



Corporation Board Meeting 6

PART 1 MINUTES – NON-CONFIDENTIAL PUBLIC RECORD

Board Minutes of meeting held 24 February 2022 at 17.30hrs TEAMS MEETING

Present

Mr K Norman	Chair of Corporation
Mr T Biring	External Governor
Mrs S Davies	External Governor
Mr D Gleed	Chief Executive Officer/Executive Principal
Mr J Gurney	External Governor
Mrs S Henwood	External Governor
Miss M Sahota	External Governor
Dr R Longman	External Governor
Mr S Matthews	External Governor
Mr D Martin	External Governor
Dr S Hubble	External Governor
Mr C Manley	Staff Governor
Ms J Williams	Student Governor
Mr J Wilcox	Student Governor
Mr N Smith	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
Ms W Davies	Assistant Principal (Teaching, Learning & Student Support Services)
Mr C Lydon	Interim Vice Principal (Land Based Curriculum)

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604	Opening of Meeting and Apologies for Absence	
	<p>The Chair of Corporation opened the meeting at 17.30hrs by welcoming all present.</p> <p>Apologies</p> <p>Apologies received from Mr Louis Jones, Mrs Maria Chandler and Mr Mark Andrews, Deputy Executive Principal - Strategy and Development</p> <p>The Chair formally welcomed Ms Wendy Davies to the meeting in her capacity as Assistant Principal – Assistant Principal (Teaching, Learning & Student Support Services) who would be presenting the Termly Safeguarding Report.</p>	
605	Declarations of Interest	

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	There were no new or other additional declarations of interests recorded other than those already held on the register.	
606	Confidential Part 2 Business – Ofsted Residential Inspection – Hadlow College feedback	
607	Termly Safeguarding Report - Assistant Principal (Teaching, Learning & Student Support Services)	
	<p>Ms Wendy Davies - Assistant Principal (Teaching, Learning & Student Support Services) was welcomed to the meeting and the Board were advised that she had taken on the role as the College's Senior Designated Safeguarding Lead upon the resignation of her predecessor.</p> <p>The Assistant Principal presented the Safeguarding Report taking the document as read and referred to the query raised by Dr Longman in which he had asked whether the data could show the gender and campus split on at least some of the metrics. For instance, although most students felt safe on campus, he felt that the Board should have an understanding as to why any students felt unsafe and if a significant majority of those who felt unsafe were female that it raised a raft of associated questions. Similarly, if a high proportion of the unsafe responses came from one campus, that would prompt associated questions. Dr Longman explained that he did not wish the Board to get buried in data but thought that it would be useful to explore some of these slices through the data to see if they provided useful insights to shape future handling (whether preventative or responsive).</p> <p>The Assistant Principal provided an explanation on how the data was collected through the Student Survey and then split into the different categories and it was agreed that SLT would review the data to establish whether they could provide the comparative data by gender split.</p> <p>The Assistant Principal referred to the report stating that there had been a 71% increase in counselling services at the College and that staff were working on this but added that they were struggling to recruit counsellors to cope with the increased demand. Further details were shared on the increased number of referrals for counselling as detailed within the report.</p> <p>The My Concern platform was now being implemented and details were shared of the two curriculum areas that were currently trialling the platform and to date the feedback had been very positive.</p> <p>Mrs Henwood sought clarification on the statistics and data and whether the causes for referral were home related issues or concerns raised within the College. The Assistant Principal explained that most of the referral cases for counselling in the College were due to home or external circumstances outside of the College. Where there were instances of college borne concerns that these were dealt with through the College Disciplinary policy and procedures. Mrs Henwood further asked if the data could be further split to show how many cases were presented at the College and then those externally. The Deputy Executive Principal explained that once the My Concern was fully operational that they would be able to provide the data split into the different categories as requested.</p> <p>Mr Smith referred to the Staff Safeguarding Training and asked if there were any modules that gave staff a better understanding on how to identify cases of sexual abuse. The Assistant Principal stated that the College had a Safety Media suite of</p>	

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	<p>courses and within these modules there was safeguarding training and additional work was being done to enhance the training available. She further spoke about the requirement of all staff to read the Children & Vulnerable Adults Safeguarding documentation and stated that the College was also doing further work on this specific area to make it more user friendly. The Deputy Executive Principal further explained that the College did have a platform to monitor staff training however due to the challenges over the past year and the integration of the larger college that this piece of work had not been undertaken yet. Further lengthy discussions took place around the College presenting safeguarding issues and the measures that the College had taken to ensure that all learners were safe.</p> <p>The Chair referred to the Safeguarding Training module available through the Education Training Foundation and asked whether staff had access to these modules as he had found the revised and updated modules extremely well presented and very helpful.</p> <p>Dr Longman asked about the recruitment of counsellors and asked if there were external services available and it was confirmed that there was, and explanation provided.</p> <p>The Chair stated that it would be useful to be able to have a holistic approach across the four colleges and identifying concerns and addressing these and that the My Concern data when available that the data and narrative would be able to draw together the themes discussed.</p> <p>Mr Martin – Lead Safeguarding Governor encouraged governors to undertake the new ETF Safeguarding Training</p> <p><i>Received and Noted</i></p> <p><i>The Board thanked the Assistant Principal for her report and noted the points discussed and raised.</i></p> <p><i>18.12hrs – Assistant Principal excused from the meeting.</i></p>	
608	Corporation Board Minutes – Meeting held 20 January 2022	
	<p>The Corporation Board received the pre-circulated minutes of the meeting held on the 20 January 2022.</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 20 January 2022.</i></p> <p><i>The Board formally approved the Part 2 Confidential Minutes of the meeting held 20 January 2022.</i></p> <p><i>The Board formally approved the Part 3 Strictly Confidential Minutes of the meeting held 20 January 2022.</i></p> <p><i>Chair of Corporation to sign off the hard copies of the minutes.</i></p>	
609	Board and Committee - Actions Register to February 2022	
	<p>The Board received the updated outstanding actions register up to February 2022.</p> <p>Governors were advised that the action item under Minute 46 - Teaching & Learning Report - Teaching & Learning Policy Amendment – had not taken place</p>	

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	<p>as it was determined by SLT that this amendment was not required, and that full review would take place in the Summer of 2022.</p> <p><i>The Board received and accepted the actions register as circulated.</i></p>	
610	Chief Executive Report – February 2022	
	<p>The Chief Executive Report his report for February 2022 which covered the following key items:</p> <ol style="list-style-type: none"> 1. Change to 16–18-year-olds Funding Terms and Requirements Funding Increase 2. High Needs Learners – DFE Review 3. DFE Curriculum Reform 4. KFE Meeting with Minister and Kent MPs 5. SEFE- Southeast FE 6. NKC Curriculum Planning - An overview of the new courses that will be launching from this September 7. Progress with PMO and ESFA - Feedback on the recent meeting with officials overseeing the post-acquisition process 8. Dartford New Build Update <p>Ms Williams referred to the partnership offer from Greenwich University and the College and how this sat in the mix for the College. The Chief Executive stated that this was a good question and that there were certainly pros in this partnership however there was some nervousness from University Chancellors of which further details were provided.</p> <p>Mrs Davies referred to the T Levels Governor Training that she had attended and asked about the College position. The Chief Executive explained that the Deputy Executive Principal - Strategy and Development was positive about the College position and had worked exceptionally hard to build some great links in the local business community and although they did not anticipate an influx of students as parents and students were not familiar with what T Levels were as it was a new product the College were positive but admitted that it would be a learning curve.</p> <p>Mrs Henwood further commented on the T Levels and stated that from her understanding that there was an extensive 4/5-week work experience required and whether the College envisaged this being a problem in being delivered and whether industry contacts had been consulted. The Chief Executive explained that the Deputy Executive Principal - Strategy and Development had done a significant amount of work with local businesses and that contacts were positive that these requirements could be met. Further details were provided on the 3 construction companies that were on board and how they would be working with the College.</p> <p>Ms Sahota referred to the section on Curriculum Planning and asked how the College determined which courses to add to the curriculum offer. It was explained that curriculum planning in the College was a particularly long process which commenced in November and ending in June where many factors were considered including staffing, stakeholder demand, delivery costs etc.</p> <p>Lengthy discussions took place around the curriculum planning process and the additions to the curriculum and how these courses fitted into the provision at the College. The Chief Executive provided an example on Level 3 Architectural Design and how students would progress into architecture as well as an explanation on the entry points for Level 3 programmes. Governors asked if the 20 new courses</p>	

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	<p>would definitely be run, and it was explained that the expectation was that they would but emphasised that it would depend on demand.</p> <p>18.41hrs – The Deputy Executive Principal/Teaching, Learning & Improvement excused from the meeting.</p> <p>Received</p> <p>The Board received the Chief Executive Report for February 2022 for information purposes.</p>	
611	Finance Report – Confidential Part 2 – Commercially Sensitive - Monthly Management Accounts to December 2021	
612	Tenders & Contracts – Part 2 Confidential – Commercially Sensitive	
613	SADF Waste to Energy Build Refurbishment – Confidential Part 2 – Commercially Sensitive	
614	Gender Pay Gap Report 2021/22 – Confidential Part 2 until agreed for publication	
615	Estates Strategy & Capital Projects Committee Minutes 27 January 2022	
	<p>Mr Biring – Chair of the Estates Strategy & Capital Projects Committee presented the minutes of the meeting held on the 27 January 2022.</p> <p>Accepted and noted</p> <p>The Board accepted the minutes as record of business undertaken and approved by the Estates Strategy & Capital Projects Committee.</p>	
616	Any other Business	
	<p>The Chair referred to the upcoming Governor Strategy Day due to take place on the 2nd of March 2022 and confirmed that the meeting would take place via Teams and that the next board meeting due on the 24 March 2022 would also take place via Teams after which subject to governor consent that the aim was to resume face to face meetings where possible.</p> <p>The Board were informed that KFE were planning a Governors Meeting which would be held at one of the 3 Kent Colleges in June 2022. Governors to be advised of the date and venue at the next meeting. This would be an opportunity for the College governors to meet and network with the governors from the other two colleges in Kent.</p>	
617	Meeting Evaluation	
	Governors were asked to complete the evaluation form using the FORMS link which had been distributed to all concerned.	
618	Date and time of the next meeting	
	<p>The next meeting of the Corporation Board Thursday 24 March 2022 at 17.30hrs.</p> <p>The meeting closed at 20.00hrs.</p> <p>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</p>	

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	SIGNED _____ DATE _____	