



Corporation Board Meeting 4

PART 1 MINUTES – NON-CONFIDENTIAL PUBLIC RECORD

Board Minutes of meeting held 15th December 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
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

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		Action By
734	Opening of Meeting and Apologies for Absence	
	<p>The Chair of Corporation opened the meeting at 17.30hrs by welcoming all present. The Chair explained to the Board that due to personal circumstances that he wished to address the business on the agenda in different sections to ensure that all essential reports were formally considered and approved in the event that he needed to excuse himself from the meeting which was accepted by the Board.</p> <p>Apologies</p> <p>Apologies received from Mandeep Sahota and it was noted for the record that Mr Gurney would be late joining the meeting.</p>	
735	Declarations of Interest	
	There were no further amendments or new declarations of interest declared other than those already registered.	

Minute no		Action By
736	Corporation Board Membership	
	<p>The Chair informed the Board that Mr Chris Manley – Staff Governor – Dartford/Gravesend had resigned as a member of the Corporation Board as he was no longer a member of staff at the College. The Chair added that he had held a conversation with Mr Manley to formally thank him for his contribution as a Staff Governor and in turn Mr Manley had requested that the Board be thanked for their support during his time and that he wished the Board and the College as a whole all the best for the future.</p> <p>It was noted that the Clerk & Governance Advisor to the Corporation would commence the recruitment process for a replacement Staff Governor from the Dartford/Gravesend campuses in the New Year.</p>	
737	Destination Data Report – deferred to the Quality & Standards Committee due to take place on the 12th January 2023.	
738	Corporation Board Minutes – Meeting held 17th November 2022	
	<p>The Corporation Board received the pre-circulated minutes of the meeting held on the 17 November 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 17 November 2022.</i></p> <p><i>The Board formally approved the Part 2 Confidential Minutes of the meeting held 17 November 2022.</i></p> <p><i>The Board formally approved the Part 3 Strictly Confidential Minutes of the meeting held 17 November 2022 and circulated under separate cover as a true and accurate record.</i></p>	
739	Board and Committee - Actions Register to December 2022	
	<p>The Board received the updated outstanding actions register up to December 2022 noting that there were now outstanding actions.</p> <p><i>The Board received and accepted the actions register as circulated.</i></p>	
xx	Business items brought forward on the agenda as explained under Minute 734 of these minutes	
740	Audit Committee Minutes of the meeting held 24 November 2022	
	The Board received the detailed minutes of the Audit Committee meeting held on the 24 November 2022.	
741	Audit Committee Terms of Reference – Annual Review & Audit Committee Annual Self-Assessment Report for 2021/22	
	The Corporation Board were asked to formally approve the attached Audit Committee Terms of Reference and note the findings of the Annual Audit Committee Self-Assessment. The findings in the self-assessment report are	

Minute no		Action By
	<p>largely covered within the Governance Self-Assessment report and further action plan.</p> <p>No significant amendments were proposed subject to the amendments incorporated.</p> <p>The Chair commented favourably on the outcomes of the Audit Committee Self-Assessment report and that areas that had previously RAG rated red/amber had now been rated green.</p> <p>Approved</p> <p><i>The Corporation Board formally approved the updated Audit Committee Terms of Reference/Annual Business Plan and the Audit Committee Self-Assessment report for the 2021/22 period.</i></p>	
742	<p>Scrutton Bland – Internal Audit Services Annual Internal Audit Report for Year Ended 31 July 2022</p>	
	<p>The Deputy Chief Executive presented the report as recommended by the Audit Committee adding that he was pleased to report that the internal audit services had stated that they were satisfied that sufficient internal audit work had been undertaken to allow them to draw a reasonable conclusion as to the adequacy and effectiveness of the College's risk management, internal control and governance processes and the processes for securing efficiency and effectiveness.</p> <p>Approved</p> <p><i>The Corporation Board formally approved the – Internal Audit Services Annual Internal Audit Report for Year Ended 31 July 2022</i></p>	
734	<p>Annual Audit Committee Report to the Corporation Board and Chief Executive/Executive Principal as Chief Accounting Office for Year Ended 31 July 2022</p>	
	<p>Approved</p> <p><i>The Corporation Board formally approved the Annual Audit Committee Report to the Corporation Board and Chief Executive for the Year Ended 31st July 2022 and taking note of the minutes of the meeting in which the draft document had been considered by the Audit Committee.</i></p> <p><i>The Chair of the Audit Committee – Jon Gurney to sign the master copy.</i></p>	
735	<p>Letter of Representation for and on behalf of North Kent College</p>	
	<p>Approved</p> <p><i>The Corporation Board were presented with the draft Letter of Representation which had been drafted in line with the usual format which was duly approved as recommended by the Audit Committee.</i></p> <p><i>Chair of Corporation to sign the Letter of Representation on behalf of the Corporation Board.</i></p>	

Minute no		Action By
736	Buzzacott – Post Audit Management Report for the Year Ended 31 July 2022 and Regularity Self-Assessment and Fraud Questionnaire	
	<p>The Deputy Chief Executive presented the Financial Statement Auditors Post Audit Management Report for the Year Ended 31 July 2022 and the two additional reports being the Regularity Self Assessment Report and the Fraud Questionnaire.</p> <p>Dr Longman has submitted the following query via email which was responded to by the Deputy Chief Executive:</p> <p>Regularity self-assessment questionnaire, p 13 / 257: Dr Longman asked for clarification as to whether these tests had been met in relation to the dormant entity. It was explained that the regularity review was completed for last year 2021/22 and clearly covered the dormant enterprise.</p> <p>It was further noted that The Post management Audit Report by the External Auditors provided feedback on their review in terms of key audit findings, audit risk and outcomes and comparator information based on Buzzacott's other FE clients this year-round.</p> <p>In addition, the report gave an opinion on the Regularity audit as part of the undertaking and attached was the college completed ESFA templates for regularity on controls and Fraud protocols in place.</p> <p>The Regularity checklist had to be agreed and signed by the Accounting Officer and Chair of Governors as part of the accounts signing process.</p> <p>Approved</p> <p><i>The Corporation Board formally approved and agreed that the Chair of Corporation and the Chief Executive Officer as Chief Accounting Officer would sign off the relevant documents as recommended.</i></p> <p><i>Post Management Report for the end 31st July 2022.</i></p> <p><i>NKC Regularity Questionnaire 2021/22</i></p> <p><i>NKC Fraud Questionnaire 2021/22</i></p>	
737	North Kent College Members Report and End of Year Financial Statements for the Year Ended 31 July 2022.	
	<p>The Deputy Chief Executive presented the North Kent College Members Report and End of Year Financial Statements for the Year Ended 31 July 2022 as presented to the Audit Committee. He stated that an overall surplus of £1.2m had been achieved for the 2021/22 period and provided additional detail as presented within the Comprehensive Income section of the report.</p> <ul style="list-style-type: none"> • Dr Longman referred to the Annual Accounts P 5 / 273: shouldn't the possible (and now confirmed) re-classification of FEIs as public sector be mentioned as an issue that might impact on future funding? This has been flagged up regularly during the financial year in question. The Deputy Chief 	

Minute no		Action By
	<p>Executive explained that as this had only arisen very late and thrown the whole account signing for all colleges off balance, the auditors following guidance from the ESFA (2nd December) only advised the additional post balance sheet event note. Its to be seen what might happen, as little has changed so far. In the timescales little has been changed and accounts must be provided before Xmas or risk missing the deadline.</p> <p>The Deputy Chief Executive provided the Board with a detailed explanation around Pensions Deficit which was also explained in detail within Note 21 of the report.</p> <p>The Chair commented that the report and financial statements reflected what the Deputy Chief Executive had reported to the Board at previous meetings.</p> <p>Approved <i>The Corporation Board formally approved the North Kent College Members Report and Financial Statements for the Year Ended 31 July 2022. The Chair of Corporation and Chief Executive as Chief Accounting Officer to formally sign off the financial statements.</i></p>	
738	<p>CONFIDENTIAL PART 2 – COMMERCIALY SENSITIVE - Independent Assurance Report on the Annual Return of Expenditure on Exceptional Restructuring Funding Grant North Kent College for the year ended 31 July 2022</p>	
739	<p>NKC Business Services – Dormant Account</p>	
	<p>Approved <i>The Corporation Board formally approved the AA02 Form to be submitted to Companies House. The private limited subsidiary business continued to be run at present as a dormant one. Due to the takeover plans about its use have been put on hold, to allow the College to settle. It was noted for the record that this company may be used in 2023/24.</i></p>	
740	<p>North Kent College – Disclosures Report – Confidential Part 2 – Commercially Sensitive</p>	
741	<p>Chief Executive Report – December 2022</p>	
	<p>The Chief Executive presented his report to December 2022 which was the 4th Review of progress against the Strategic Plan and update against the first year.</p> <p>It was accepted that a lot of data and detail in the report had already been presented to the Board separately over the past academic year and that the report now brought the key elements together.</p> <p>The Chair commented on the GFA (Grant Funding Agreement) KPI's which would now fall under the remit of the Quality & Standards Committee to review and monitor in greater detail.</p> <p>Governors asked whether the CEO had any points to raise around staff satisfaction. The Chief Executive commented on the staff surveys and stated that there was nothing of great surprise and certainly the issues identified were trending similarly nationally and around staff pay. Mr Martin asked if the Senior Leadership</p>	

Minute no		Action By
	<p>Team could identify the level of satisfaction across the four campuses and it was stated by the Chief Executive that they could and was pleased to report that Tonbridge and Hadlow were moving in the right direction and that in fact their response rates were better compared to that of the Dartford and Gravesend campuses.</p> <p>The Board went through the detail within the report with no additional queries being raised.</p> <p>Received</p> <p><i>The Corporation Board received the Chief Executive Report noting the progress against the Strategic Plan.</i></p>	
742	CONFIDENTIAL PART 2 – COMMERCIALLY SENSITIVE Monthly Management Accounts Period 12 and Period 3	
743	CONFIDENTIAL PART 2 – COMMERCIALLY SENSITIVE ESFA – Governor Financial Dashboard	
744	Health & Safety Report and Action Plan	
	<p>The Deputy Chief Executive presented the Health & Safety Report and Action Plan and explained that in 2018, the College moved the emphasis of health and safety monitoring from the reactive to the proactive, producing a three-year Health and Safety Management Plan, progress against which was regularly reported to Governors. Following the takeover of Hadlow and West Kent Colleges it was considered prudent to repeat the review to gauge the level to which the North Kent College practices had been embedded in the now wider, more diverse College and to also identify areas where practices may need changing.</p> <p>The Deputy Chief Executive went through the Health & Safety Action Plan and highlighted the key areas which had been RAG rated.</p> <p>It was noted that the next report would be presented at the March 2023 Board meeting.</p> <p>Accepted</p> <p><i>The Corporation Board accepted the Health & Safety Report and the updated Action Plan.</i></p>	
745	Risk Register – December 2022 update	
	<p>The Deputy Chief Executive presented the updated Risk Register as presented to the Audit Committee for review in November 2022. Additional detail around the committee discussions can be found within the Audit Committee minutes of the meeting held 24 November 2022.</p> <p>Accepted</p> <p><i>The Corporation Board accepted the updated Risk Register.</i></p>	
746	Policies – Gifts & Hospitality Policy and Whistle Blowing Policy & Procedure	
	<p>Approved</p> <p><i>The Corporation Board formally approved the updated and review Gifts & Hospitality Policy and the Whistle Blowing Policy as recommended by the Audit Committee.</i></p>	

Minute no		Action By
18.34 hrs	Mr Jon Gurney joined the meeting	
747	North Kent College – Modern Slavery Statement & Action Plan	
	<p>The Deputy Chief Executive presented the updated Modern Slavery Statement and action plan for the 2022/23 academic period.</p> <p><i>Approved</i> <i>The Corporation Board formally approved the updated Modern Slavery Statement for publication on the College Website.</i></p>	
748	Any other Business – None raised	
	Confidential Part 3 Business – Staff Governors and members of SLT excused with the exception of the Deputy Chief Executive and Chief Executive	
751	Date and time of the next meeting	
	<p>The next meeting of the Corporation Board Thursday 26 January 2023 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>	