



Corporation Board Meeting 2

PART 1 MINUTES – NON-CONFIDENTIAL PUBLIC RECORD

**Board Minutes of meeting held 20th October 2022 at 17.30hrs
TEAMS Meeting**

Present

Mr K Norman	Chair of Corporation
Mr D Gleed	Chief Executive Officer/Executive Principal
Mr T Biring	External Governor
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
Dr S Hubble	External Governor
Mr D Martin	External Governor
Mr C Manley	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
696	Opening of Meeting and Apologies for Absence	
	The Chair of Corporation opened the meeting at 17.30hrs by welcoming all present. Apologies Apologies received from Mr Nicholas Smith and Mrs Suzanne Davies.	
697	Declarations of Interest	
	There were no further amendments or new declarations of interest declared other than those already registered. Noted Mr Manley's interest in respect of the Teaching & Learning Policy as per the meeting held in September 2022.	
698	Corporation Board Minutes – Meeting held 22 September 2022	

Minute no	Agenda Item	Action By
	<p>The Corporation Board received the pre-circulated minutes of the meeting held on the 22 September 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 22 September 2022.</i></p> <p><i>The Board formally approved the Part 2 Confidential Minutes of the meeting held 22 September 2022.</i></p> <p><i>The Board formally approved the Part 3 Strictly Confidential minutes of the meeting held 22 September 2022 which had been circulated under separate confidential cover to external governors, Chief Executive and Deputy Chief Executive only.</i></p>	
699	Board and Committee - Actions Register to October 2022	
	<p>The Board received the updated outstanding actions register up to October 2022.</p> <p><i>The Board received and accepted the actions register as circulated.</i></p>	
700	Chief Executive Report – October 2022 – Part 2 Minutes Commercially Sensitive	
701	Teaching & Learning Report – Deputy Executive Principal/Teaching, Learning & Improvement	
	<p>The Deputy Executive Principal/Teaching, Learning & Improvement presented her Teaching & Learning Report and explained that the report was a shortened version which was since lesson observations had not fully commenced and that the observations that had taken place were related to probationary lecturers.</p> <p>The Deputy Executive Principal referred to the extremely sad news that Wendy Davies had passed away and provided details of the recruitment being undertaken for her successor. The Board were advised of the Memorial Service that was being held at the College on the 4 November 2022 at 3.15pm.</p> <p><i>Received</i></p> <p><i>The Board accepted the latest Teaching & Learning Report to October 2022.</i></p>	
702	Teaching & Learning Policy - Deputy Executive Principal/Teaching, Learning & Improvement	
	<p>The Deputy Executive Principal presented the final version of the Teaching & Learning Policy for Board approval which had been presented to the Board in September as a draft document. It was explained that further negotiations had taken place with the unions and the key changes within the policy were referenced within the executive summary.</p> <p>Mr Martin stated that he wanted to link the Teaching & Learning Policy and the earlier Chief Executive report around performance as the two were intrinsically linked and demonstrated to governors that this was an extremely part of the</p>	

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	<p>Colleges quality assurance process. He further added that the Teacher Training being offered in house was very encouraging and felt that this was very beneficial to teaching staff.</p> <p>Mr Gurney commented that he was interested in the motivation of the unions in moving the observation window from 6 weeks to 2. The Deputy Executive Principal explained that the view was that by given a 6 week notice period that this made it stressful for the observe. Mr Gurney felt it should be irrelevant as to the length of notice for observation but accepted that teaching was not his expertise. The Deputy Executive Principal further added that they would have to review the position at the end of the academic period to assess how the change had worked and feedback on the quality of lessons being observed which often gave a good indication of the consistency of the quality of teaching and that lesson observations required a culture of trust within the College.</p> <p>Dr Hubble reported to the Board that she had attended the Open Day at Dartford and having spoken to students during the evening she was pleased to report that their feedback was extremely positive so agreed that feedback and the views of students during lesson observations was highly valuable.</p> <p>The Chief Executive accepted the points made by members of the Board but asked that respect be shown to both the Deputy Executive Principal and the Governors as members of UCU to avoid any uncomfortable points of discussion as both had been actively involved in the negotiations of the finalised Teaching & Learning Policy.</p> <p><i>Approved</i> <i>The Board formally approved the updated and finalised Teaching & Learning Policy as presented.</i></p>	
703	Safeguarding Report /Safeguarding Policy Annual Review – Deputy Executive Principal/Teaching, Learning & Improvement	
	<p>The Deputy Executive Principal presented the policy for review and apologised to the Board stating that ordinarily at this point of the academic year they would have received a detailed Safeguarding Report but due to personnel difficulties and the recruitment of new staff starting in November that this had not been achievable. The executive summary presented to the Board provided a detailed explanation which was accepted by the Board.</p> <p>The Chair agreed that the College were experiencing exceptional circumstances particularly with the very sad loss of Wendy Davies but was pleased to learn that a new Safeguarding Lead with exceptional safeguarding expertise was due to start at the College in early November.</p>	
704	Safeguarding Children and Adults at Risk Policy	

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	<p>The Deputy Executive Principal presented the updated Safeguarding Children and Adults at Risk Policy having noted the minor amendment recommended within the policy.</p> <p>Dr Longman stated that bearing in mind that the data could not be extrapolated whether the Deputy Executive Principal could give an indication on the number of cases. It was explained by the Deputy Executive Principal that as part of her work within the Triage Team on Safeguarding that there were several cases but was unable to comment on the number of safeguarding cases as these would be anecdotal.</p> <p>Mr Martin added that in his role as Lead Safeguarding Governor he was comfortable that the College were undertaking their safeguarding responsibilities on the ground and would arrange a meeting with the new Safeguarding Lead and continue his engagement with the Deputy Executive Principal in the meantime.</p> <p>Approved <i>The Corporation Board formally approved the Safeguarding Children and Adults at Risk Policy for 2022/23.</i></p>	
705	Annual Compliments & Complaints Report 2021/22 – Deputy Executive Principal/Teaching, Learning & Improvement	
	<p>The Deputy Executive Principal presented the Annual Compliments and Complaints Report to the Board.</p> <p>The Chair commented on the number of complaints recorded over the year and stated that these should be taken into context when comparing the number of students in total and further added that compliments were very rarely recorded and referred to the comments and feedback that governors often received as noted earlier in the meeting.</p> <p>Dr Longman referred to the high proportion of female complaints at Tonbridge and asked whether this was a cause for concern. The Deputy Executive Principal stated that there had been an increase but was unable to provide an explicit reason for these but assured the Board that these were not safeguarding related but probably around new requirements such as uniforms.</p> <p>Mrs Henwood asked how the compliments were shared and proposed that these were great marketing tools and advertising for the College.</p> <p>Accepted <i>The Corporation Board formally accepted the Annual Compliments and Complaints Report for 2021/22.</i></p>	
706	Annual HE Report – Deputy Executive Principal/Strategy & Quality	
	<p>The Deputy Executive Principal/Strategy & Quality presented the Annual HE Report who explained the basis of the report to the Board. It was noted that the College currently operated a mixed model of HE provision, with some HNC/HNDs run directly</p>	

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	<p>through the UK awarding bodies (Pearson) at Dartford and Gravesend, and far more franchised provision with the partner universities: University of Greenwich (UoG), University of Kent (UoK), and Canterbury Christ Church University (CCCU). Each of these partner universities had largely been involved specialisations (i.e., all the land based HE provision at Hadlow is delivered in partnership with UoG, the Arts provision at Tonbridge was delivered in partnership with UoK, and the Education provision is delivered with CCCU (with some courses also offered with UoG).</p> <p>The Chair asked if HE provision was economically viable and whether the low recruitment numbers made some courses particularly difficult to deliver. The Board discussed the matter at length and agreed that this was an area that required detailed strategic consideration and the Chief Executive explained that the College were currently in conversations with another HE provided to explore opportunities.</p> <p>Strategically HE Provision at Hadlow was important hence SLT exploring this in greater detail.</p> <p>Dr Longman asked if other FE institutions were experiencing the same difficulties in recruiting, HE students and the Chief Executive confirmed that FE institutions nationally were encountering similar challenges.</p> <p>Accepted <i>The Corporation Board formally accepted the Annual HE Report.</i></p>																							
707	Audit Committee Minutes of the meeting held 29 September 2022 – Jon Gurney																							
	<p>Mr Gurney – Chair of the Audit Committee presented the draft minutes of the Audit Committee meeting held on the 29th of September 2022 which provided the Board with the information on the business covered during this meeting.</p>																							
708	Scrutton Bland – Internal Audit Services – INTERNAL AUDIT ASSURANCE STRATEGY AND ANNUAL PLAN North Kent College 2022/23																							
	<p>Mr Gurney presented the Internal Audit Assurance Strategy & Annual Plan for the 2022/23 period explaining that this was an extensive audit plan which had been thoroughly discussed and deliberated by the Audit Committee.</p> <p>Internal Audit Plan for 2022/23 which were as follows:</p> <table><thead><tr><th>Audit Area</th><th>Proposed number of Audit days</th></tr></thead><tbody><tr><td>Curriculum Planning and Student Destinations</td><td>4</td></tr><tr><td>Cyber Security</td><td>3</td></tr><tr><td>Safeguarding (carried forward from 2021/22)</td><td>4</td></tr><tr><td>Capital Projects</td><td>3</td></tr><tr><td>Funding Assurance</td><td>4</td></tr><tr><td>Fixed Assets, Cash and Electronic Payments</td><td>4</td></tr><tr><td>Health and Safety</td><td>4</td></tr><tr><td>High Needs Learner Support (carried forward from 2021/22)</td><td>4</td></tr><tr><td>Apprenticeships Recruitment</td><td>3</td></tr><tr><td>Strategic Planning</td><td>3</td></tr></tbody></table>	Audit Area	Proposed number of Audit days	Curriculum Planning and Student Destinations	4	Cyber Security	3	Safeguarding (carried forward from 2021/22)	4	Capital Projects	3	Funding Assurance	4	Fixed Assets, Cash and Electronic Payments	4	Health and Safety	4	High Needs Learner Support (carried forward from 2021/22)	4	Apprenticeships Recruitment	3	Strategic Planning	3	
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	<p>Human Resources – Staff Recruitment 4</p> <p>Governance 3</p> <p>Follow-up Previous Recommendations 3</p> <p>Planning and control 4</p> <p>Audit review and finalising 6</p> <p>Audit Committee preparation and attendance 3</p> <p>Total Days (excluding carry-forward) 51</p> <p>Days carried forward from 2021/22</p> <p>Approved The Board formally approved the Audit plan as recommended by the Audit Committee.</p>	
	Governance Report – Clerk & Governance Advisor to the Board	
709	Corporation Board – Governor Appointment	
	<p>Chair of Search, Governance & Remuneration Committee – David Martin updated the Board on the governor candidate interviews that had taken place on the 19th of September 2022. Governors were reminded that Peridot Partners had been engaged to undertake a search and recruitment exercise on behalf of North Kent College.</p> <p>The Board were advised that the committee had shortlisted 5 potential candidates and interviewed 4 of the candidates. The Committee were due to interview the last of the 5 candidates within the following week and subject to the outcomes of this interview would report back to the Board in October 2022.</p> <p>The Board had been provided with the relevant application details of the first preferred candidate and were advised that subject to acceptance that the Board would be asked to delegate authority to the Search, Governance & Remuneration Committee to formally appoint Mr Robert Nithsdale as an External Governor for a four-year term of office effective as of date of his acceptance.</p> <p>Approved The Board formally agreed to delegate authority for the appointment of Mr Robert Nithsdale based on the feedback and documentation received.</p>	
710	Governance Report – Corporation Board Action Plan 2022/23	
	<p>Approved The Corporation Board formally approved the Draft Governance Action Plan for 2022/23 which was based on the outcomes of the Governance Self-Assessment Exercise.</p>	
711	Any other Business	
	<p>Dr Longman raised to points under any other business as follow:</p> <p>1. Explanation of the implications for NKC if the ONS (Office for National Statistics) decide to reclassify colleges as public sector?</p>	

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	<p>The Chair reported that he had attended an AOC Chairs meeting and that this had been on the agenda. ONS decision was due by the end of month, and that they expected to reclassify FE as Public, but the ramifications and implementation of changes would take some time to work through, AoC thought is its business as usual</p> <p>The Chief Executive further added that the only two points that were being widely discussed in terms of the first point (re ONS classification) is that (positively) Colleges may be able to then recover VAT on inputs (i.e., as per Academies) which will have a modest benefit and (negatively) the ability to borrow money was likely to be much more bureaucratic in terms of gaining consent.</p> <p>2. An update on any significant developments with the LSIP and NKC's engagement with that?</p> <p>The Chief Executive reported that LSIPs were very much a Boris Johnson initiative and so the impetus seems to have slowed somewhat in the past few months. It only covers about 2% of our student volume (as its focus is on Adults and potential devolution deals – i.e., not Loan Funded Adults) and the current FE Minister is very sceptical about devolved arrangements for post 19. However, who the FE Minister would be in a week or so's time was clearly another story. Given the political nature of this point (rather than the first point which technically is not politically driven), there was no definitive answer.</p>	
712	Date and time of the next meeting	
	<p>The next meeting of the Corporation Board Thursday 17 November at 5.30pm via Teams.</p> <p>The meeting closed at 19.40hrs.</p> <p>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</p> <p>SIGNED _____ DATE _____</p>	