



### **Corporation Board Meeting 6**

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

**Board Minutes of meeting held on 20 May 2021 at 17.30hrs  
Via iBabs Connect**

#### **Present**

Mr T Biring	External Governor
Ms M Chandler	External Governor
Mr D Gleed	Chief Executive Officer/Executive Principal
Mr J Gurney	External Governor
Mrs D Halpern-Matthews	External Governor
Dr R Longman	External Governor – Vice Chair of Corporation
Mr K Norman	External Governor
Mr S Matthews	External Governor
Mr D Martin	External Governor
Mr C Manley	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 & Governance Advisor to the Corporation

<b>Minute no</b>	<b>Agenda Item</b>	<b>Action By</b>
<b>458</b>	<b>Opening of Meeting and Apologies for Absence</b>	
	<p>The Chair of Corporation opened the meeting at 17.33hrs.</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>	

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	<p>Apologies received from Mr Nicholas Smith, Miss Lucy Nicholls and Mr Charlie Byrnes.</p> <p>Mrs Maria Chandler asked to be excused from the meeting at 6.30pm due to prior commitments.</p> <p>It was noted for the record that the meeting was quorate.</p>	
<b>459</b>	<b>Declarations of Interest</b>	
	<p>Mrs Dalia Halpern-Matthews declared a personal interest in relation to an item within the Chief Executive's Report relating to the position of Kent FE Strategic Director role which she had applied for.</p> <p>Mr Steve Matthews also declared an interest in the Skills Accelerator in respect of work he has been engaged by Mid Kent College for.</p> <p>There were no other additional declarations of interests recorded other than those already held on the register.</p>	
<b>460</b>	<b>Corporation Board Minutes</b>	
	<p>The Corporation Board received the pre-circulated minutes of the meeting held on the 25 March 2021.</p> <p><i>Amendments to wording within the minutes of 25 March 2021.</i></p> <p>Mr Martin requested that the following amendments were made to minute 444 and 449 to ensure that his commentary at that meeting were recorded accurately:</p> <p>Minute 444</p> <p>'In relation to A level provision, given that it is spread across a number of subject areas, Mr Martin requested that the attendance and attrition data for A level learners should be available for an analysis by subject'.</p> <p>Minute 449</p> <p>Mr Martin referred to the discussions, around the two self-assessment reports, which he and Mr Hatton had with the Tonbridge and Hadlow Principals. As senior managers are aware, the quality of the reports is not yet at the level achieved in those for Dartford and Gravesend'.</p> <p><b><i>Formally approved.</i></b></p> <p><b><i>The Board formally approved the Part 1 Corporation Board minutes of the meeting held on the 25th of March 2021.</i></b></p> <p><b><i>Chair of Corporation to sign off the hard copies of the minutes.</i></b></p> <p>Part 2 Confidential Minutes of the meeting held 25<sup>th</sup> March 2021.</p> <p><b><i>Formally approved.</i></b></p> <p><b><i>The Board formally approved the Part 2 - Confidential Corporation Board minutes of the meeting held on the 25th of March 2021.</i></b></p> <p><b><i>Formally approved.</i></b></p>	

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	<p><b><i>The Board formally approved the Part 3 - Strictly Confidential Corporation Board minutes of the meeting held on the 25th of March 2021.</i></b></p> <p><b><i>Chair of Corporation to sign off the hard copies of the minutes.</i></b></p>	
461	<b>Board and Committee - Actions Register to May 2021</b>	
	<p>The Board received the updated outstanding actions register up to May 2021.</p> <p><b><i>The Board received and accepted the actions register as circulated.</i></b></p>	
462	<b>Chief Executive Report – May 2021</b>	
	<p>The Chief Executive presented his report to the Board which was presented in two parts:</p> <p><b>Part 1 - EXTERNAL (non-confidential)</b></p> <p><b>DFE Announcements</b> <b>Skills Accelerator</b></p> <p><b>FE Commissioner</b></p> <p>The Board were advised that Government had now confirmed the appointment of Shelagh Legrave, Chief Executive of Chichester College, as the new FE Commissioner as detailed in the report.</p> <p><b>KFE Initiative</b></p> <p>The Chief Executive was pleased to report to the Board that over the last couple of years NKC had seen the relationships between the remaining three Kent FE Colleges mature and strengthen. This has been noticed and appreciated by many of the other stakeholders in Kent – KCC, Medway Council, Kent Chamber to name a few.</p> <p>At the last Board meeting, the Chief Executive reported how Kent FE had commissioned a research exercise with the county's MPs to gather evidence on where the stronger FE allies were amongst Kent's parliamentary representation.</p> <p>The recent GBF success in securing capital funds showed the increasing profile of FE within Kent and the united voice that the three Colleges are acting with.</p> <p><b>Part 2 - INTERNAL (confidential) – deemed commercially sensitive not for public record.</b></p>	
463	<b>Chief Executive Report – May 2021 – Confidential Part 2 Business – Not for public record due to commercial sensitivity</b>	
465	<b>Deputy Executive Principal Report - Teaching, Learning &amp; Assessment Update</b>	

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	<p>The Deputy Executive Principal, Teaching, Learning, and Improvement presented her report explain that it was largely focused on Gravesend and Dartford. She explained to the Board that she was now predominantly based at Tonbridge and that future reports to the Board would include all four colleges.</p> <p>The report covered the following key areas:</p> <ul style="list-style-type: none"> <li>• Covid-19 Update</li> <li>• 16-19 Tuition Fund</li> <li>• Teaching &amp; Learning Summary</li> <li>• Observation Activity between September 2020 to March 2021</li> <li>• Gravesend and Dartford Teaching &amp; Learning update</li> <li>• Hadlow and Tonbridge Teaching &amp; Learning update</li> <li>• CPD Across the four colleges</li> <li>• Student Progress Reviews</li> <li>• Progression</li> <li>• Learner Survey</li> </ul> <p><b>Teaching &amp; Learning Summary</b></p> <p>The Deputy Principal T,L &amp; I explained she had asked both the Head of Teaching and Learning, who had been predominantly based at WKC and one of the Teaching &amp; Learning Improvement Partners, based at Dartford, to write a summary for their 'home' two college campuses. Moving forward this would be a central T&amp;L report, but in bringing the team together, there were still aspects which operated separately from one another up until there was a single approach to T&amp;L, which would be from September 2021.</p> <p><b>Learner Surveys</b></p> <p>The Deputy Principal T,L &amp; I presented the Learner Survey outcomes of which Dartford and Gravesend had nearly achieved a 100%. The focus would now be on Tonbridge and Hadlow to improve the responses from learners.</p> <p>The Board were appraised of the outcomes in the report which had been RAG rated by section and explanations provided on how identified issues would be addressed.</p> <p>Mr Martin commented that the data in the report was indeed useful and that having assumed that the data being received was obviously taken in context and bearing in mind that it had been a difficult period with Covid that there definitely areas of concern which were not good enough that needed to be resolved but was pleased that the College had identified these and would be working to resolve them.</p>	

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	<p>Mr Norman welcomed the report but raised his concerns around Safeguarding and the stark differentiation between Dartford/Gravesend and Hadlow and Tonbridge. He specifically referred to the question ‘if I don’t attend my lesson someone contacts me’ which featured well at Dartford/Gravesend and not so at Hadlow and Tonbridge and asked if best practice was being shared at Hadlow and Tonbridge and why it was not having an impact. The Deputy Principal T,L &amp; I acknowledged that safeguarding needed improvement and although she agreed with the statement made, she explained that improvements at Hadlow and Tonbridge would not occur instantly as they were still on different systems, Covid had also had an impact on face-to-face sharing of good practice and indeed the cultural shift required would come with time. The Chief Executive supported the statement made and agreed that it was work in progress and added that SLT were very much aware and conscious that this would be a transitional year and that there had already been a lot of positive changes and was confident that with some time the improvements would become evident.</p> <p>The Chair referred to the Learner Survey questions stating that they are wording of the questions had been very clear and asked if these were generated externally. It was explained that the questions had been drafted by the College and welcomed the feedback as a fair amount of time had gone into ensuring that the wording of the questions were clear and concise and would provide the responses the College were looking for to remedy and address concerns effectively.</p> <p>The Chair referred to the incident that had taken place at a college in Sussex recently and asked if the College Alertus system would be effective should an incident like this take place. The Deputy Chief Executive explained that the College were currently reviewing the system and were upgrading elements of it. The Chair asked whether it would be sensible to seek feedback from the college in question as to what system they operated and however this had been in practice during the incident that took place on their campus.</p> <p><b>Teaching &amp; Learning</b></p> <p>Dr Longman referred to some of the Teaching &amp; Learning grades and asked what the Deputy Principal, T,L &amp; I and SLT were doing to improve the grade 3 and 4 gradings. The Deputy Principal, T,L &amp; I agreed that improvement was required and that these members of staff were receiving various sources of support and went onto provide an explanation of the work that was ongoing.</p> <p><b>Student Progress Reviews</b></p> <p>Governors commented that when reviewing the Teaching &amp; Learning section of the report and the Student Progress Review section that there were still a significant proportion at Grade 3.</p> <p><b>Link Governor Scheme</b></p>	

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	<p>Mr Matthews thanked the Deputy Principal, T, L &amp; I for the detailed report and asked about the Link Governor Scheme and when governors could implement visits into the College. Governors were asked whether they would be agreeable to delaying initial visits into the College to the start of the new academic year this was so that staff could complete the current round of assessments and observations. Mr Martin stated that in his view would be advisable to at least set up some meetings prior to September 2021 and would liaise with Mr Matthews and the Deputy Principal T,L &amp; I.</p> <p>The Chief Executive added that there would be a further explanation for this request within the Confidential Part 3 business of his report.</p> <p><b>Accepted</b> <b>The Board accepted the report.</b></p>	
<b>466</b>	<b>Finance &amp; Resources Report – May 2021- Confidential Part 2</b>	
<b>469</b>	<b>Governance Report to May 2021</b>	
	<p>The Clerk and Governance Advisor presented the Governance Report and took the document as read.</p> <p>The key points for the Boards information were as follows:</p> <ol style="list-style-type: none"> <li>1) Governor Strategy Day – 8 June 2021</li> <li>2) Development/Training update – for noting.</li> <li>3) College Accounts Direction 2020 to 2021 – Published April 6, 2021</li> <li>4) ESFA – Post 16 Audit Code of Practice – Changes – for information and Audit Committee members</li> <li>5) Updated Education Inspection Framework Handbook published - April 19, 2021 – for information.</li> <li>6) AOC Draft Code of Good Governance – See Appendix 2 – For information</li> <li>7) Publications of Interest – For information</li> </ol> <p>Governors were reminded that the College had bought into the Education Training Foundation (ETF) Governance training modules which were accessible to all governors up until March 2022. Clerk to resend the link and governors were encouraged to undertake some of the training available.</p> <p>Mandatory Training – Governors were reminded where they had not undertaken mandatory training to please do so and notify the Clerk accordingly.</p> <p><b>Action – Clerk to circulate ETF Governance Training Modules and Mandatory Training that should be undertaken.</b></p> <p><b>Received</b> <b>The Board received the latest Governance Report.</b></p>	

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	<b>Committee Reports</b>	
<b>470</b>	<b>Estates Strategy &amp; Capital Projects Committee – Part 2 Confidential – Commercially Sensitive</b>	
<b>471</b>	<b>Meeting Evaluation</b>	
	<b>Governors were asked to submit their feedback to the Clerk using the pre-circulated evaluation forms</b>	
<b>19.35hrs</b>	<b>Staff &amp; Student Governors were excused from the meeting.</b>	
<b>472</b>	<b>Date and time of the next meeting</b>	
	<p>The next meeting of the Corporation Board Thursday 28 July 2021 at 17.30hrs.</p> <p>Governor Strategy Day to take place on Tuesday 8 June 2021 at 14.00hrs.</p> <p>The meeting closed at 20.17hrs.</p> <p><b>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</b></p> <p>SIGNED <span style="float: right;">DATE</span></p>	