



### **Corporation Board Meeting 3**

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

#### **Board Minutes of meeting held 17<sup>th</sup> November 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
Miss K O'Brien	External Governor – joined meeting at 5.40pm
Dr S Hubble	External Governor
Mr D Martin	External Governor
Mr R Nithsdale	External Governor
Mr N Smith	Staff 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

<b>Minute no</b>		<b>Action By</b>
<b>713</b>	<b>Opening of Meeting and Apologies for Absence</b>	
	The Chair of Corporation opened the meeting at 17.30hrs by welcoming all present.  <b>Apologies</b>  No apologies were received for the meeting and all members were present.	
<b>714</b>	<b>Corporation Board Appointment</b>	

Minute no		Action By
	<p>The Chair presented the formal recommendation submitted to the Board by Search, Governance &amp; Remuneration Committee which set out the background details and relevant candidate information pack for Miss Karen O'Brien.</p> <p>It was further proposed that Miss O'Brien be appointed as a member of the Search, Governance &amp; Remuneration Committee based on the extensive HR skills set she had to offer.</p> <p>Karen O'Brien background and expertise in brief:</p> <ul style="list-style-type: none"> <li>• Operational expertise: Operational HR, organisational development, change management, talent management.</li> <li>• Workforce development, wellbeing, inclusion, leadership development and people management.</li> <li>• Strategy implementation: Workforce planning and people plan development.</li> <li>• Relevant industry knowledge: Built environment, utilities and construction.</li> <li>• Governance experience: Understands the importance of governance and has experience reporting to non-executive and executive boards, this would be a first FE Governor appointment.</li> </ul> <p><b>Approved</b></p> <p><b><i>The Board formally appointed Miss Karen O'Brien as an External Governor for a four-year term of office effective as of the 17<sup>th</sup> of November 2022 and agreed to her appointment as a member of the Search, Governance &amp; Remuneration Committee.</i></b></p>	
715	<b>Formal Introductions &amp; Welcome</b>	
	<p><b>Miss O'Brien joined the meeting at 5.40pm</b></p> <p>The Chair formally welcomed Mr Robert Nithsdale and Miss Karen O'Brien to their first Corporation Board meeting, and each took it in turns to introduce themselves providing the Board with an insight into their respective existing employment roles and the expertise that they brought to the table.</p>	
716	<b>Declarations of Interest</b>	
	<p>There were no further amendments or new declarations of interest declared other than those already registered.</p>	
717	<b>Corporation Board Minutes – Meeting held 20 October 2022</b>	
	<p>The Corporation Board received the pre-circulated minutes of the meeting held on the 20 October 2022.</p> <p><b>Formally approved.</b></p> <p><b><i>The Board formally approved the Part 1 Corporation Board minutes of the meeting held on the 20 October 2022.</i></b></p>	

Minute no		Action By
	<b><i>The Board formally approved the Part 2 Confidential Minutes of the meeting held 20 October 2022.</i></b>	
718	<b>Board and Committee - Actions Register to November 2022</b>	
	<p>The Board received the updated outstanding actions register up to November 2022.</p> <p><b><i>The Board received and accepted the actions register as circulated.</i></b></p>	
719	<b>Chief Executive Report – November 2022</b>	
	<p>The Chief Executive presented his report to November 2022 and made reference to the late submission which related to the Autumn Statement which was delivered by the Chancellor of the Exchequer the day before the Board meeting. The Chief Executive stated that, although unsurprising, it was still disappointing to see schools receive additional funding and FE institutions not. It was further noted that a new Skills Advisor had been appointed.</p> <p>The Chief Executive report covered the following key items:</p> <ol style="list-style-type: none"> <li>1. Autumn Statement</li> <li>2. DfE Ministerial Team</li> <li>3. ONS Classification</li> <li>4. Accountability Statement</li> <li>5. T Level &amp; Level 3 Reforms</li> <li>6. Adult Funding System</li> <li>7. Ofsted</li> </ol> <p><b>T Levels &amp; Level 3 Reforms</b></p> <p>The Chief Executive report provided the Board with an explanation on the Level 3 Reforms and the impact on existing programmes at the College.</p> <p>Mrs Henwood commented on the section around T Levels and accepted the challenges for the College and staff but asked how this would be marketed when learners were uncertain and did not understand what the qualification was. The Chief Executive stated that this was an extremely valid point and explained that it was a challenge and provided details of how the message could be conveyed to students and parents alike. The Chief Executive provided further details around the Government's aspiration and marketing language of 'Gold Standards' but emphasised that there were uncertainties, and they would need to wait for further details from Government which was likely to result in certain qualifications being removed which would in turn drive students into T Levels.</p> <p>The Deputy Executive Principal Strategy &amp; Curriculum gave further insights on the changes which provided the Board with a better understanding of the positive and negatives and stated that the greatest difficulty was explain to students what T Level qualifications were and what opportunities they afforded students as routes into higher education or employment.</p> <p>Mrs Davies asked what would be left of the Level 3 qualifications and it was explained that it was likely that further reforms would take place but not everything would turn into T Levels. Dr Longman asked if areas not covered by T Levels such as Media which was an area of strength at the College would see the existing BTec</p>	

Minute no		Action By
	<p>qualifications disappearing. The Chief Executive commented that they would probably form part of the reform exercise and further clarity would be reported to the Board in due course. The Deputy Executive Principal/Strategy explained that the College had been through various reforms which seem to come about every 5 years or and instead of making rash decisions SLT tended to wait for further clarity before making radical decisions around curriculum changes.</p> <p>The Chief Executive added that governors needed to be conscious that there were more changes to come and that these would include changes at Level 1 and Level 2 which could potentially pose a bigger risk for learners and that this was a major concern.</p> <p><b>Received</b></p> <p><b><i>The Board accepted the latest Chief Executive Report noting the key elements within the report.</i></b></p>	
18.10hrs	<b>Mr Manley – Staff Governor joined the meeting</b>	
<b>720</b>	<b>Teaching &amp; Learning Report – Deputy Executive Principal/Teaching, Learning &amp; Improvement</b>	
	<p>The Deputy Executive Principal/Teaching, Learning &amp; Improvement proceeded to present her Teaching &amp; Learning Report which covered the following key points:</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• College Self-Assessment Report</li> <li>• Quality Improvement</li> <li>• Observation Training Plan</li> <li>• CPD</li> <li>• College Attendance</li> </ul> <p>College Attendance</p> <p>Mr Gurney referred to the attendance data within the report and stated that it was positive to see that the attendance rates at Tonbridge had seen a significant improvement. It was acknowledged that Tonbridge had made taken great strides in improving overall attendance which was due to the improvement strategies put in place.</p> <p>Mr Smith further commented on the improvements in attendance at Maths and English and asked about other strategies to further strengthen attendance. The Deputy Executive Principal spoke about the existing strategies and how improved communication with students and parents had resulted in a significant impact on student attendance.</p> <p><b>Received</b></p> <p><b><i>The Board accepted the latest Teaching &amp; Learning Report to November 2022.</i></b></p>	

Minute no		Action By
721	<b>Monthly Management Accounts – Part 2 Commercially Sensitive - Deputy Chief Executive</b>	
722	<b>Estates Strategy &amp; Capital Projects Committee Minutes of the meeting held 9 November 2022 - Part 2 Confidential – Commercially Sensitive</b>	
723	<b>Estates Strategy &amp; Capital Projects Committee Terms of Reference</b>	
	<p>Mr Biring presented the updated Estates Strategy &amp; Capital Projects Committee Terms of Reference as reviewed by the committee with one minor amendment.</p> <p>The Chair explained to the Board that discussions had taken place at the recent Search, Governance &amp; Remuneration Committee and the Estates Strategy &amp; Capital Projects Committee whereby consideration had been given to the original implementation of the committee which was to oversee the Grant Funding Agreement and the associated capital project works which were due to be completed by March 2023. The view was that the committee would potentially morph into a new Finance &amp; Resources Committee for full implementation in 2023/24.</p> <p>Further discussions to take place during the 2022/23 academic period.</p> <p><b>Approved</b>  <b><i>The Corporation Board approved the terms of reference as presented.</i></b></p>	
724	<b>Search, Governance &amp; Remuneration Committee Part 1 minutes of the meeting held 3 November 2022</b>	
	<p>Chair of Search, Governance &amp; Remuneration Committee – David Martin presented the minutes and provided additional detail on the business conducted during the meeting.</p> <p><b>Received</b>  <b><i>The Board received the minutes for information purposes.</i></b></p>	
725	<b>Corporation Board Membership &amp; Committee Membership Appointments</b>	
	<p>The Corporation Board received the report in which a number of recommendations were being to the Board for approval as follows:</p> <p><b>Appointments/Reappointments</b></p> <p>The Board formally approved the re-appoint of Mr David Martin as an External Governor for a further 4-year term of office effective as of 5.12.22.</p> <p>Mr Martin to retain his role as Lead Safeguarding Governor.</p> <p>Appointments – Miss O'Brien formally appointed as an External Governor for a four-year term office effective 17 November 2022.</p> <p><b>Committee Memberships</b></p> <p>The Board formally approved the following changes to the Committee Membership structure as recommended by the Committee:</p>	

Minute no		Action By
	<p>Search, Governance &amp; Remuneration Committee</p> <p>Mr David Martin to step down as Chair of SG&amp;R and Mrs Sarah Henwood to take on role of Chair of SG&amp;R Committee effective 17.11.2022</p> <p>Dr Richard Longman to step down as member of SG&amp;R Committee effective 17.11.22</p> <p>Mrs Karen O'Brien to be appointed as a member of the SG&amp;R Committee effective 17.11.22</p> <p>Audit Committee – no proposed amendments</p> <p>Estates Strategy &amp; Capital Projects Committee – no proposed amendments</p> <p>Quality &amp; Standards Committee – the Board formally approved the appointment of the following governors as members of this new committee.</p> <p>Mr David Martin – Chair Mr David Gleed Mr Keith Norman Dr Richard Longman Dr Sue Hubble Mr Robert Nithsdale Mr Nicholas Smith</p> <p><b>Approved</b> <b>The Corporation Board formally approved the above recommendations.</b></p>	
725	<b>Search, Governance &amp; Remuneration Committee Terms of Reference</b>	
	<p><b>Approved</b> <b>The Corporation Board formally approved the reviewed Search, Governance &amp; Remuneration Committee Terms of Reference as recommended.</b></p>	
726	<b>Quality &amp; Standards Committee Terms of Reference</b>	
	<p><b>Approved</b> <b>The Corporation Board formally approved the Draft Quality &amp; Standards Committee Terms of Reference and noted that the first meeting of the committee would take place on the 6 December 2022.</b></p>	
727	<b>Corporation Board Standing Orders and Code of Conduct November 2022</b>	
	<p><b>Approved</b> <b>The Corporation Board formally approved the updated Corporation Board Standing Orders and Code of Conduct as of November 2022.</b></p>	
728	<b>Corporation Board Attendance Report for 2021/22 and Attendance Target 22/23</b>	
	<p><b>The Corporation Board received the report for 2021/22 and formally approved the proposed Board Attendance Target of 90% across all meetings.</b></p>	

Minute no		Action By
729	<b>Any other Business</b>	
	<p>Governor Visits into College</p> <p>Dr Longman reported that he had attended the Tonbridge Open Evening and was delighted to see so many visitors to the College and added that he had gone on a guided tour of the campus which was very informative.</p> <p>Mr Martin reported that he had also attended the Tonbridge Open Evening which was extremely encouraging and that his engagement with both existing students and prospective had been very positive.</p> <p>Dr Hubble reported that she had attended the Hadlow campus Open Morning which was exceptionally busy with very proactive engagement of staff and students.</p>	
730/ 731	<b>Confidential Part 3 Business – Staff Governors and members of SLT excused with the exception of the Deputy Chief Executive and Chief Executive</b>	
732	<b>Date and time of the next meeting</b>	
	<p>The next meeting of the Corporation Board Thursday 15 December at 5.30pm via Teams.</p> <p>The meeting closed at 19.40hrs.</p> <p><b>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</b></p> <p>SIGNED _____ DATE _____</p>	