Deputy Principal – Curriculum – May 2020 Report	
	<p>The Deputy Principal/Curriculum presented her report and stated that the main piece of work that the College were currently working on related to student progression and engagement and provided an in-depth explanation of how this was being undertaken remotely. She added that the Curriculum Managers were working exceptionally hard on student progression and making regular contact with students.</p> <p>Mr Martin stated that the section within the report in which Assistant Principal's had provided an insight into the work and engagement of students and staff during, what could only be described as a very difficult period were extremely encouraging and positive. He added that this came across in the daily DP Curriculum Covid-19 updates that the Board had been receiving and that he wished to convey his congratulations to the DP/Curriculum and all staff.</p> <p>The DP/Curriculum welcomed the feedback but added that it had been a team effort and they would also need to review how lesson observations would be conducted should lockdown continue into September 2020.</p> <p>Mr Matthews commented on the work that had been taking place and asked whether the SLT needed to think more widely about digitalisation as there was the potential that things would not return to what was the norm. He also asked how the College, would be able to ensure inclusion of all students particularly with those students who did not have access to IT equipment and Wi-Fi. The Deputy Principal/Curriculum stated that they were acutely aware of this and had been discussing this as a team and that they were looking at different options and needed to give the matter further consideration but emphasised that whatever the solution was that it would come at a financial cost.</p> <p>The Deputy Principal/Curriculum spoke at length about progression, participation, and the massive challenge that staff would need to overcome around enrolments come September 2020.</p>	

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	<p>Mr Biring stated that he accepted the points made but expressed his views around continuing to provide FE provision remotely due to the nature of the courses which would still rely quite heavily on the practical elements of the course particularly around construction and hair and beauty referred to as examples of this requirement. It was accepted that dependent on the programme these may require an element of blended learning particularly in respect of the two areas quoted.</p> <p>The Deputy Principal/Curriculum spoke about the work being undertaken to prepare for the re-opening of the nursery ready for children return on the 1 June 2020. She also referred to the risk assessments that needed to be undertaken and the students that they were planning on bringing back into the College when permitted.</p> <p>The Deputy Principal/Finance & Resources stated that on the back of the IT Strategy work which was in progress prior to lockdown that the College were now reviewing the draft strategy to take into account the impact and needs that had arisen from Covid-19.</p> <p>Governors asked about staff development and training in the use of ZOOM and TEAM meetings for the delivery of lessons. The Deputy Principal/Curriculum stated that staff had now received training and that they were now using the technology available to them to deliver the remote lessons.</p> <p>The Chair commented positively on the report which was an extensive operational update on the work that had been taking place during the Covid-19 lockdown.</p> <p>Received</p> <p><i>The Board accepted the Deputy Principal/Curriculum's update and thanked her and staff for their continued hard work during a very difficult time.</i></p>	
	Finance Report	
288	<p>Forecast and Monthly Management Accounts – March 2020</p> <p>A section of the MMA report was recorded as Confidential Part 2 due to the commercial sensitivity of the subject for consideration.</p> <p>Accepted</p> <p><i>The Board accepted the latest set of Monthly Management Accounts noting the points raised within the report.</i></p>	
289	<p>Estates Strategy update – Minuted as Part 2 Confidential item due to the commercial sensitivity associated with this item.</p>	
	<p>Accepted</p> <p><i>The Board received the updated information in respect of the Dartford New Build and would await further updates.</i></p>	

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291	Thameside Purchase	
	Received The Board accepted the latest update on the Thameside Purchase as per the report.	
292	Dartford Boiler Project – Minuted as confidential Part 2 Business	
293	Governance Report	
	<p>The Clerk to the Corporation presented the Governance Report and the document was taken as read.</p> <p>a. NKC Instrument & Articles of Government</p> <p>The Board were asked to consider the recommendation to approve by formal resolution the amendments to the Corporation Instrument & Articles of Government. The amendments made to the document were not material but brought the document up to date in line with current terminology and to ensure that the corporation was not acting ultra vires in conducting the board meetings via teleconference or video conference. There had always been standing provision within the instruments on how meetings were to be conducted as provided below.</p> <p>Instrument Para 1 – Clause (g)</p> <p>“meeting” includes a meeting at which the members attending are present in more than one room, provided that by the use of video-conferencing facilities it is possible for every person present at the meeting to communicate with each other.”</p> <p>The model articles stipulate that the “corporation shall meet at least once in every term and shall hold such other meetings as may be necessary”. It is silent on whether the meetings need to be face-to-face or whether they can be electronic. However, the Companies Act 2006 and Charity Commission both make it explicitly clear that ‘attendance’ does not preclude electronic participation of members. The Charity Commission states that unless specifically prohibited in the corporation’s governing document, boards may conduct meetings using electronic means “provided that the means used allows them to both see and hear each other”.</p> <p>The document circulated in advance at Appendix 1 of the report included the track changes which provided the Board with the recommended amendments compared to the original version. The original version had not been updated or amended since incorporation in 1992.</p> <p>Formally resolved</p> <p><i>The Board formally approved the recommended amendments to the Instruments & Articles.</i></p> <p>b. Board Membership</p> <p>The Board were asked to formally approve the reappointment of the following existing external governors for a further 4-year term of office:</p>	

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	<p>Mr Phil Hatton Mr Jon Gurney Dr Richard Longman Mr Keith Norman</p> <p>The Search Governance & Remuneration Committee had discussed and agreed that recommendation be made to the Board subject to the Chair of Corporation consulting with the above governors in advance. The Chair of Corporation contacted the respective governors in January 2020.</p> <p>The recommendation for reappointment was based on the contribution of the individual governors and the skills set required on the Board.</p> <p>Formally approved</p> <p><i>The Board formally approved the reappointment of Mr Hatton, Mr Gurney, Dr Longman, and Mr Norman for a further four-year term of office effective as of 30 May 2020.</i></p> <p>c. Strategy Day</p> <p>Governors discussed the fact that due to Covid-19 and the ongoing work around Project Red that the planned Strategy Day would need to be postponed. It was agreed that a provisional date be set for October 2020.</p> <p>Received</p> <p><i>The Board accepted the update on Governance matters as presented.</i></p>	
	AUDIT COMMITTEE REPORT	
294	Audit Committee Minutes of the meeting held 25 th March were received by the Board for information purposes.	
295	Internal Audit Services Report	
	<p>Mr Norman – Chair of the Audit Committee explained that one item that had given him concern was the internal audit service providers ability to confirm that they would be in a position to sign off the assurance required at the end of the year as it was highly likely that due to Covid-19 restrictions that they may not be able to complete the audit plan. The point was noted by the Board.</p> <p>The Board received the following reports:</p> <p>Health & Safety Report – received</p> <p>Procurement Health Check Report – received</p> <p>Risk Register – received</p> <p>Mr Hatton referred to the risk register and stated that it would be useful to look at lesson observations in line with the risk register to ensure that these were covered.</p> <p>Policies</p>	

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	<p><i>The Board formally approved the following policies as recommended by the Audit Committee.</i></p> <p><i>Anti-Fraud Policy</i></p> <p><i>Anti-Bribery Policy</i></p> <p><i>Risk Management Policy</i></p>	
296	<p>Project Red – update</p> <p>Confidential Part 2 Business – commercially sensitive not for public record</p>	
297	Any other business	
	Two additional extra ordinary board meetings to be scheduled post 2nd July 2020. Clerk to circulate provisional diary invites.	Clerk
298	Meeting evaluation	
	The Clerk to the Corporation to email the meeting evaluation forms to all governors to complete and submit.	Governors
299	Date and Time of the Next Meeting	
	<p>The next meeting of the Corporation Board will be Thursday 2 July 2020.</p> <p>The meeting closed at 20.36hrs.</p> <p>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</p> <p>SIGNED _____ DATE _____</p>	