



Corporation Board Meeting 8

PART 1 MINUTES – NON-CONFIDENTIAL PUBLIC RECORD

**Board Minutes of meeting held 19 May 2022 at 17.30hrs
Dartford College – Hybrid Meeting**

Present

Mr K Norman	Chair of Corporation
Mr T Biring	External Governor
Mrs S Davies	External Governor
Mr D Gleed	Chief Executive
Mr J Gurney	External Governor
Dr R Longman	External Governor
Mr D Martin	External Governor
Dr S Hubble	External Governor
Mr C Manley	Staff Governor
Mr N Smith	Staff Governor

Via Teams

Mrs M Chandler	External Governor
Miss M Sahota	External Governor
Mr L Jones	External Governor
Mrs S Henwood	External Governor

In Attendance

Mr L Jenkins	Deputy Chief Executive
Ms R Hughes	Deputy Executive Principal -Teaching, Learning & Improvement
Mr S Humphries	Vice Principal Information and Learning Resources
Mr M Andrews	Deputy Executive Principal (Curriculum & Strategy)
Mrs Y Hughes	Clerk & Governance Advisor to the Corporation

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639	Opening of Meeting and Apologies for Absence	
	<p>The Chair of Corporation opened the meeting at 17.46 hrs by welcoming all present to the first face to face meeting since Covid and it was noted for the record that Mrs Henwood, Miss Sahota, Mrs Chandler and Mr Jones were dialling into the meeting remotely and were able to contribute to the meeting through TEAMS.</p> <p>Noted for the record that governors attending the meeting in person conducted a brief tour of the new Miskin Building on site immediately prior to this meeting.</p>	

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	Apologies Apologies received from Ms Jackie Williams and Mr Jonathan Wilcox.	
640	Declarations of Interest There were no new or other additional declarations of interests recorded other than those already held on the register.	
641	Corporation Board Minutes – Meeting held 24 March 2022 The Corporation Board received the pre-circulated minutes of the meeting held on the 24 March 2022. <i>Formally approved.</i> <i>The Board formally approved the Part 1 Corporation Board minutes of the meeting held on the 24 March 2022.</i> <i>The Board formally approved the Part 2 Confidential Minutes of the meeting held 24 March 2022.</i> <i>Chair of Corporation to sign off the hard copies of the minutes.</i>	
642	Board and Committee - Actions Register to May 2022 The Board received the updated outstanding actions register up to May 2022. <i>The Board received and accepted the actions register as circulated.</i>	
643	Matrix Accreditation - Vice Principal Information and Learning Resources The Vice Principal Information and Learning Resources presented his report to the Board on Matrix Accreditation and explained that the Matrix Standard was owned by the Department for Education. It was the nationally recognised quality standard for organisations that deliver information, advice and/or guidance to clients either as their sole purpose or as part of their wider service offer. Achieving the Standard involves an agreed assessment process, where the quality and delivery of information and advice is assessed against the Matrix Standard's four main elements: leadership and management; resources; service delivery; and continuous quality improvement. Achievement of the Matrix Standard is mandatory for colleges in receipt of adult education budget ("AEB") funding from Education and Skills Funding Agency ("ESFA"). It was explained that the accreditation process was undertaken in February 2022 over a 2.5-day period involving staff and learners. Governors were advised that following transition, the Information Advice and Guidance ("IAG") provision across North Kent, Hadlow and Tonbridge had undergone a process of harmonisation of offer and supporting systems/platforms used (whilst recognising the differences each site has), as well as working towards standardising interview and guidance quality processes. This paper is to advise the Board that the College had a positive review and feedback regarding its current provision and the work undertaken to harmonise the	

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	<p>Careers Service across the College. The report provided details of the College strengths and areas for improvement.</p> <p>The Vice Principal – Learning & Information Resources provided a detailed explanation on what Gatsby Benchmarking was and how the college used this data.</p> <p>Mrs Davies sought clarification on IAG service in the College (Information, Advice & Guidance). It was explained that certain members of staff within the College with expertise and specialisms were able to deliver IAG services and that the College aim to broaden this would require training and development to achieve the IAG matrix.</p> <p>Mrs Henwood queried whether the College team engaged with external parties, and it was confirmed that they did, it was explained that it included employers but largely through the curriculum and local business.</p> <p>Received</p> <p><i>Governors welcomed the report and thanked the Vice Principal – Learning & Information Resources for attending the meeting.</i></p>	
18.12	Vice Principal – Learning & Information Resources excused from the meeting.	
644	Chief Executive Report – May 2022	
	<p>The Chief Executive Report presented his report for May 2022 covering 7 key themes of current development within the FE Sector and internal College business.</p> <ol style="list-style-type: none"> 1 DFE Curriculum Reform 2 NKC Meeting with FE Minister 3 KFE / HE Engineering Swap Programme 4 Visit to RAU Cirencester 5 Progress with PMO and ESFA 6 OFSTED Inspections of Residential and Nursery 7 Demand for 2022/23 – Learner recruitment position for September 2022 <p>The Chair referred to Item 6 – Ofsted Inspections of the Residential Provision and the Nursery Provision at Gravesend and formally congratulated the Interim Vice Principal (Land Based Curriculum) at Hadlow College on a successful Residential inspection and the Nursery Manager for Gravesend on another ‘Good’ Ofsted outcome.</p> <p>Mrs Davies referred to the demand for September 2022 and asked for clarification on the deferred funding and how this impacted funding for the next year and then referred to the discussions and consensus reached at the Governor Strategy Day held on the 2nd of March when the Board had agreed to setting a deficit budget for 2022/23 and how forecasted enrolment numbers compared. The Chief Executive explained that if the enrolment numbers were more than the forecasted enrolments, then the College could go to the ESFA (Education Skills Funding Agency) with a special request for ‘in year growth’ funding to cover the increased learner numbers.</p> <p>Mr Biring asked if there would be a limit to the number of learners that the College could enrol. It was explained that in a sense not however, staffing would be the current constraint, rather than space, and that space varied from campus to campus noting that Tonbridge had the greatest capacity for growth at present.</p>	

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	<p>The SLT provided further information on the different spaces that could be utilized or expanded should the College need to do so. The Deputy Executive Principal (Curriculum & Strategy) spoke at length and expressed a cautionary point which was that growth of learners would only be a positive step forward if staffing constraints could be alleviated but more so was ensuring that the quality of provision remained the very best. The College should not lapse into a situation whereby enrolment numbers were significantly increased at the detriment of quality provision which was accepted by the Board.</p> <p>Mr Biring stated that if it would be helpful if SLT could provide the Board with an understanding of the College limitations and what the growth desires were for the College. The Chief Executive provided further information and stated that issues around demographics was always a deciding factor.</p> <p>Mrs Mandeep asked what the influencing factors were in attracting students and how the SLT reached the forecasted figures and if marketing had an influence. The Chief Executive explained that marketing was important and that every single course would be considered and looked at in detail. The Chief Executive provided examples of the data and information that they used to calculate the forecasted enrolment numbers.</p> <p>Mr Jones further questioned the calculations and asked if the dropout rate could potentially increase this year and that learners opt to go onto full time employment as opposed to continuing in further education. The Chief Executive commented that the curriculum managers did normally have a fairly good idea of which learners would continue onto the next level or go into employment, albeit the current economic climate may encourage more learners into employment than previously.</p> <p><i>The Board received the Chief Executive Report for May 2022 for information purposes.</i></p>	
645	Termly Safeguarding Report – Deputy Executive Principal/Teaching, Learning & Improvement	
	<p>The Deputy Executive Principal/Teaching, Learning & Improvement presented the Termly Safeguarding Report. The Board were advised about the issues around staffing and structures as detailed within the report.</p> <p>Mr Jones referred to the increase in safeguarding cases and asked if there were any comparative benchmarking data to compare the rise in cases within the College. It was explained that only anecdotally through feedback from other colleges of which most had seen an increase in safeguarding cases with reference to mental health concerns.</p> <p><i>Received</i> <i>The Board received the Termly Safeguarding Report for May 2022.</i></p>	
646	Part 2 Confidential - Monthly Management Accounts – March 2022 – Deputy Chief Executive	
647	Confidential Part 2 – Commercially Sensitive - MAC PC Tender Miskin	
648	Confidential Part 2 – Commercially Sensitive - Access Licence Court Lane – Hadlow College	
649	Data Protection Plan – update	
	The Deputy Chief Executive presented the Data Protection Plan and explained that with the College having gained additional campuses in August 2020, the focus had	

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	<p>been on harmonising data protection policies and practices to create a standardised approach to compliance across the College.</p> <p>Discussions with the Education Administrator, BDO, regarding legacy data relating to approximately 50,000 students from West Kent & Ashford College and Hadlow College once the Education Administration ended, were finalised with agreement that NKC would only retain student data which related to potentially serious safeguarding issues. The Deputy Chief Executive went through the key points within the report relating to the College Business Continuity Plan, College IT Systems, Cyber Security for Data Protection, Training and Record Management which was noted by the Board.</p> <p>Received The Board received the Data Protection Plan update as presented.</p>	
650	Fees Policy 2022/23 – Minor Amendment	
	<p><i>Formally Approved</i> <i>The Board formally approved the minor amendment to the Fees Policy for 2022/23 as set out in the supporting documentation.</i></p>	
651	Governance Report – May 2022	
	<p>The Clerk & Governance Advisor to the Corporation presented the Governance Report and requested formal Board approval on two items as follows:</p> <p>Corporation Board – Committee Structure Proposed that Dr Sue Hubble be appointed as member of the Audit Committee with effect from 19 May 2022.</p> <p><i>Formally Approved</i> <i>The Board formally approved the appointment of Dr Sue Hubble as a member of the Audit Committee</i></p> <p><i>Corporation Board & Committee Meeting Schedule 2022/23</i> <i>The Board formally approved the proposed meeting schedule for all Corporation Board and Committee meetings for the 2022/23 academic period. It was agreed that the venues for each of the Board meetings be finalised and governors notified accordingly. Committee meetings to take place via TEAMS meetings unless the respective committee determine otherwise.</i></p> <p><i>The Board noted the items for information as follows:</i></p> <ul style="list-style-type: none"> • Governance Self-Assessment – update • ESFA Funding Agreement Governance Changes • Chairs Action Register • Use of Corporation Seal • KFE Governors Meeting – 28th June 2022 • Corporation Board Meeting arrangements to end July 2022 	

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	Received The Board received the Governance Report for May 2022	
652	Any other Business – Confidential Part 2 – Commercially Sensitive	
653	Date and time of the next meeting	
	<p>The next meeting of the Corporation Board Thursday 23 June at 17.30hrs at Hadlow College – Garden Design Centre.</p> <p>The meeting closed at 19.48hrs.</p> <p>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</p> <p>SIGNED _____ DATE _____</p>	