



CORPORATION BOARD – Meeting 2

A G E N D A

Thursday 3 December 2020 – 5.30pm
ZOOM Video Conference

To attend	Full Corporation Board – Alex Lewsley (Chair of Corporation), Maria Chandler, Teja Birring, Jon Gurney, Dalia Halpern-Matthews, Phil Hatton, Richard Longman, David Martin, Keith Norman, David Gleed (Chief Executive), Steve Matthews, Paul Manning, Nikki Franks, Nicholas Smith, Chris Manley, Lucy Nicholls & Charlie Byrnes
In Attendance	Yolanda Hughes (Clerk to the Corporation), Rhiannon Hughes (Deputy Executive Principal/Teaching, Learning & Improvement) and Lawrence Jenkins (Deputy Chief Executive), Mark Andrews (Deputy Executive Principal - Strategy and Development & North Kent College – Gravesend Principal) & Matthew Lynwood – Property Consultant

Item Agenda	Time (Mins)	Item Description	Presented By	Paper No/ Verbal	Action required
2.1	10 mins	<p>Opening of Meeting & Apologies for Absence</p> <p>Formal appointment and introduction of new External Governor/Appointment to Audit Committee</p> <p>Maria Chandler</p> <p>Formal appointment and introduction of newly elected Staff Governors</p> <p>Nicholas Smith - Hadlow College/West Kent College Chris Manley – Dartford/Gravesend College -</p> <p>Formal appointment and introduction of Student Governors –</p> <p>Lucy Nicholls Charlie Byrnes</p>	Chair	<p>2.1a</p> <p>2.1b</p> <p>2.1c</p>	<p>Formal approval required.</p> <p>Formal approval required.</p> <p>Formal approval required.</p>
2.2	1 mins	Declarations of Interest	Chair	Verbal	Note
2.3	5 mins	Part 1 & Part 2 Confidential Minutes of the last Corporation Board Meeting held 6 th October 2020	Chair	2.3a&b	Agree
2.4	3 mins	Actions Register update as at December 2020	Chair/Clerk	2.4	Note

ITEMS FOR SUBSTANTIAL DISCUSSION AND FORMAL RESOLUTION

2.5	1.45hrs	Finance & Resources Report GBF Sign off Contracts {Extensive associated documents}	Lawrence Jenkins & Matthew Lynwood Property Consultant	2.5	Formal Resolution & Delegation of Authority for Sign off
ITEM INFORMATION, DISCUSSION AND DECISION					
2.6	10 mins	Strictly Confidential – Part 2 Business Chief Executive Verbal update on Restructure & Ofsted	David Gleed	Verbal	Information
2.7	15mins	End of Year Financial Statements a. Letter of Representation b. NKC End of Year Financial Statements to 31 st July 2020 c. NKC Business Services Dormant Account Submission d. FSA Management Report to 31.7.2020 Regularity Audit to 31.7.2020 Fraud Questionnaire	Lawrence Jenkins	2.7a 2.7b 2.7c 2.7d	Decision For formal board approval
2.8	15 mins	Finance & Resources Report a. Monthly Management October Accounts/Forecast	Lawrence Jenkins	2.8 a	Note
2.9	10 mins	Audit Committee Report (Minutes Draft) 12.11.2020 a. Annual Audit Committee Report to the Board and Principal Internal Audit Services Annual Report 2019/2020 {incl T of Ref} b. Scrutton Bland - Internal Audit Annual Report 2019/20 c. Scrutton Bland – Internal Audit Strategic Plan d. Policies – Gifts & Hospitality Policy e. PIDA Whistleblowing Policy	Keith Norman	2.9 2.9a 2.9b 2.9c 2.9d 2.10e	Approve Approve Approve Approve Approve
2.10	5mins	Search, Governance & Remuneration Committee Report (Minutes Draft) 12.11.20 Due to time constraints on this agenda only the minutes have been circulated any additional reports requiring Board approval will be covered at the January 2021 Board meeting.	David Martin	2.10	Note
2.11	2 mins	Meeting evaluation	Chair		
2.12		Date and time of the next meeting Thurs 21 January 2021 Corporation Board Meeting 3 – SAR Validation			Note/Agree

		meeting / QIP Dartford - 5.30pm Thurs 25 February 2021 Board Strategy & Development Day Finance & Curriculum Planning for 2021/22 1.30pm			
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Thurs 3 December 2020	Corporation Board Meeting 2	Zoom	5.30pm
Second Term: 04.01.2021			
Thurs 21 January 2021	Corporation Board Meeting 3 – SAR Validation meeting / QIP	Dartford	5.30pm
*Thurs 25 February 2021	Board Strategy & Development Day	TBC	9.30AM
Thurs 11 March 2021	Audit Committee Meeting	Dartford	5.30pm
Thurs 11 March 2021	Search Governance & Remuneration Committee	Dartford	3.00pm
Weds 17 March 2021	Chair Liaison Meeting	Dartford	9.30am
Thurs 25 March 2021	Corporation Board Meeting 4	Dartford	5.30pm
Thurs 25 March 2021	Learner Council Meeting	Dartford	4.00pm
ThirdTerm: 19.04.2021			
Thurs 20 May 2021	Corporation Board Meeting 5	Tonbridge	5.30pm
Thurs 17 June 2021	Search Governance & Remco Committee	Dartford	3.30pm
Thurs 17 June 2021	Audit Committee Meeting	Dartford	5.30pm
Weds 30 June 2021	Chair Liaison Meeting	Dartford	9.30am
Thurs 8 July 2021	Corporation Board Meeting	Gravesend	5.30pm

