

CORPORATION BOARD EXECUTIVE SUMMARY

TITLE OF PAPER	Part 1 Minutes of the Corporation Board Meeting held on 2 October 2021
RECOMMENDATION	<p>RECOMMENDATION – FOR DECISION</p> <p>The Corporation Board are asked to formally consider and approve the proposed Corporation Board Minutes Part 1 of the meeting that took place on 21 October 2021.</p> <p>Chair of Corporation to sign the master copy as a true and accurate record subject to any requested amendments.</p>
SUMMARY	Corporation Board minutes of the meeting held on 21 October 2021.
STRATEGIC/FINANCIAL/ LEARNER & RISK IMPLICATIONS	n/a
EXECUTIVE RESPONSIBLE/ CONTACT DETAILS	<p>Yolanda Hughes Clerk to the Corporation yolandahughes@northkent.ac.uk</p>



Corporation Board Meeting 1

PART 1 MINUTES – NON-CONFIDENTIAL PUBLIC RECORD

**Board Minutes of meeting held 21 October 2021 at 17.30hrs
Zoom**

Present

Mr K Norman	Chair of Corporation
Mrs S Davies	External Governor
Mr D Gleed	Chief Executive Officer/Executive Principal
Mr J Gurney	External Governor
Mrs S Henwood	External Governor
Mr L Jones	External Governor
Mrs M Sahota	External Governor
Dr R Longman	External Governor
Mr S Matthews	External Governor
Mr D Martin	External Governor
Mr C Manley	Staff Governor
Mr N Smith	Staff Governor
Mr C Byrnes	Student Governor
Mrs M Chandler	External 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
Mr M Andrews	Deputy Executive Principal - Strategy and Development

Minute no	Agenda Item	Action By
529	Opening of Meeting and Apologies for Absence	
	<p>The Chair of Corporation opened the meeting at 17.31hrs by welcoming all present and the four newly appointed governors, Sarah Henwood, Louis Jones, Mandeep Sahota and Suzanne Davies. The new governors were asked to formally introduce themselves and provide a short summary of their professional backgrounds and expertise.</p> <p>Apologies</p> <p>Apologies received and accepted from Mr Biring.</p> <p>It was noted for the record that the meeting was quorate.</p>	
530	Declarations of Interest	
	There were no other additional declarations of interests recorded other than those already held on the register.	

Minute no	Agenda Item	Action By
531	Corporation Board Minutes – 23 September 2021	
	<p>The Corporation Board received the pre-circulated minutes of the meeting held on the 23 September 2021.</p> <p><i>Formally approved.</i></p> <p><i>The Board formally approved the Part 1 Corporation Board minutes of the meeting held on the 23 September 2021.</i></p> <p><i>The Board formally approved the Part 2 Confidential Minutes of the meeting held 23 September 2021.</i></p> <p><i>Formally approved.</i></p> <p><i>The Board formally approved the Part 3 - Strictly Confidential Corporation Board minutes of the meeting held on the 23 September 2021.</i></p> <p><i>Chair of Corporation to sign off the hard copies of the minutes.</i></p>	
532	Board and Committee - Actions Register to October 2021	
	<p>The Board received the updated outstanding actions register up to October 2021</p> <p>Minute 311 –Hadlow and Tonbridge Campus tours – the Board were advised that the Governor tours of the two campuses had now been scheduled to take place as follows:</p> <p>10th November 2021 – Hadlow College Tour</p> <p>17th November 2021 – Tonbridge College Tour</p> <p>2nd December 2021 – Tour of Dartford and Gravesend Campus</p> <p><i>The Board received and accepted the actions register as circulated.</i></p>	
533	Teaching, Learning & Improvement Report – Deputy Executive Principal/Teaching, Learning & Improvement	
	<p>The Deputy Executive Principal, Teaching, Learning & Improvement welcomed the new governors to their first board meeting.</p> <p>The Deputy Executive Principal went onto to provide some context and information on teaching and learning at the College and how the College monitored and reported on the quality of teaching, learning and improvement. It included a summary about the College Ofsted status and that the aim of the college was to ensure that students achieved their potential to either go onto further education, higher education or full-time employment.</p> <p>The Deputy Executive Principal presented her Teaching, Learning & Improvement report which also provided the most update Curriculum Structural chart within the College.</p> <p>Learning Walks</p> <p>The Deputy Executive Principal explained to the Board that Learning Walks and Blink Observations had been taking place throughout the colleges.</p>	

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	<p>It was noted that that formal Lesson Observations would commence later in the term however the Blink that had taken place had identified positive feedback. Governors were advised that the Blink Observations lasted less than 15 minutes and were undertaken by Teaching & Learning team.</p> <p>The report highlighted the key areas of strength and improvement that had been observed during these observations as well as a breakdown on the number of observations that had taken place.</p> <p>42 Day Review</p> <p>The Deputy Executive Principal explained that Curriculum areas were finalizing the 'at risk' learners so that they could judge the impact of the College's interview and admission placement procedure. Two targets within the QIP (Quality Improvement Plan) for the year had identified the need for areas to consider the process by which they admit students prior to them being enrolled on their education programme. Analysis will be made in the November 5th Review on the two targets.</p> <p>Governors asked whether there was additional data available on the number of learners at risk and it was explained that the data was not yet available but that it would be reported in the next QIP (Quality Improvement Plan). The report would include a detailed update on Attrition rates.</p> <p>College Collaboration Fund – update received as detailed in the report.</p> <p>Mrs Davies – External Governor commented that as it was her first meeting, she wanted to be clear on some of the points within the report and asked for clarification on the teaching vacancies which appeared to be high. It was explained that there were a considerable number of vacancies and in some areas where it was more difficult to recruit to the number was higher particularly in brickwork, electrical and sport. The Deputy Chief Executive added that there were approximately 30 vacancies of which some were recurring. He explained that the vacancies were spread across the college both in refectory, support and academic areas.</p> <p>The Deputy Executive Principal further explained how SLT were handling the shortage of staff in some areas which could be the use of collapsed classes to ensure that all learners received their lessons and that it was always the very last resort to send learners home because no staff were available. Covid-19 had also impacted on staffing and continued to do so when a member of staff either had Covid or had to isolate.</p> <p>Mr Martin took the opportunity to link a couple of points together in relation to the report and referred to the Tutorial approach which he was supportive of and explained why. He further commented very positively on the open evening which had had attended and stated that it was extremely encouraging to see the work that was being done particularly regarding the scheme of work and facilities for the students. Students and their parents were well hosted by existing students, and it was impressive to see the interactions of</p>	

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	<p>those attending the open evening. Mr Martin stated that he had emailed the Chief Executive to congratulate him and his staff and specifically referred to two families who had attended the open evening and both students had commented that 'they loved this place'.</p> <p>Mr Martin stated that as the Governor Curriculum Link scheme was developed that all governors would have the opportunity to experience the College first-hand and he again strongly encouraged governors to join the link scheme.</p> <p>Dr Longman stated that in response to the vacancies/recruitment issues that he had been in another external meeting and recruitment and staffing was one of the main issues which had been discussed and alternative ways to attract staff to existing vacancies were considered, such as benefits in kind.</p> <p>Mr Smith commented on the vacancies and in particular the Deputy Head vacancies. The Deputy Executive Principal stated that there were currently no Deputy Head vacancies but if there were any then there were Curriculum Managers in the College who would be delegated the day-to-day management of that department or alternatively an Assistant Principal.</p> <p>Dr Longman referred to the query he had made via iBabs which referred to progression and red learners and sought clarification on what a red learner was. The Deputy Executive Principal provided a definition of what a 'red' learner was and that these were students that had been identified as requiring intervention and support. Students knew and understood the reasons for being flagged as 'red' learner and that strategies were put in place to work with these students particularly in cases where attendance was a concern.</p> <p>Action – Deputy Executive Principal to provide a summary of the procedures that the College used where students had been identified as 'red' learners in future reports.</p> <p>Mrs Henwood referred to the section in the report on School Links and specifically in reference to Tonbridge who had the largest proportion of students from 3 different secondary education establishments. The Deputy Executive Principal gave an example of behaviours that would not be accepted from learners and explained that NKC had strict guidelines and practices in place on what would not be acceptable behaviour.</p> <p>Received The Board received the Teaching, Learning & Improvement Report to October 2021.</p>	
534	HE Report – Deputy Executive Principal	
	<p>The Deputy Executive Principal presented the HE Report which provided the Board with a detailed report on the HE sector and the need to further review the College's HE strategy, and a review of its curriculum offer in line with the current government agenda for Higher and post-18 Education. The report provided a section on the impact of the Augar review and the Skills for Jobs</p>	

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	<p>white paper which would see changes in the HE landscape within the next 3 to 5 years.</p> <p>The College had reduced its HE offer slightly for Academic year 2021-22, and recruitment reflected that for most campuses.</p> <p>Mr Matthews stated that they he would be interested in seeing the HE provision on offer as opposed to just receiving a report on the programmes that had been removed.</p> <p>Action – Vice Principal – Engagement and Support/Dep Exec Principal</p> <p>Provide data on the overall HE provision on offer at NKC as well as the section on HE programmes that were no longer being delivered.</p> <p>Received The Board received the HE Report for 2020/21</p>	
535	<p>Chief Executive/Executive Principal Report – October 2021 – Confidential Part 2 – Commercially Sensitive</p> <p>Finance Reports</p>	
536	<p>Final Monthly Management Report 2020/21 – Part 2 Confidential – Commercially Sensitive information</p>	
537	<p>GFA Capital Projects – Glass House Construction – Part 2 Confidential – Commercially Sensitive</p>	
538	<p>Estates & Capital Projects Stage 2B (Main Works) Wilmot Dixon</p>	
	<p>COMMITTEE REPORTS</p>	
539	<p>Audit Committee Notes of the meeting held 30 September 2021</p> <p>Mr Gurney – Chair of the Audit Committee presented the notes of the meeting held on the 30th September 2021 and advised the Board that due to unforeseen circumstances that the meeting had not been quorate.</p> <p>Mr Gurney formally thanked Mr Matthews for joining the Audit Committee on an interim basis whilst new governors were being recruited and appointed to the Committee.</p> <p>Received The Board received the noted of the Audit Committee meeting held on the 30th September 2021.</p>	
540	<p>Scrutton Bland – Internal Audit Strategic Plan 2021/22</p>	
	<p>Noted for the record that the Board were asked to formally approve said document via electronic means following the meeting held by the Audit Committee on the 30th November 2021.</p> <p>Approved The Board reconfirmed their formal approval the Scrutton Bland – Internal Audit Strategic Plan for 2021/22</p>	

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541	Scrutton Bland – Internal Audit Reports	
	<p>The Board formally accepted the following Internal Audit Reports as reviewed by the Audit Committee on the 30th September 2021.</p> <p>Covid 19 Response Report – Final Report Payroll, Purchasing & Payments – Final Report Management Information – Final Report</p> <p>Mr Gurney stated that all three internal audit reports had been given Strong Assurance and formally congratulated SLT and staff for the exceptionally strong assurance in relation to the COVID-19 response report which conveyed an exceptional outcome.</p>	
542	Buzzacotts – Financial Statement Auditors – Additional Engagement Letter	
	<p>The Draft FSA Engagement Letter which was for Buzzacott the College Financial Statement Auditors to undertake a limited assurance engagement in connection with the certification of the College's Exceptional Restructuring Funding Grant received from the Department of Education (DFE) and to undertake a review of the terms of the grant funding and conditions within the agreement to determine tests of detail to ensure college has met conditions for the funding, including examination, on a sample basis, of evidence relevant to the regularity and propriety of North Kent College's income and expenditure.</p> <p><i>Formally approved</i> <i>The Board reconfirmed their approval of the FSA Additional Engagement Letter as approved electronically post Audit Meeting held 30 September 2021.</i></p>	
543	Meeting Evaluation	
	<p>Governors were asked to submit their feedback to the Clerk using the pre-circulated evaluation forms or the FORMS link which had been emailed to governors.</p>	
544	Date and time of the next meeting	
	<p>The next meeting of the Corporation Board Thursday 18 November 2021 at 17.30hrs.</p> <p>The meeting closed at 19.52hrs.</p> <p>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</p> <p>SIGNED _____ DATE _____</p>	