



### **Corporation Board Meeting 3**

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

#### **Board Minutes of meeting held 18 November 2021 at 17.30hrs TEAMS MEETING**

#### **Present**

Mr K Norman	Chair of Corporation
Mrs S Davies	External Governor
Mr D Glead	Chief Executive Officer/Executive Principal
Mr J Gurney	External Governor
Mrs S Henwood	External Governor
Mr L Jones	External Governor
Miss 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
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

<b>Minute no</b>	<b>Agenda Item</b>	<b>Action By</b>
<b>545</b>	<b>Opening of Meeting and Apologies for Absence</b>	
	<p>The Chair of Corporation opened the meeting at 17.33hrs by welcoming all present.</p> <p><b>Apologies</b></p> <p>Apologies received and accepted from Mr Charlie Byrnes/Student Governor, and it was noted that Mr Martin would be late joining the meeting.</p> <p>It was noted for the record that the meeting was quorate.</p>	
<b>546</b>	<b>Declarations of Interest</b>	
	There were no other additional declarations of interests recorded other than those already held on the register.	
<b>547</b>	<b>Corporation Board Minutes – 21 October 2021</b>	

Minute no	Agenda Item	Action By
	<p>The Corporation Board received the pre-circulated minutes of the meeting held on the 21 October 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 21 October 2021.</i></b></p> <p><b><i>The Board formally approved the Part 2 Confidential Minutes of the meeting held 21 October 2021.</i></b></p> <p><b><i>Chair of Corporation to sign off the hard copies of the minutes.</i></b></p>	
548	<b>Board and Committee - Actions Register to November 2021</b>	
	<p>The Board received the updated outstanding actions register up to November 2021</p> <p>Governors queried the RAG rating on the actions register noting that in some instances the action point had been completed and was RAG rated green however there were still 'red' bullet points allocated to the persons identified as requiring to complete a task. It was explained that in all likelihood that where the Clerk had registered the item for action as completed that other parties involved in the task may not have signed off the task within their iBabs account.</p> <p><b><i>The Board received and accepted the actions register as circulated.</i></b></p>	
549	<b>Chief Executive Report – November 2021</b>	
	<p>The Chief Executive presented his November 2021 report to the Board which was largely a report for information purposes covering the following key points:</p> <p>Understanding Hadlow College FE Implications from the Budget FE Commissioner – Letter</p> <p><b>Understanding Hadlow College – Part 2 Confidential – Commercially Sensitive – not for public record</b></p> <p><b>FE Implications from the Budget</b></p> <p>The Chief Executive presented within his report an update on the Chancellor announcement in October 2021 on the further education Budget and Spending Forecast for the next 3 years.</p> <p><b>FE Commissioner Visit &amp; Letter</b></p> <p>In October 2021 the FE Commissioner - Mrs Shelagh Legrave CBE DL and her team had visited the College as a follow up visit and the Chief Executive was pleased to report that the visit had been positive. A copy of the letter received from the FE Commissioner was included in the report for governors' information.</p>	

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	<p>The Chair echoed the positive feedback from the FE Commissioner and stated that it was great that the hard work of the College was being recognized by regulatory bodies.</p> <p><b><i>Received</i></b>  <b><i>The Board accepted the Chief Executives Report for November 2021.</i></b></p>	
550	<b>Strictly Confidential Part 2 Business</b>	
551	<b>QIP (Quality Improvement Plan) update November 2021 – Deputy Executive Principal</b>	
	<p>The Deputy Executive Principal/Teaching, Learning &amp; Improvement thanked Mr Jones, Miss Sahota, Mrs Davies, Mr Gurney and the Clerk for attending the tour of Tonbridge College and encouraged those that were unable to attend the tour to visit the site as it had been a great success and an opportunity for the governors to learn about Tonbridge College.</p> <p>Mr Gurney commented that the facilities at Tonbridge College were fantastic, and the atmosphere was superb and stated that the students were working well and had found the tour enjoyable and formally thanked the Deputy Executive Principal and other members of staff for their time.</p> <p>The Board received the latest update on the QIP and the RAG rating for the six priority areas of intent were explained in detail.</p> <p>Mrs Davies commented that as a new governor she had found the QIP difficult to understand and looked forward to the scheduled Curriculum &amp; Quality Induction briefing with the Deputy Executive Principal.</p> <p>Miss Sahota queried section 5.3 in which the target date for achieving the improvement in learner behaviour would only be achieved by September 2022 and asked why SLT thought that it would take so long to make the desired improvements. The Deputy Executive Principal provided a low-level example of the areas which were being addressed which related to use of mobile phones in the classroom, wearing hoodies etc. It was explained that any changes normally took time to embed and hence the achievement date had been set for September 2022. It was emphasised that any changes albeit small often took time to instil and required constant embedding to ensure the message got through to all concerned so that there was clear understanding of what behaviours would not be tolerated.</p> <p><b><i>The Board accepted the College QIP update.</i></b></p> <p><b>Governance QIP</b></p> <p>The Clerk &amp; Governance Advisor to the Board presented the updated Governance section of the QIP and provided some background information on the original objectives set in 2020 and the current position.</p> <p>The Chair took the opportunity to welcome new governors and encourage them to review and provide input on areas that they could identify for improvement and further development with a new pair of eyes.</p>	

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	<b><i>The Board accepted the update on the Quality Improvement Plan to November 2021.</i></b>	
<b>552</b>	<b>Commercial Activity and Local Partnerships Report - Deputy Executive Principal - Strategy and Development</b>	
	<p>The Deputy Executive Principal - Strategy and Development presented the report on Commercial Activity and Local Partnerships and stating that the report covered the College's Commercial and Partnerships activities including: the financial health and outlook for the primary commercial activities in Maritime and Engineering, Higher Education Partnerships, Subcontracting, recent bids and grant funded activities, and collaborative curriculum development.</p> <p>The ongoing challenge of the resumption of activity post-lockdown and the impact on this for continued weak performance in some areas of full-cost commercial income was detailed and contextualised.</p> <p>Governors commented on the fact that Refrigeration and Airconditioning Diplomas recruited poorly in Sep 2021 and noted that the College continued having difficulties in recruiting trainees into the sector and a shift to apprenticeships by larger employers looking to exploit Levy funding.</p> <p>Mr Matthews expressed his concerns around HE recruitment but commended the College on its ongoing work with the University of Greenwich and its engagement with the Local Skills Improvement Plan (LSIP). Deputy Executive Principal - Strategy and Development referred to the UoG skills improvement panel that were working positively with some employers (e.g. Wire Belt company and National grid), and that NKC would not have been able to engage with had it not been for UoG's work in convening the panel, and this bodes well for employer support as we develop the College T-Level offer.</p> <p>Governors asked about the Hall's Training and what this entailed. It was explained that they did short courses in Refrigerant gas replacement and safe handling, which complements the College provision in Refrigeration and Air Conditioning.</p> <p>Dr Longman asked about the competitive environment for NMTC and whether Viking in Dover and other competitors in Hampshire posed a significant threat. The Deputy Executive Principal stated said that the College location adjacent to employers in the Thames, and price competitiveness were positives, and that the College were developing a differentiated offer in Navigation and Officer Seamanship as unique selling points.</p> <p><b><i>The Board accepted the report as presented.</i></b></p>	
	<b>Finance Reports</b>	
<b>553</b>	<b>Final Monthly Management Report September 2021 – Part 2 Confidential – Commercially Sensitive information</b>	

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554	<b>Tenders &amp; Contracts – Confidential Part 2 Business – Commercially Sensitive</b>	
18.55hrs	Mr Martin joined the meeting	
	<b>COMMITTEE REPORTS</b>	
555	<b>Search, Governance &amp; Remuneration Committee minutes of the meeting held 4 November 2021</b>	
	<p><b>Mr Martin – Chair of the Search, Governance &amp; Remuneration Committee presented the draft minutes of the meeting held on the 4<sup>th</sup> of November 2021.</b></p> <p><i>Received</i>  <b>The Board received the minutes of the Search, Governance &amp; Remuneration Committee meeting held on the 4<sup>th</sup> of November 2021.</b></p>	
556	<b>Search, Governance &amp; Remuneration Committee Terms of Reference – Annual Review</b>	
	<p><i>Approved</i>  <b>The Board formally approved the updated Search, Governance &amp; Remuneration Committee Terms of Reference as recommended by the committee.</b></p>	
557	<b>Corporation Board Standing Orders/Code of Conduct related policies update</b>	
	<p><i>Approved</i>  <b>The Board formally approved the updated and revised Corporation Board Standing Orders/Code of Conduct and related policies as recommended by the Committee.</b></p>	
558	<b>Corporation Instrument &amp; Articles of Government - updated</b>	
	<p><i>Approved</i>  <b>The Corporation Board formally approved the amended Corporation Board Instrument &amp; Articles of Government which now reflected the increased number of external corporation board members from 12 to 15, as recommended by the Committee.</b></p>	
559	<b>SPH Annual Remuneration Statement to the Corporation Board for the 2020/21 Academic Period</b>	
	<p><i>Approved</i>  <b>The Corporation Board formally approved the Annual SPH Remuneration Statement to the Corporation Board for the 2020/21 Academic Period.</b></p>	
560	<b>Estates Strategy &amp; Capital Projects Committee minutes of the meeting held 2<sup>nd</sup> November 2021</b>	
	<p>Mr Biring – Chair of the Estates Strategy &amp; Capital Projects Committee presented the draft minutes of the meeting held on the 2<sup>nd</sup> November 2021.</p> <p>Mr Biring commented that the minutes reflected an accurate record of the business undertaken at the meeting and stated that very positive progress was being made within tight timelines and budget constraints which further</p>	

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	<p>demonstrated that the SLT were working exceptionally hard to ensure that the projects were being delivered on time and within budget.</p> <p><b><i>Received</i></b>  <b><i>The Board received the minutes of the Estates Strategy &amp; Capital Projects Committee.</i></b></p>	
<b>561</b>	<b>Meeting Evaluation</b>	
	Governors were asked to complete the evaluation form using the FORMS link which had been distributed to all concerned.	
<b>562</b>	<b>Date and time of the next meeting</b>	
	<p>The next meeting of the Corporation Board Thursday 9 December 2021 at 17.30hrs.</p> <p>The meeting closed at 19.31hrs.</p> <p><b>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</b></p> <p>SIGNED _____ DATE _____</p>	