



### Corporation Board Meeting 7

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

**Board Minutes of meeting held on 8 July 2021 at 17.30hrs  
Zoom**

#### **Present**

Mr A Lewsley	Chair of Corporation
Mr T Biring	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
Mrs Y Hughes	Clerk & Governance Advisor to the Corporation

<b>Minute no</b>	<b>Agenda Item</b>	<b>Action By</b>
<b>473</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> <p>Apologies received from Mrs Chandler &amp; Mr Andrews Deputy Executive Principal - Strategy and Development. Noted for the record that Miss Nicholls – Student Governor had now left the College.</p> <p>It was noted for the record that the meeting was quorate.</p>	
<b>474</b>	<b>Declarations of Interest</b>	
	<p>There were no other additional declarations of interests recorded other than those already held on the register.</p>	

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475	<b>Corporation Board Minutes</b>	
	<p>The Corporation Board received the pre-circulated minutes of the meeting held on the 20<sup>th</sup> of May 2021.</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 20<sup>th</sup> of May 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 20 May 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> <p><b><i>The Board formally approved the Part 3 - Strictly Confidential Corporation Board minutes of the meeting held on the 20 of May 2021.</i></b></p> <p><b><i>The Board formally approved the Part 2 Corporation Board Minutes of the Governor Strategy Day held 8 June 2021.</i></b></p> <p><b><i>Chair of Corporation to sign off the hard copies of the minutes.</i></b></p>	
476	<b>Board and Committee - Actions Register to July 2021</b>	
	<p>The Board received the updated outstanding actions register up to July 2021.</p> <p><b><i>The Board received and accepted the actions register as circulated.</i></b></p>	
477	<b>Chief Executive Report – July 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>Part 2 - INTERNAL (confidential) – Project Red update</b></p> <p>Mr Matthews asked if the IT Project referred to in the Project Red update would be completed by the end of the summer holiday in time for the start of the new academic year. The Chief Executive confirmed that the IT supplier had been made aware of the tight timelines that had to be met.</p> <p><b><i>Received</i></b></p> <p><b><i>The Board received the Chief Executive's Report for July 2021.</i></b></p>	
478	<b>Chief Executive Report – Strategic Plan July 2021 – Confidential Part 2 Business – Not for public record due to commercial sensitivity</b>	
479	<b>QIP (Quality Improvement Plan) update July 2021</b>	

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	<p>The Deputy Executive Principal, Teaching, Learning &amp; Improvement presented the QIP and referred to the 4 areas which were RAG rated Red of which one related to attrition. It was explained that SLT were not yet able to be able to complete this section but that it would be updated once the year was completed.</p> <p>Governance Section of the QIP – the Board accepted the current update and requested that Search, Governance &amp; Remuneration Committee carry out a full end of year review at their Autumn meeting.</p> <p><b>Received</b>  <b><i>The Corporation Board received the latest Quality Improvement Plan update to July 2021.</i></b></p>	
	<b>Finance &amp; Resources Report – July 2021- Confidential Part 2</b>	
<b>484</b>	<b>Risk Register</b>	
	<p>The Deputy Chief Executive presented the new Risk Register which included the Strategic Plan and elements from the Grant Funding Agreement of which there were a total of 27 identified risks.</p> <p>Governors commented that the Risk Register was an excellent start and a comprehensive document.</p> <p><b>Approved</b>  <b><i>The Board approved the Risk Register.</i></b></p>	
<b>485</b>	<b>Tenders &amp; Contracts – Confidential Part 2 Business</b>	
<b>486</b>	<b>Greenwich Equine – Tenancy at Will – Confidential Part 2 Business</b>	
<b>488</b>	<b>Health &amp; Safety Update – July 2021</b>	
	<p>The Deputy Chief Executive presented the Health &amp; Safety update which provided an update on the progress that had been made against the small number of actions on the existing action plans, but which had been impacted by the effects of the COVID-19 Pandemic.</p> <p>A review of works undertaken by the Education Administrator's contractor had become necessary in some areas and had identified further work required.</p> <p>An interim risk Assurance Audit was conducted by the College's insurer, covering the Hadlow and Tonbridge sites. Progress against the recommendations had been good, but elements have been delayed by the effects of the COVID-19 Pandemic. A detailed audit was conducted in May and an action plan developed.</p> <p>An HSG65 Audit of Hadlow and Tonbridge will be conducted, the findings of which will feed into a consolidated college-wide Health &amp; Safety Plan, to be presented to Governors in September 2021.</p>	

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	<p>Governors expressed their disappointment that BDO had not shared the Strutt &amp; Parker Report as detailed in Section 4 of the report. The Deputy Chief Executive commented on the point raised and the factors that influenced the level and detail of the information received from BDO. The report had been compiled by external consultants appointed by the administrators and that this was a learning curve for the College. The argument was that the PMO had appointed Steel River Consultants who had failed to align arrangements prior to the transaction as promised which was obviously disappointing but accepted that the pandemic may well have impact on the extent and level of their reports.</p> <p><b>Received</b>  <b><i>The Board reviewed and accepted the Health &amp; Safety update as presented and it was noted that this was an interim report for Board information.</i></b></p>	
<b>489</b>	<b>Data Protection - update</b>	
	<p>The Board received the update on Data Protection and noted that the Data Protection Policy would be presented to the Board in due course for formal approval.</p> <p>The Deputy Chief Executive alluded to the challenges around students and staff data from several years ago which related specifically to Tonbridge and Hadlow. It was noted that SLT were now pushing BDO to resolve this as a matter of urgency.</p> <p>Governors were advised that JISC had been asked to conduct a Data Protection Survey of all College Systems to ascertain any vulnerabilities.</p> <p>It was noted that the following action points would be addressed in the new academic year:</p> <ol style="list-style-type: none"> <li>1. Conduct a review of data protection practices across all sites to ensure that the practices uniformly reflect the standards already set by North Kent College.</li> <li>2. Develop an action plan and tracker to address any deficiencies and to implement any additional items of best practice identified.</li> <li>3. Monitoring of the Action Plan and the proposed transition of legacy student data from the Education Administrator to the control of North Kent College will be monitored by the Data Protection Officer of North Kent College</li> </ol> <p><b>Received</b>  <b><i>The Board received the update on Data Protection.</i></b></p>	
<b>490</b>	<b>Financial Regulations – review</b>	
	<p>The Deputy Chief Executive presented the updated Financial Regulations for consideration.</p>	

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	<p>Governors requested that the track changes be carefully reviewed to ensure that all job titles were amended as recommended.</p> <p><b>Approved</b>  <b><i>The Board formally approved the updated Financial Regulations.</i></b></p>	
491	<b>Lead Safeguarding Governor - update</b>	
	<p>Mr Martin – Lead Safeguarding Governor gave the Board an update on his meeting with the College Safeguarding Governor of which the content of this meeting was submitted in a report to the Board.</p> <p>Mr Martin commented that the College was purchasing ‘My Concern’, which was a software system based upon enrolled students, to facilitate the systematic recording of Safeguarding issues and actions taken. Mr Martin reported that it should provide a key central focus for Safeguarding under the multi-site arrangements. It should also facilitate the College Safeguarding Officer with a clear review and management of trends and patterns in relation to Safeguarding, for onward reporting to Governors.</p> <p><b>Received</b>  <b><i>The Board thanked Mr Martin for his update.</i></b></p>	
	<b>COMMITTEE REPORTS TO THE BOARD</b>	
492	<b>Estates Strategy &amp; Capital Projects Committee Meeting Minutes Part 2 – Confidential 15 June 2021</b>	
492	<b>Estates Strategy &amp; Capital Projects Committee – Part 3 Confidential – Commercially Sensitive/Not for Staff/Students/Public record</b>	
	<p><b>Received</b>  <b><i>The Board received the Confidential Part 3 minutes of the Estates Strategy &amp; Capital Projects Committee meeting held 15 June 2021.</i></b></p>	
493	<b>Audit Committee notes of the meeting held 17 June 2021</b>	
	<p>Mr Norman presented the draft Notes of the Audit Committee meeting held on the 17 June 2021. It was explained to the Board that this meeting was not quorate but that it had been determined to proceed with the business on the agenda and to take notes of the discussions held. As a result of the meeting not being quorate all the items for approval were now being presented to the Board for consideration and formal approval.</p> <p>Mr Norman formally thanked Dr Longman for attending the meeting as an Observer to provide additional independence and commentary on the discussions held.</p> <p>Mr Norman stated that the Audit Committee was now severely short on governor members and asked whether the members of the Board would kindly consider taking on the role of a member of this committee if only on</p>	

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	<p>an interim basis. Governors were asked to contact the Clerk if they could assist.</p> <p><b>Received</b>  <i>The Board received the supporting Notes which were used to inform their decision-making process of the items for approval.</i></p>	
494	<p><b>Audit – Buzzacott - FSA Planning Letter 2020/21 Terms of engagement between North Kent College “the College”) and Buzzacott LLP (“Buzzacott”</b>  <b>FSA Audit Strategy for Year End 31 July 2021</b>  <b>Post 16 Audit Code of Practice – changes</b></p>	
	<p>The FSA Planning Letter and supporting documents set out the planning, approach and fees to be charged for the forthcoming external audit.</p> <p>The Board were advised that there was no new engagement letter which remains unchanged from the last three years.</p> <ol style="list-style-type: none"> <li>1. Engagement Letter</li> <li>2. Audit Strategy</li> <li>3. Accounting Codes of Practice</li> <li>4. Terms and Conditions of Engagement</li> </ol> <p><b>Formally approved</b>  <i>The Corporation Board formally approved the Engagement Letter and the Chair of Corporation to sign off the master copy.</i></p>	
495	<p><b>Audit - Internal Audit Services – Scrutton Bland</b></p>	
	<p><b>Approved</b>  The Board received and approved the following Internal Audit Reports.</p> <ul style="list-style-type: none"> <li>• IAS Staff Recruitment &amp; Performance Management Report</li> <li>• IAS – Apprenticeships Report</li> <li>• IAS – General Ledger, Income and Debtors Report</li> <li>• IAS – Subcontracting Report</li> <li>• IAS – Follow Up report</li> </ul>	
496	<p><b>Search, Governance &amp; Remuneration Committee Minutes 27 May 2021</b></p>	
	<p>Mr Martin presented the SG&amp;R Committee Minutes of the meeting held on the 27 May 2021.</p> <p>Noted that the Part 3 Confidential SG&amp;R Committee minutes had been circulated to external governors under separate cover.</p> <p><b>Received</b></p>	

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497	Corporation Board Membership	
	<p><b>Governor Reappointment</b></p> <p><i>The Corporation Board formally reappointed Mr Teja Biring for a as recommended by the SG&amp;R Committee further four-year term of office effective as of 9<sup>th</sup> July 2021.</i></p> <p><b>Governor Recruitment</b></p> <p>The Corporation Board formally approved the appointment of Peridot Partners to undertake a recruitment exercise for new external governors.</p>	
498	Corporation Board & Committee Meeting Schedule & Business Plan for 2021/22	
	The Corporation Board formally approved the proposed Corporation Board & Committee Meeting schedule for the 2021/22 academic period.	
499	Meeting Evaluation	
	<p>Governors were asked to submit their feedback to the Clerk using the pre-circulated evaluation forms</p> <p>The Chair of Corporation formally thanked the Staff and Student Governors for their contribution during the meeting and thanked the members of SLT for their support and hard work during his tenure as Chair.</p> <p>Mr Norman – Chair of Corporation – Elect thanked Mr Lewsley for his 9 years of service on the North Kent Corporation Board which he had served with clear dedication and commitment to the College and wished the all the best.</p> <p>Dr Longman was also thanked for his role as Vice Chair of Corporation</p>	
19.44hrs	Staff & Student Governors were excused from the meeting for the Part 3 Confidential Business on the agenda	
501	Date and time of the next meeting	
	The next meeting of the Corporation Board Thursday 23 September 2021 at 17.30hrs.	

Minute no	Agenda Item	Action By
	<p>The meeting closed at 19.51hrs.</p> <p><b>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</b></p> <p>SIGNED _____ DATE _____</p>	