



Corporation Board Meeting 3

PART 1 MINUTES – NON-CONFIDENTIAL PUBLIC RECORD

**Board Minutes of meeting held on 21 January 2021 at 17.30hrs
Via ZOOM Video Conference**

Present

Mr T Biring	External Governor
Ms M Chandler	External Governor
Ms N Franks	Staff Governor
Mr D Glead	Chief Executive
Mr J Gurney	External Governor
Mrs D Halpern-Matthews	External Governor
Mr P Hatton	External Governor
Mr A Lewsley	External Governor – Chair of Corporation
Dr R Longman	External Governor
Miss L Nicholls	Student Governor
Mr K Norman	External Governor
Mr S Matthews	External Governor
Mr D Martin	External Governor
Mr C Manley	Staff Governor – Observer
Mr N Smith	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

Minute no	Agenda Item	Action By
426	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>Noted that Mrs Chandler would be late joining the meeting. Mr Byrnes – Student Governor notified the Clerk that he was unable to join the meeting.</p>	

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	It was noted for the record that the meeting was quorate	
427	Declarations of Interest	
	There were no other additional declarations of interests recorded other than those already held on the register. .	
428	Corporation Board Minutes	
	<p>The Corporation Board formally approved the Public and Confidential Board minutes of the meetings held as follows:</p> <p>Part 1 & Part 2 Confidential Minutes of the last Corporation Board Meeting held 3 December 2020 and the Part 2 – Confidential minutes of the Extra Ordinary Meeting held on the 15th of December 2020.</p> <p><i>Formally approved.</i></p> <p><i>The Board formally approved the Corporation Board minutes as listed above. Chair of Corporation to sign off the hard copies of the minutes.</i></p>	
429	Board and Committee - Actions Register to January 2021	
	<p>The Board received the updated outstanding actions register up to January 2021.</p> <p><i>The Board received and accepted the actions register as circulated.</i></p>	
430	Chief Executive Report – January 2021	
	<p>The Chief Executive presented his report which covered the following key headlines:</p> <p>Part One – External update (non-confidential) Government Lockdown and Implications OFSTED Visit November 2020</p> <p>Part Two - INTERNAL (confidential) Project Red Developments Staffing Updates Other Developments</p> <p>January Examinations – The CEO explained the reasons as detailed in his report as to why they had made the decision to cancel the January BTEC examinations.</p> <p>It was also noted that the Secretary of State had now stated that schools and colleges would receive two weeks' notice before government expected schools/colleges to reopen. The CEO's view was that colleges would not reopen till after Easter based on decisions that were currently being taken by Government but that this was unconfirmed, and they would wait for further clarification from the Secretary of State.</p>	

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	<p>Confidential</p> <p>Project Red – this section provided an update on the current position and the upcoming work that was planned for the next few months. The Board accepted the update as detailed in the report.</p> <p>New Build – the CEO was pleased to report that Wilmott Dixon started on the new build project on the 7 January 2021.</p>											
17.42hrs	Deputy Executive Principal -Teaching, Learning & Improvement joined the Zoom meeting.											
431	NKC Self-Assessment Report 2019/20 and SAR Data											
	<p>The Deputy Executive Principal -Teaching, Learning & Improvement presented the draft SAR for 2019/20 and the Supplementary SAR Data report and formally thanked Mr Hatton and Mr Martin for their assistance and help with the SAR for North Kent College, Hadlow College and West Kent College.</p> <p>It was explained that West Kent College and Hadlow College had drafted their own self-assessment reports due to the timing of the acquisition as they were still their own entity and only formed part of NKC for a very short period from the 15 August 2020. The SAR presented therefore only reflected on what was NKC pre-August 2020 as an entity. It was noted for the record that the self-assessment reports for West Kent College and Hadlow College would be presented to the Board for information purposes at the March 2021 meeting.</p> <p><i>Action – West Kent College and Hadlow College SAR for 2019/20 to be reported to the Board at the March 2021 meeting.</i></p> <p>The Board were advised that the NKC SAR for 2019/20 had been reformatted and this year’s report was based on EIF judgements and the college judgements based on those gradings of which the difference was explained in detail.</p> <p>SAR Ofsted Summary Judgements</p> <table><tr><td>Overall Effectiveness</td><td>Good</td></tr><tr><td>Quality of Education</td><td>Outstanding</td></tr><tr><td>Effectiveness of Leadership & Management</td><td>Outstanding</td></tr><tr><td>Behaviour & Attitudes</td><td>Good</td></tr><tr><td>Personal Development</td><td>Good</td></tr></table> <p>The Board were advised that a new section had been included in the SAR for 2019/20 which referred to the College actions during the Pandemic which was covered under the SAR Lockdown Summary. This section</p>	Overall Effectiveness	Good	Quality of Education	Outstanding	Effectiveness of Leadership & Management	Outstanding	Behaviour & Attitudes	Good	Personal Development	Good	<p>Rhiannon Hughes</p>
Overall Effectiveness	Good											
Quality of Education	Outstanding											
Effectiveness of Leadership & Management	Outstanding											
Behaviour & Attitudes	Good											
Personal Development	Good											

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	<p>included the College preparation, lockdown implementation, lockdown impact, lockdown quality of education, lockdown behaviour and attitudes, SAR lockdown Leadership & Management, SAR lockdown Safeguarding and the contributory graded judgment.</p> <p>The Deputy Executive Principal -Teaching, Learning & Improvement explained that the gradings given for the above areas would be removed from the draft report and provided and the reasons for doing so which was accepted.</p> <p>The Board received the additional Supplementary Data report which provided the data which was no longer included in the actual self-assessment report.</p> <p>Mr Hatton and Mr Martin were invited to add their comments to the self-assessment process undertaken. Mr Hatton stated that they did a significant amount of work on the SAR and separately on the Hadlow College and West Kent College SAR's. He added that there were still a couple of areas in which gradings did not stack up and it was agreed that this would be reviewed and amended.</p> <p>Mr Hatton further requested that in areas where the judgements were graded as good that commentary be included along the lines of 'the area was good with outstanding features.</p> <p>Action – Review commentary on judgements to reflect 'good with outstanding features.</p> <p>Mr Martin commented that the SAR read very well and demonstrated quite clearly that the College was strong in many aspects and agreed that one final review should be undertaken to ensure the descriptors were correct.</p>	<p>Rhiannon Hughes</p>
18.00hrs	Maria Chandler joined the Zoom meeting	
	<p>Action <i>It was requested that the attendance data be included with the SAR Lockdown summary section.</i></p> <p>Governors further queried the matter around the Hadlow College and West Kent College Self-Assessment Reports, and it was reconfirmed by the CEO that the two self-assessment reports would be shared with the Board for information purposes at the March 2021 meeting.</p> <p>Mr Hatton added that he would envisage that the three colleges would produce individual self-assessment reports as it appeared that this would be the Ofsted requirement for college groups.</p> <p>Mr Martin gave further feedback on the Zoom meetings with the College Principals for Hadlow and West Kent College and stated that it was clear that there was a quality gap at both institutions, and he felt that the two</p>	<p>Rhiannon Hughes</p>

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	<p>College Principals were aware of this and that some significant work was required to get the quality of the provision to the standard of NKC.</p> <p>Mr Hatton stated that it had become evident during the SAR moderation process that NKC had exceptionally high volumes of Higher Needs Students and this was an area to focus on in the future.</p> <p>The Board went through the self-assessment report in greater detail commenting on the underachievement of a minority male learners and explanations for this were given by the Deputy Executive Principal - Strategy and Development referring to the challenges that the Pandemic caused in completing students in some practical areas (which comprised mostly male students) and could not be mitigated.</p> <p>Governors commented on the fact that each of the Colleges would be producing their own self-assessment reports but were concerned that they were lengthy documents and were nervous that governors would lose the important factors amongst the length of the report and data. Mr Hatton commented that he envisaged that future reports would encompass a shorter judgment rich executive summary to aid the Board in fully understanding the key factors.</p> <p>Action <i>Mr Matthews asked how the College was finding employer assistance in relation to Career participation. It was agreed that the Deputy Executive Principal -Teaching, Learning & Improvement would ask the Assistant Principal Learning Experience for further information and report back to the Board.</i></p> <p>Governors and the SLT spoke about the impact of the pandemic lockdown and how this had affected certain areas of the curriculum. Governors were particularly pleased with the improvements made in Hair & Beauty which although had been substantially impacted by the lockdown restrictions they had continued to make good progress.</p> <p>The Deputy Executive Principal -Teaching, Learning & Improvement referred to the Career Progression query and confirmed the two principal destinations being 67% of the learners went onto further study and 21% progressed into full time employment. Page 12 and 13 within the data report provided further information on overall destinations which was accepted.</p> <p>Quality Improvement Plan 2020/21</p> <p>The Deputy Executive Principal -Teaching, Learning & Improvement stated that ordinarily the SLT would be presenting the new quality improvement plan at this point but that because they had not fully achieved the objectives within the QIP for 2019/20 due to the impact of Covid19 that these would be carried forward. It was proposed that going forward that the QIP would run from September to end of August the following academic year.</p>	<p>Rhiannon Hughes/Steve Humphries</p>

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	<p>Governance Self-Assessment Report</p> <p>The Chair presented the updated Governance SAR for 2020/21 and explained as per the Clerk & Governance Advisor's executive summary that most of the key objectives would be carried forward into the new academic year with additional points being included which had arisen from the 1:1 Governor Appraisal outcomes.</p> <p>Accepted The Board formally accepted the recommendation for the Governance SAR for 2020/21.</p> <p>Agreed <i>The Corporation Board formally accepted the draft North Kent College Self-Assessment Report for 2019/20 subject to further amendments being made and reviewed. Once the final amendments had been incorporated the document would be shared with Board members for their comment and final approval via email.</i></p>	<p>Rhiannon Hughes/Phil Hatton and David Martin</p>
432	Finance & Resources Report – January 2021	
	<p>Monthly Management Accounts for November 2020 Confidential Part 2 Business – Commercially sensitive</p> <p>Accepted <i>The Board accepted the Monthly Management Accounts to December 2020.</i></p>	
433	Get Building Fund – New Build – Confidential Part 2 Business – Commercially Sensitive	
434	Governance Report – January 2021	
	<p>The Clerk & Governance Advisor to the Corporation presented the Governance Report taking the paper as read.</p> <p>The report covered the following key points:</p> <ol style="list-style-type: none"> 1. Corporation Seal – for noting 2. Governor Strategy Half Day 3. Development/Training update – for noting. 4. Recruitment update – for noting. 5. Governance during Covid19 – for information 6. FE Sector update – for noting <p>Mr Martin commented on the Governance Report produced stating that he had found the information provided useful and that there were clearly key governance issues that required fair consideration at future meetings.</p> <p>Governor Strategy Half Day</p>	

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	<p>The Board received the proposed outline for the Governor Strategy Half day which would look at covering key issues around the FE White Paper, College Strategy, Investment & Capital Projects Blackmans Dairy Farm, update, Governance matters and the Integrated Financial Model for Board approval.</p> <p>It was proposed that additional dates be scheduled to do justice to the areas that needed to be covered particularly in relation to the College strategic discussions and planning. Governor stated that they were conscious that this would require additional governor availability and there was the capacity to address some of the issues during board meetings.</p> <p>Action – Strategic Plan to be shared with all governors in advance of the 25 February 2021.</p> <p>Mr Matthews also commented that it would be essential that as part of the strategic planning process that key college stakeholders and the wider community be consulted.</p> <p>It was agreed that the February strategy day would be focused on ‘where the College had come from and a reflection of the past 12 months, FE White Paper and where the College was heading.</p> <p>Action – Clerk to look at potential additional dates before the end of the current academic year.</p>	David Gleed/Clerk
	<p>Received</p> <p>The Board received the Governance Report for January 2021.</p>	
435	<p>Search, Governance & Remuneration Committee Minutes 11 November 2020</p>	
	<p>Formally approved.</p> <p>Search, Governance & Remuneration Committee Terms of Reference – the Board formally approved the updated terms of reference as recommended by the SGR Committee.</p> <p>SPH Remuneration Report 2019/20 – the Board formally approved the SPH Remuneration Report for 2019/20.</p>	
436	<p>Meeting evaluation</p>	
	<p>Governors were asked to complete and return the pre-circulated evaluation form to the Clerk & Governance Advisor.</p> <p>The Chair of Corporation formally thanked Ms Nikki Franks for her time and valued contribution to the NKC Corporation Board as the Staff Governor for the past four and half years and wished her all the best for the future.</p>	
437	<p>Confidential Part 3 Business – CEO Report – January 2021</p>	

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	The Chair thanked everyone for attending and excused the Staff and Student Governors from the Confidential Part 3 section of the agenda.	
438	Date and time of the next meeting	
	<p>The next meeting of the Corporation Board Thursday 25 March 2021 at 5.30pm</p> <p>Governor Strategy Day to take place on 25th February 2021 at 1.30pm.</p> <p>The meeting closed at 19.48hrs.</p> <p>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</p> <p>SIGNED _____ DATE _____</p>	