



CORPORATION BOARD BUSINESS – Meeting 5

A G E N D A

Thursday 21 May 2020 at 5.30pm

To attend	Full Corporation Board – Alex Lewsley, Teja Biring, 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)

Item Agenda	Time (Mins)	Item Description	Presented By	Paper No/ Verbal	Action required
5.1	2 mins	Opening of Meeting & Apologies for Absence Board to formally agree that they are in agreement that the Corporation Board meeting be conducted via telephone conference in light of Covid 19.	Chair		- Agree
5.2	1 mins	Declarations of Interest	Chair	Verbal	Note
5.3	5 mins	Part 1 & Part 2 Minutes of the last Corporation Board Meeting held 26th March 2020	Chair	5.3a 5.3b	Decision
5.4	5 mins	Actions Register – update		5.4	Noting
ITEMS FOR SUBSTANTIAL DISCUSSION & DECISION					
5.5	10 mins	Principals Report	Principal	5.5	Discussion
5.6	15 mins	Deputy Principals Report – Curriculum	DP/Curriculum	5.6	Discussion
5.7	20 mins	Finance Report (including MMA, Tenders & Contracts & IT) a. Management Accounts with revised forecast b. Estates Strategy – update	DP/Finance	5.7 5.7a 5.7b	 Discussion Decision
GOVERNANCE					
5.8	15 mins	Governance update a. Instrument & Articles of Government – amendments for formal resolution b. Board membership – reappointment of existing		5.8a 5.8b	Decision Decision

		governors			
COMMITTEE REPORTS					
5.9	10mins	Audit Committee Report 25.3.2020 A. Minutes of the meeting held 25.3.2020 B. Health & Safety Internal Audit Report C. Procurement Health Check Report D. Risk Management Policy E. Risk Register – update F. Anti Bribery Policy G. Anti Fraud Policy	Keith Norman	5.9a 5.9b 5.9c 5.9d 5.9e 5.9f 5.9g	Note Note Note Agree Note Agree Agree
CONFIDENTIAL PART 2 BUSINESS					
5.10	30 mins	<u>STRICTLY CONFIDENTIAL</u> Project Red a. Minutes of 3.4.20, Principal Email to group & Financials b. Minutes of 23.4.20, Principal Email to group and Financials c. Minutes of 7.5.20, Principal Email to group and Financials	Principal/Richard Longman To follow	 5.10a 5.10b 5.10c	Discussion & Decision
5.11	5 mins	Meeting evaluation	Chair		
5.12		Date and time of the next meeting 9th June Corporation Strategy Day 2nd July 2020 Board meeting Agree an additional extra ordinary Board Meeting towards the end of July 2020 – Project Red			Note

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