



Corporation Board Meeting 5

PART 1 MINUTES – NON-CONFIDENTIAL PUBLIC RECORD

Board Minutes of meeting held 26 January 2023 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 – joined meeting at 17.44hrs
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
Dr S Hubble	External Governor
Mr D Martin	External Governor
Mr R Nithsdale	External Governor
Miss M Sahota	External Governor
Miss E Codling	Student Governor
Miss N Langan	Student 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
752	Opening of Meeting and Apologies for Absence	
	<p>The Chair of Corporation opened the meeting at 17.30hrs by welcoming all present and explained to the Board that Mrs Davies would join the meeting once the Board had considered Item 8 – Governance Report – Request for 6 Month Sabbatical.</p> <p>Miss Codling and Miss Langan were formally welcome and introduced as the newly appointed Student Governors. Miss Codling and Miss Langan introduced themselves to the Board. Miss Codling was based at the Dartford Campus studying the Legal Secretarial programme and Miss Langan from Hadlow College was a first HE Student and had previously been on the FE equine programme.</p> <p>Apologies</p>	

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	Apologies received from Nicholas Smith.	
753	Brought/Forward – Governance Report – Mrs Davies 6 Month Sabbatical Request	
	<p>The Clerk & Governance Advisor presented the paper for consideration in which the Board were being asked to consider a request submitted by Mrs Davies, External Governor and currently a member of the Audit Committee.</p> <p>It was explained that Mrs Suzanne Davies had submitted a formal request to the Chair of Corporation in which Mrs Davies explained that in her professional capacity as a specialist in charge for Finance Departments within the Charity Sector and a new project commencing in January 2023 that she had been reflecting on her capacity to fully commit to NKC Board / Committees during the next 6 months. She had asked for a six-month sabbatical. Mrs Davies proposed that ideally, she would like to add these six months to the end of her four-year tenure. The proposed sabbatical would therefore commence from 1 February to 31 July 2023; starting back with the new academic year.</p> <p>The Board considered the request and Mr Gurney – Chair of the Audit Committee raised a concern regarding the membership of the Audit Committee, and it was agreed that this would be picked up later in the meeting and in addition Mr Jones asked whether Mrs Davies position as an external governor would be recruited to in the meantime. It was explained that there were currently 3 external governor vacancies on the Board and if needed then recruitment would be progressed sooner rather than later but that Mrs Davies position as an external governor would be retained.</p> <p>Agreed</p> <p><i>Having considered the request the Board formally agreed to the request as follows:</i></p> <ul style="list-style-type: none"> <i>a. Mrs Davies granted a 6-month sabbatical effective as of 1 February 2023 to 1 September 2023.</i> <i>b. Mrs Davies 4-year term of office to be extended by 6 months to take account of the 6 month sabbatical therefore taking the end of her first four year term of office to April 2026.</i> <p>17.44hrs Mr Biring joined the meeting.</p>	
754	Declarations of Interest	
	There were no further amendments or new declarations of interest declared other than those already registered.	
756	Corporation Board Minutes – Meeting held 15th December 2022	
	<p>The Corporation Board received the pre-circulated minutes of the meeting held on the 15 December 2022.</p> <p><i>Formally approved.</i></p>	

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	<p><i>The Board formally approved the Part 1 Corporation Board minutes of the meeting held on the 15 December 2022.</i></p> <p><i>The Board formally approved the Part 2 Confidential Minutes of the meeting held 15 December 2022.</i></p> <p><i>The Board formally approved the Part 3 Strictly Confidential Minutes of the meeting held 15 December 2022 and circulated under separate cover as a true and accurate record.</i></p>	
757	<p>Quality & Standards Committee Minutes of the meeting held 6 December 2022</p>	
	<p>Mr Martin – Chair presented the minutes of the inaugural meeting of the Quality & Standards Committee held on the 6 December 2022. Mr Martin referred to the excellent presentation given at the meeting which had been shared within the agenda pack for all governors information. The presentation had focused on Master Overview of Quality Assurance at North Kent including, Teaching & Learning, Lesson Observation & Learning, Who Quality Assures and Ofsted.</p> <p>Governors were advised that all the Quality & Standards Committee agenda bundles including supporting documentation was available via iBabs within the Documents folder. This would enable all governors to have access to the reports and data considered by the committee.</p> <p>Accepted</p> <p><i>The Board accepted the minutes of the Quality & Standards Committee meeting held 6 December 2022.</i></p>	
758	<p>Quality & Standards Committee Minutes of the meeting held 12 January 2023</p>	
	<p>Mr Martin – Chair presented the minutes of the meeting held on the 12 January 2023 where the substantive item on the agenda had been the Draft Self-Assessment Report for 2021/22 and the Draft Quality Improvement Plan for 2022/23.</p> <p>Mr Martin explained that considerable time was given to review the SAR during this meeting as detailed in the minutes and that the Committee now formally recommended the SAR for 2021/22 to the Board for approval.</p> <p>Accepted</p> <p><i>The Board accepted the minutes of the Quality & Standards Committee meeting held on the 12 January 2023.</i></p>	
759	<p>NKC Draft Self-Assessment Report for 2021/22</p>	
	<p>The Deputy Executive Principal/Teaching, Learning & Improvement presented the draft SAR for 2021/22 explaining that the SAR was a backward looking document reviewing all aspects of the quality of provision at North Kent College and once approved by the Board would be loaded onto the Ofsted portal.</p> <p>The Deputy Executive Principal/Teaching, Learning & Improvement formally thanked Mr Martin for his valued input into the first draft iterations of the SAR prior to the committee meeting held on the 12 January 2023.</p>	

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	<p>Miss Sahota asked whether the SAR was shared more widely within the public domain and it was explained that the SAR was an internal operational document and only shared on the Ofsted portal.</p> <ul style="list-style-type: none"> • 18.00hrs – Mrs Davies joined the meeting. <p>Miss Sahota commented that although the SAR was a very lengthy document that she had found it very interesting and informative and that it gave a very positive review of the College. The Deputy Executive Principal/Teaching, Learning & Improvement accepted the points raised and stated that SLT would be reviewing the format and content of future versions of the report and the aim would be to scale it back.</p> <p>The Chair commented that the SAR was a great base document to get a really good understanding of the strengths and weaknesses.</p> <p>Mr Gurney concurred and thanks SLT and Mr Martin and commented very positively on the document and stated that he could see from the meeting of the Quality & Standards Committee that time was taken in fully reviewing the draft document and agreed that it was a positive report.</p> <p>The Deputy Teaching, Learning & Improvement stated that all SLT contribute to the SAR which is reviewed and moderated at different stages during the process.</p> <p>The Board went through the report noting the overall gradings as follows:</p> <p>Overall, College Judgement 2021/22 Overall Effectiveness - Good Quality of Education - Good Safeguarding - Effective Effectiveness of Leadership & Management - Good Behaviour & Attitudes- Good Personal Development - Good</p> <p>Approved</p> <p><i>The Board formally approved the NKC Self-Assessment Report for 2021/22.</i></p>	
760	Draft Quality & Improvement Plan for 2022/23	
	<p>The Deputy Executive Principal/Teaching, Learning & Improvement presented the draft Quality Improvement Plan for 2022/23 and explained that where the Self-Assessment Report was a backward-looking document the QIP focussed on the areas for development of which there were 6 Intents with sub intents as presented in the document.</p> <p>She further explained that the QIP for this academic period was going to be split by division and be the responsibility of the respective principal's to enable them to action specifically identified areas for development. The Deputy Executive Principal/Strategy & Curriculum provided further explanation of what this would entail and provided examples of Departmental QIP's and stated that as these were very much operational that SLT did not propose to share these with the Board but an overall update on progress against the intents within the main QIP would be reported to the Quality & Standards Committee and the Board.</p>	

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	<p>The Chair asked the two student governors whether they had any initial comments on the Self-Assessment Report and the Quality Improvement Plan and stated that the views of the student governors and indeed all students at the college was extremely important and valuable to the Board.</p> <p>Miss Codling commented that she was pleased to see the areas for improvement within the Quality Improvement Plan and stated that this reflected what she had seen on the ground as a student at Dartford.</p> <p>Approved</p> <p><i>The Board formally approved the proposed Quality Improvement Plan for 2022/23 as recommended by the Quality & Standards Committee.</i></p>	
761	CONFIDENTIAL PART 2 – COMMERCIAL SENSITIVE Monthly Management Accounts Period	
762	Governance Report – January 2023	
	<p>Mrs Suzanne Davies – 6 Month Sabbatical</p> <p>The Chair presented the first section of the Governance Report which related to the Sabbatical request from Mrs Davies.</p> <p>The Chair informed Mrs Davies who had joined the meeting after the Board had formally considered her request and informed her that the Board had formally approved the 6-month Sabbatical as detailed under Minute 753.</p> <p>Audit Committee Membership</p> <p>The Chair referred to earlier comments in relation to Audit Committee membership with the approval of Mrs Davies 6-month sabbatical and that an additional external governor would need to be appointed to the Audit Committee.</p> <p>Miss Codling asked as a very newly appointed Student Governor what the role of the Audit Committee entailed. Mr Gurney – Chair of the Audit Committee provided a brief summary on the role and work of the Audit Committee explaining that the Audit Committee was a statutory requirement and were responsible for the oversight and monitoring of the College Risk and Assurance processes.</p> <p>Dr Hubble commented that as a relatively new member of the Audit Committee that she had initially been quite nervous anticipating that meetings would be dominated by solely financial issues but that she had in fact found it extremely interesting as the committee covered a wide range of audit, financial, risk and assurance of all aspects of the College in including the quality of provision.</p> <p>Mr Biring formally offered his services as a member of the Audit Committee which was welcomed.</p> <p>Audit Committee Membership as of 26.1.2023</p> <p>Mr Gurney – Chair Mr Jones</p>	

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	<p>Dr Hubble Miss Sahota Mr Biring</p> <p>Approved Mr Biring appointed as a member of the Audit Committee with effect from 26 January 2023.</p> <p>Governor Training & Development</p> <p>The Chair explained that all governors would be aware that there was mandatory governor training that must be completed and that the Clerk & Governance Advisor to the Corporation had made all governors aware of the fact that it was vital that this training was completed. Links for access to the College SafetyMedia training platform had been circulated to all concerned and governors were reminded that if they encountered any difficulties in accessing the platform to the notify the Clerk.</p> <p>The Chair requested that were possible that any outstanding mandatory training be completed by 23 February 2023.</p> <p>ICE Visit – Immersive Curriculum Visits</p> <p>The Clerk & Governance Advisor informed the Board that the Immersive Curriculum Visits to Gravesend, Dartford and Hadlow had now been confirmed as follows:</p> <p>1st ICE – Wednesday 2nd March 2023 – Gravesend Campus at 9.30am – The focus for this visit to Gravesend will be to explore Engineering which covers FT courses, the new T Level, Apprenticeships and HE all in one curriculum area.</p> <p>2nd ICE – Wednesday 10th May 2023 – Hadlow College at 9.30am 3rd ICE – Monday 19th June 2023 – Dartford Campus at 9.30am</p> <p>External Governance updates:</p> <p>The Board received an update on the following external FE Sector updates:</p> <p>a. The Annual Report of His Majesty’s Chief Inspector of Education, Children’s Services and Skills 2021/22</p> <p>Mrs Henwood referred to the priorities for Outstanding in the Ofsted report and whether these were reflected in the SAR & QIP. It was explained by the Deputy Executive Principal/Teaching, Learning & Improvement that SLT had discussed the 6 elements of outstanding and stated that these elements were reflected and provided examples within teaching, learning & assessment and CPD training. She added that members of the SLT would be visiting Activate who had recently been inspected which would enable them to receive feedback and information on their inspection to assist with ongoing development at NKC.</p>	

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	<p>b. DfE Accountability Agreement guidance for FE colleges published - December 14, 2022</p> <p>c. Colleges financial handbook – what can colleges expect?</p> <p>Received <i>The Board received the latest Governance Report as presented.</i></p>	
763	Any other Business	
	<p>The Chair acknowledged the additional time that governors had made in the past week and formally thanked Mr Martin and Mrs Henwood for their oversight and involvement in various governance and college related work.</p> <p>Robert Nithsdale – External Presentation - “Foresighting Future Workforce Needs” in the agri-food sector - an innovative pilot project to determine future knowledge and skills gaps in the fresh produce packhouse.</p> <p>The Chair informed the Board that Mr Nithsdale had kindly shared a very interesting external presentation with the Chair and members of the SLT which related to work conducted by the University of Lincoln and other partners on future workforce needs.</p> <p>Mr Nithsdale explained that the Foresighting Workforce Needs provided extensive detail on the work that had been carried out looking at skills shortages and how this would serve industries and stated that he felt that it would very useful to the FE Sector. Mr Nithsdale added that if anyone wanted further details he would happily provide the relevant contact with Lincoln University and Gatsby.</p> <p>The Deputy Executive Principal/Strategy & Curriculum thanked Mr Nithsdale for the information provided in the presentation and that SLT had looked at the detail which was very informative and would welcome a meeting with Mr Nithsdale to discuss further.</p> <p>Action – Clerk to share the presentation for information purposes via iBabs – Documents Folder.</p> <p>The Chair stated that this was a good example of the expertise and skills that external governors brought to the Board.</p>	
764	Confidential Part 3 Business – Staff Governors/Students excused for the Part 3 Business item	
765	Date and time of the next meeting	
	<p>The next meeting of the Corporation Board Thursday 23 February 2023 at 5.30pm via Teams.</p> <p>The meeting closed at 19.59hrs.</p>	

Minute no		Action By
	MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD SIGNED _____ DATE _____	