



Corporation Board Meeting 1

PART 1 MINUTES – NON-CONFIDENTIAL PUBLIC RECORD

**Board Minutes of meeting held 22 September 2022 at 17.30hrs
Dartford Campus – Hybrid Meeting**

Present

Mr K Norman	Chair of Corporation
Mrs S Davies	External Governor
Mr D Gleed	Chief Executive Officer/Executive Principal
Mr T Biring	External Governor
Mr J Gurney	External Governor
Mrs S Henwood	External Governor
Miss M Sahota	External Governor
Dr R Longman	External Governor
Dr S Hubble	External Governor
Mr C Manley	Staff Governor
Mr N Smith	Staff Governor

In Attendance

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

Minute no	Agenda Item	Action By
683	Opening of Meeting and Apologies for Absence	
	<p>The Chair of Corporation opened the meeting at 17.30hrs by welcoming all present.</p> <p>Noted for the record that Mrs Henwood and Ms Davies dialled in via TEAMS.</p> <p>Apologies</p> <p>Apologies received from Mr Louis Jones and Mr David Martin.</p>	
684	Declarations of Interest	
	<p>Mr Smith – Staff Governor declared a new Conflict of Interest in respect of the Teaching & Learning Policy which was presented to the Board in draft within the agenda. The Board noted that Mr Smith was now the UCU Secretary at the College. Mr Smith to submit an updated Declaration of Interest to the Clerk & Governance Advisor to the Corporation.</p>	

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	<p>Mr Manley – Staff Governor also formally declared an interest in the business item Teaching & Learning Policy in his capacity as Vice Chair of UCU. Mr Manley to update his declarations of interest form and submit it to the Clerk & Governance Advisor to the Corporation.</p> <p>There were no further amendments or new declarations of interest declared other than those already registered.</p>	
685	Corporation Board Minutes – Meeting held 7 July 2022	
	<p>The Corporation Board received the pre-circulated minutes of the meeting held on the 7 July 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 7 July 2022.</i></p> <p><i>The Board formally approved the Part 2 Confidential Minutes of the meeting held 7 July 2022.</i></p>	
686	Board and Committee - Actions Register to September 2022	
	<p>The Board received the updated outstanding actions register up to September 2022.</p> <p>It was noted that there were two action items that were due for completion by the end of the Autumn term as follows:</p> <p>54. Monthly Management Account - Staffing</p> <p>Action – Governors requested that SLT consider including KPI's within the MMA on Staff Vacancies – Deputy Chief Executive</p> <p>55. Monthly Management Accounts - Cash Reserves Jenkins, L.</p> <p>Action – Treasury Management Policy to be reviewed – to ensure that the College was achieving the best interest rate on cash reserves</p> <p>Governors were further advised that the following action had now been completed as the report made to the Board in July 2022.</p> <p>53. DEP Executive Principal's Report - Progression - At Risk Learners</p> <p>Action – Deputy Executive Principal/Teaching Learning & Improvement – to provide an update on the Student Progression/At Risk Learners position in July 2022.</p> <p><i>The Board received and accepted the actions register as circulated.</i></p>	
687	Chief Executive Report – September 2022	
	<p>The Chief Executive presented his report which included two sections being External Themes and Internal Themes.</p> <p>1. External – Part 1 non confidential</p>	

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	<p>The Chief Executive highlighted the key external themes to bring to the Boards attention and the latest developments in relation to the Energy Prices and inflationary pressures on the College and Staff.</p> <p>Energy Prices</p> <p>The Chief Executive explained that the Government had announced within the week that the Government would extend support to colleges to assist with the significant increase in energy costs. The Chief Executive provided details of what this saving would entail but emphasised that although the lower capped figure was welcome the Board needed to be aware that overall energy costs were still higher than in the past so Colleges would still need to make cost savings as far as energy consumption was concerned.</p> <p>The Deputy Chief Executive added that the energy price cap would make a difference to the College but cautioned that this was only a 6-month cap. He further provided additional feedback on a meeting he had attended with the AoC, CEO, DfE (Department for Education) and the FE Commissions that morning.</p> <p>The Deputy Chief Executive is to calculate the savings that could be made in energy costs and the Board would be presented with an updated position in due course.</p> <p>The Board were advised that the CEO and Deputy Chief Executive would be commencing on a project over the next 6 to 12 months to look at reducing costs across the College and exploring ideas on how they could implement these savings.</p> <p>Inflationary pressures on Staff and the College</p> <p>The Chief Executive referred to his report and added that the cut in National Insurance contributions would assist the College but that these savings would not come into effect until November and that it was highly unlikely that there would be an increase in FE Funding.</p> <p>Curriculum Reform – covered within the report</p> <p>Ofsted – covered within the report</p> <p>2. Internal update – Confidential Part 2 – Commercially Sensitive</p> <p>Received</p> <p><i>The Corporation Board accepted the Chief Executives Report to September 2022 noting the points raised.</i></p>	
688	QIP (Quality Improvement Plan) September 2022 update	
	<p>The Deputy Executive Principal/Teaching, Learning & Improvement presented the updated QIP and explained that the QIP appeared as though there were many areas that had not achieved the agreed improvement targets but that this was not the case. The Deputy Executive Principal explained that for certain improvement objectives within the QIP there were numerous areas that were covered so if one area did not meet the desired improvement then the whole area had been RAG rated yellow. SLT and staff were therefore looking at ways in which the QIP could be further refined to show more granularity and going forward they would also be</p>	

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	<p>reviewing the content of the report when being presented to the Board to ensure that the Board could look at the progress being made at a strategic level.</p> <p>The Deputy Executive Principal provided further detailed explanations on the areas that had been RAG rated red.</p> <p>Ms Davies commented on the QIP overall and stated having now been a governor for a year she appreciated the content within the report as it gave her a good understanding of the College and where improvements had been made over the year but agreed that a review would be welcomed.</p> <p>Accepted <i>The Board accepted the update on the Quality Improvement Plan.</i></p>	
689	Draft – Teaching & Learning Policy	
	<p>The Chair commented on the Teaching & Learning Policy which was currently in draft format and still undergoing consultation with UCU and that the final version would be presented to the Board in October 2022 for approval.</p> <p>The Chair further re-iterated that the two Staff Governors had declared a conflict of interest in the policy in their respective roles within the UCU.</p> <p>The Deputy Executive Principal emphasised that the Teaching & Learning Policy would require Board approval as soon as possible to avoid any loss of time in getting lesson observations underway.</p> <p>Ms Davies commented on the policy and asked if the policy was reviewed on an annual basis, and it was confirmed that the Board reviewed the policy annually. Ms Davies further commented that she felt the policy was extremely thorough but accepted that the final policy would be considered for approval by the Board in October 2022.</p> <p>Mrs Henwood asked for clarification of the terminology used to describe observations within section 2.22 to 2.24 set out below, which was explained by the Deputy Executive Principal.</p> <p><i>‘Throughout this Policy, observations are described in one of four ways using the historic</i></p> <p><i>Ofsted criteria:</i></p> <p><i>2.2.1. Outstanding - Grade 1</i> <i>2.2.2. Good - Grade 2</i> <i>2.2.3. Requires improvement - Grade 3</i> <i>2.2.4. Inadequate - Grade 4</i></p> <p><i>2.3. Where lessons are ungraded, but terminology is needed to describe the quality of the T&L,</i></p>	

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	<p><i>the following three terms may be used.</i></p> <p><i>2.3.1. Highly effective; the highest standard of teaching is demonstrated</i></p> <p><i>2.3.2. Effective; the minimum standard of teaching expected.</i></p> <p><i>2.3.3. Not yet fully Effective; where teaching needs support'</i></p> <p>Action <i>The Board to formally review approve the finalised Teaching & Learning Policy in October 2022 following further consultation with UCU.</i></p>	
690	Finance Report – Confidential Part 2 – Commercially Sensitive - Monthly Management Accounts to July 2022	
691	Estates Strategy & Capital Projects Committee Report – Minutes of meeting held 15 September 2022 – Part 2 Commercially Sensitive	
	<p>Mr Biring – Chair of the Estates Strategy & Capital Projects Committee presented the minutes of the last meeting held on the 15 September 2022.</p> <p>Miskin Opening Ceremony – Governors were reminded that the Official Opening of the new Miskin Building was due to take place on the 11 October 2022. Currently 4 governors had confirmed their attendance.</p>	
692	Any other Business	
	<p>Corporation Board Meetings</p> <p>The Chief Executive commenced the conversation by explaining that he had held discussions with the Chair and Clerk to the Corporation and referred to the current arrangements for Corporation Board meetings which had reverted to face-to-face meetings in May 2022 following the Covid restrictions. Governor attendance for the virtual meetings had been exemplary and since moving back to face-to-face meeting albeit the meetings were hybrid it had become evident that attendance and declined slightly and that the flow of meetings was slightly prohibited.</p> <p>The Chief Executive further alluded to the additional costs incurred in respect of energy consumption, security, hospitality etc and the associated complexities of finding suitable accommodation and transfer of IT equipment to the four different campuses and that the timing of the meetings actually made it difficult for governor connectivity with staff and students (other than those attending meetings) as the College was closed during the times meeting were being held. The Deputy Chief Executive and CEO were working on a project to establish where cost savings could be made considering the topics discussed earlier in the meeting and the CEO therefore wished to ask the Board to reconsider the way in which meetings were currently being held.</p> <p>The Chair of Corporation expressed his views referencing the following key points:</p> <ul style="list-style-type: none"> • Governor attendance at virtual meetings was very good • Boards responsibility for the ongoing financial sustainability of the College 	

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	<ul style="list-style-type: none"> • Board to consider the fact that they were asking the College to cut costs and that ideally, they should be leading from the front to ensure that they were doing same • Travel – there was an environmental impact with the level of additional travelling for staff and external governors from their respective places of work to the meeting venue • Time saving and flexibility for all concerned <p>The Chair further commented that with the imminent implementation of the Quality & Standards Committee in November and the Link Governor scheme being fully implemented and his aim to further reduce the number of board meetings he would like to see governors visiting the College in a far more constructive and proactive manner and alluded to potentially arranging termly visits for governors to go into the College with a clear focus. These visits would entail a half day session to include Curriculum briefings, meeting with staff and students, development opportunities and strategic discussions.</p> <p>The Board accepted the points made and Mr Smith commented that although he would welcome the termly half day sessions, he would have reservations in his ability to attend these due to his teaching commitments at Tonbridge. The Chair accepted the point made.</p> <p>The Deputy Executive Principal/Strategy commented that he would miss seeing the governors at the face-to-face meetings but would welcome governor coming into the college at time when staff and students could be seen, and he would strongly encourage any governors to visit the Gravesend campus on a pre-arranged date and time as these visits would be extremely valuable.</p> <p>Mrs Henwood stated that remote meetings were certainly far more convenient but strongly advocated the proposed meetings in college during normal college hours so that governors could meet and interact with staff and students.</p> <p>Governors discussed the proposal at length, and it was agreed that subject to the Chair communicating the discussions held to the Vice Chair of Corporation and governors not in attendance to gather their input and consent that the Board would revert to virtual meetings by October 2022. Formal confirmation of the final decision to be communicated by email to all concerned.</p> <p>Post meeting note – Vice Chair of Corporation and Mr Jones agreed to return to virtual meetings subject to the termly half day meetings being scheduled at alternative college campuses.</p> <p>The Chair thanked the Board for their input and understanding.</p> <p>Action – Chair of Corporation to contact Mr Martin and Mr Jones. Action – Clerk to notify Peridot Partners currently undertaking a Recruitment exercise for the College Action – Subject to agreement – meetings to be scheduled</p>	
693	Meeting Evaluation	

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	Governors were asked to complete the evaluation form using the FORMS link which had been distributed to all concerned.	
694	Part 3 Strictly Confidential Business – 18.52hrs	
	Staff governors and members of SLT excused from the meeting.	
695	Date and time of the next meeting	
	<p>The next meeting of the Corporation Board Thursday 19 May 2022 at 5.30pm via Teams.</p> <p>The meeting closed at 19.49hrs.</p> <p>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</p> <p>SIGNED _____ DATE _____</p>	