



## Corporation Board Meeting 1

### PART 1 MINUTES – NON-CONFIDENTIAL PUBLIC RECORD

**Board Minutes of meeting held on 6 October 2020 at 17.30hrs  
Via ZOOM Video Conference**

#### **Present**

Mr D Gleed	Chief Executive
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
Mr P Manning	External Governor
Ms N Franks	Staff Governor

#### **In Attendance**

Mr L Jenkins	Deputy Chief Executive
Ms R Hughes	Deputy Executive Principal -Teaching, Learning & Improvement
Mr M Andrews	Deputy Executive Principal - Strategy and Development
Mrs Y Hughes	Clerk to the Corporation

<b>Minute no</b>	<b>Agenda Item</b>	<b>Action By</b>
<b>389</b>	<b>Opening of Meeting and Apologies for Absence</b>	
	<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><b>Apologies</b></p> <p>Apologies received from Mr T Biring.</p> <p>It was noted for the record that the meeting was quorate</p> <p><b>New Attendee</b></p> <p>Mark Andrews (Deputy Executive Principal - Strategy and Development) was formally welcomed to the meeting. Mr Andrews would be an attendee</p>	

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	at future Board meetings in his role as a member of the Senior Leadership Team.	
<b>390</b>	<b>Declarations of Interest</b>	
	<p>Ms Franks declared her interest as a Union Representative in relation to a confidential item within the Chief Executives report.</p> <p>There were no other additional declarations of interests recorded other than those already held on the register</p> <p><i><b>The Board formally noted the interests declared by Ms Franks.</b></i></p>	
<b>391</b>	<b>Corporation Board Minutes</b>	
	<p>The Corporation Board formally approved the Public and Confidential Board minutes of the meetings held as follows:</p> <p>Part 2 Minutes of the Extra Ordinary Board meeting held 30 July 2020.  Part 3 Minutes of the Extra Ordinary Board meeting held 30 July 2020 Not for staff/students/SLT  Part 1 Minutes of the Extra Ordinary Board meeting held 11<sup>th</sup> August 2020  Part 2 Minutes of the Extra Ordinary Board Meeting held 11<sup>th</sup> August 2020  Lloyds Resolution – signed off with the authority of the Corporation Board by the Vice Chair of Corporation on the 11<sup>th</sup> August 2020  Part 2 Minutes Extra Ordinary Board meeting 12.8.2020 – Funding Agreement Resolution – signed off by the Vice Chair of Corporation as delegated by the Corporation Board on the 14 August 2020 (date of transaction)  Part 2 Minutes Extra Ordinary Board meeting 12.8.2020 – SPA Resolution - signed off by the Vice Chair of Corporation as delegated by the Corporation Board on the 14 August 2020 (date of transaction)  Part 2 Minutes</p> <p><i><b>Formally approved</b></i></p> <p><i><b>The Board formally approved the Corporation Board minutes as listed above. Chair of Corporation to sign off the hard copies of the minutes.</b></i></p>	
<b>392</b>	<b>Board and Committee - Actions Register to October 2020</b>	
	<p>The Board received the updated and reformatted outstanding actions register up to October 2020. The Clerk to the Corporation explained that the newly formatted document now contained all committee actions and Board actions this would allow the Board to monitor the progress on all action points.</p> <p><i><b>The Board received and accepted the actions register as circulated.</b></i></p>	<b>Clerk</b>
<b>393</b>	<b>Chief Executive Report – October 2020</b>	
	<p>The Chief Executive presented his report to October 2020 of which there was a Part 2 Confidential section not for public record.</p> <p>The Chief Executive went through <b>Part 1 – External non confidential</b> section of his report which covered the following key items:</p>	

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	<p>1. Introduction – brief report on Covid-19 and the challenges faced by the College.</p> <p>The Board were advised that since the publication of the CEO's report that the College had received confirmation that there had been five separate incidents of positive Covid-19 results amongst students at the College. The Chief Executive explained that the College was following the NHS and Government Guidelines in handling the matter, which involved liaising with the local PHE Team and following their recommendations, which was accepted. It was noted that two of the students involved had not been in College for sufficient time to warrant any impact on their class.</p> <p>2. Government Policy re FE – covering the two headlines which the Board needed to be mindful of including Funding and the FE White paper.</p> <p>Dr Longman advised the Board that he would be joining an online briefing held by Education Training Foundation on the 21 October 2020 on the FE White Paper and would report back to the Board at the December meeting.</p> <p>3. Summer 2020</p> <p>The Chief Executive explained that ordinarily at this point in the academic year he would be sharing the results of last year's exams and assessments. Unfortunately, due to Covid-19, the end of the Academic Year was very different with exams and external assessments being largely abandoned in favour of Centre Assessed Grades ('CAG').</p> <p>Based on the above the College profile of results closely mirrored 2018/19. The Chief Executive added that because of CAG there would be no Sector Wide League Tables published for 2019/20.</p> <p>Apprenticeships have however carried on as normal and it was anticipated that the results for 2019/20 would be available towards Christmas. The Board were advised that that the College expected a drop compared to previous years as the economic shut down had resulted in a number of apprentices losing their jobs and so having to be withdrawn through no fault of College or the students.</p> <p>The Chief Executive spoke at length of the disappointing news in the Summer that a large local employer had decided to make all 9 of their Engineering apprentices redundant overnight, demonstrating that success rates in apprenticeships can be partly, and often significantly, outside of the control of the training provider.</p> <p>Governors asked if this employer was the company the College would have used for T Levels. It was clarified that the model was being based around the elements developed for this apprenticeship programme as opposed to needing to be solely reliant on this company for the success of the T Level programme.</p> <p>Mr Matthews further indicated that it was disappointing that this employer had made students redundant however, the feedback he had</p>	

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	<p>received from them was that they were very pleased with the work that North Kent College and the Deputy Executive Principal - Strategy and Development had done with them which was extremely positive.</p> <p>The Deputy Executive Principal - Strategy and Development provided the Board with an update on T Levels stating that there were several other companies who would potentially be working with the College.</p> <p>Governors inquired about the impact of Covid-19 on apprenticeships. The Chief Executive stated that there had already been one tranche of redundancies but with Furlough coming to an end on 31 October 2020 it could potentially bring about more redundancies. He added that FE Colleges nationally were experiencing a downturn in demand for new apprenticeships. The Deputy Executive Principal - Strategy and Development provided the Board with an overview of recruitment in Construction, Electrical, Carpentry explaining that the biggest concern was around Maritime apprenticeships. Noted that timely success rates were not looking particularly positive however this was the case nationally and that motor vehicle had been especially affected which was largely due to the high number of staff being on furlough.</p> <p><b>Part 2 – Confidential Section (Minuted as confidential item not for public record due to commercial sensitive items)</b></p> <p><i>Received</i></p> <p><i>The Board received the Chief Executive's report.</i></p>	
394	<b>Quality Improvement update – October 2020</b>	
	<p>The Deputy Executive Principal – Teaching, Learning and Improvement presented the 3<sup>rd</sup> Review of the QIP stating that since the report to the Board in July 2020 that had not been a significant amount of change and added that some of the key action points would need to be carried forward due to delays related to the impact of Covid-19.</p> <p>Governors welcomed the QIP and accepted that there had not been many changes since the last report came to the Board but that it was useful to have the QIP on Governance but unfortunately some action points had not progressed as hoped.</p> <p>Governance QIP</p> <p>3.1 Diversity of the Board – Governors questioned if recruitment of new board members was being taken forward to address the gender and ethnic diversity of the Board. Mr Martin - Chair of Search, Governance &amp; Remuneration Committee explained that the committee had met on the 23 September 2020 and this aspect had been discussed in detail and that it was something that the Board needed to consider particularly in respect of the constitution of the board going forward. It was proposed that the matter would be brought to the Governor Strategy Half day for discussion as it would require Corporation resolution to increase the size of their membership. Governors were assured that the recruitment of members would be addressed but that it was vital that the Board discussed the needs of the Board going forward.</p>	

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	<p>Dr Longman referred to a session at the recent AOC Conference he had attended on diversity. Speakers had emphasised the need to ensure diversity of the board and that experience showed that existing members using their own networks did not yield the results that Boards ultimately needed. i.e. Boards tended to recruit in their own image. To extend the reach of our search for new Governors we should be prepared to advertise and use other mechanisms as well as explore our existing networks.</p> <p><b>Received</b></p> <p><b><i>The Board received the 3<sup>rd</sup> Update on the Quality Improvement Plan.</i></b></p>	
395	<b>Teaching, Learning &amp; Observations Policy - update</b>	
	<p>The Deputy Executive Principal – Teaching, Learning and Improvement presented the updated policy stating that every year the Teaching, Learning &amp; Observation Policy was reviewed and updated and explained that there were some key changes to the policy although none of material significance.</p> <p>It was explained that with the acquisition of Hadlow College and West Kent College taking place so late, it was agreed that Hadlow and West Kent College would continue with their current approach and that the policy put to the Board for approval would be followed by North Kent College, Dartford and Gravesend.</p> <p>The Deputy Executive Principal provided the Board with a verbal insight on how the two policies differed.</p> <p>Mr Hatton commented on Part 5 of the policy which referenced governance and suggested that it should be open to all governors not just those with Ofsted/Teaching experience but should include the clause ‘subject to prior training’. It was also agreed that reference should be made within the policy about Link Governors.</p> <p><b>Action</b></p> <p><b><i>Amend the reference to governors with Ofsted/Teaching experience to include all governors subject to having received appropriate training.</i></b></p> <p><b><i>Reference to Link Governors to be included in the appropriate section of the policy.</i></b></p> <p><b><i>Governors further requested that more reference should be made to Best Practice/Good Practice in the policy.</i></b></p> <p><b>Approved</b></p> <p><b><i>The Board formally approved the updated policy subject to the requested amendments being made to the final document.</i></b></p>	Rhiannon Hughes
396	<b>Annual HE Report – 2019/2020</b>	
	The Deputy Executive Principal, Teaching, Learning, and Improvement presented the 2019/20 HE Report. The Board were advised that Deputy Executive Principal - Strategy and Development & North Kent College –	

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	<p>Gravesend Principal would as of 2020/21 be taking over the oversight of Higher Education.</p> <p>Governors asked if Hadlow College and West Kent College provided similar courses to North Kent College. It was explained that SLT were currently reviewing the provision and that there were no clear overlaps. The Deputy Executive Principal - Strategy and Development spoke at length of HE recruitment and provision at Dartford and Gravesend and that HE was a key focus for all college Principals going forward.</p> <p>Governors went through the report and commented on the significance of the student surveys and the point around the North Kent College website and the fact that a large proportion of students had stated that they had heard of the HE provision through friends/family which was important.</p> <p><b>Approved</b></p> <p><b><i>The Board formally approved the HE Report for 2019/2020.</i></b></p>	
	<b>FINANCE &amp; RESOURCES</b>	
397	<b>Estates Strategy update – Confidential Part 2 – Commercially Sensitive</b>	
	<b>Estates Working Group Minutes of 8 September 2020</b>	
	<p><b>Received</b></p> <p><b><i>The Board received the update as detailed in the minutes and the verbal update on progress with the Grant Building Fund Bid.</i></b></p>	
398	<b>Additional Estates matters</b>	
399	<b>Modern Slavery &amp; Human Trafficking Statement</b>	
	<p>As of the 15th August 2020 when North Kent College acquired Hadlow and West Kent College the College total income increased above the threshold of £36million per annum. The College was therefore required to comply with statute which required organisations that supply goods or services and have a consolidated global turnover of £36 million per annum or more to prepare a slavery and human trafficking statement for each financial year. All bodies corporate and partnerships that meet the turnover requirement will be caught, regardless of where they are incorporated, if they carry on any part of their business in the UK. Notably, organisations that primarily pursue a charitable or educational aim have not been excluded from the requirements.</p> <p><b>Approved</b></p> <p><b><i>The Board formally approved the recommended Modern Slavery &amp; Human Trafficking Statement.</i></b></p>	
400	<b>Safeguarding Report and Annual Safeguarding Policy review</b>	
	<p>The Deputy Executive Principal, Teaching, Learning, and Improvement presented the Safeguarding Report to September 2020. It was noted that Mr Hatton the Lead Safeguarding Governor and Sheila Dance had not been able to meet in person to review the report, but that Mr Hatton had provided commentary which was welcomed.</p>	



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	<p>3) Upcoming Open Evenings at Dartford, Gravesend, Hadlow and Tonbridge</p> <p><b>Governor Strategic Half Day – Thursday 29 October 2020</b></p> <p>The Board discussed the proposed arrangements for the upcoming Governor Strategy Half day due to take place on the 29<sup>th</sup> October 2020. The Board agreed that the event could not be postponed again and that it would be wise to not hold the half-day session in person but via ZOOM.</p> <p>Governors requested that the programme for the half day be finalised as soon as possible and that all reading material be circulated in good time to ensure that everyone had the opportunity to read the papers in advance.</p>	
402	<p><b>Search Governance &amp; Remuneration Committee</b></p>	
	<p><b>Search, Governance &amp; Remuneration Committee Minutes of the Meeting held 8 September 2020 including Part 1 – Non-Confidential and Part 3 Confidential (not for SLT, Staff or Students/Public Record) were circulated in advance.</b></p> <p>Mr Martin – Chair of the Search, Governance &amp; Remuneration Committee presented the minutes highlighting the key points of business covered as follows:</p> <p>Student Governor Recruitment – progressing well with 3 applicants from Dartford College. It was noted that the aim was to recruit a student governor from either Dartford/Gravesend Campus and another from either Hadlow College/West Kent College. Interviews were scheduled to take place on the 3<sup>rd</sup> November 2020 with formal recommendation for appointment at the December 2020 Board meeting.</p> <p>Staff Governor Recruitment – in progress with formal recommendation for appointment to be made to the Board in December 2020.</p> <p>Mr Martin raised the issue around Board constitution and committee membership, and it was noted that the matter would be brought to the Governor Strategy Half day for further deliberation.</p> <p><b>Committee Membership</b></p> <p><b>Approved</b>  <b>The Board formally approved the appointment of Mr Keith Norman to the Search, Governance &amp; Remuneration Committee.</b></p>	
403	<p><b>Deputy Chief Executive, Deputy Executive Principal, Teaching, Learning and Improvement, Deputy Executive Principal, Strategy &amp; Development, Staff Governor, and the Clerk to the Corporation were excused from the meeting.</b></p>	

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404	<b>Search, Governance &amp; Remuneration Committee – Part 3 Confidential SPH Matter</b>	
	<b>The Board then considered the confidential matter regarding a SPH matter. This section of the meeting was minuted by an external governor.</b>	
405	<b>Date and Time of the Next Meeting</b>	
	<p>The next meeting of the Corporation Board 3<sup>rd</sup> December 2020.</p> <p>The meeting closed at 20.08hrs</p> <p><b>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</b></p> <p>SIGNED _____ DATE _____</p>	