



### **Corporation Board Meeting 8**

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

#### **Board Minutes of meeting held 18 May 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
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
Miss M Sahota	External Governor
Mr M Jenkins	External Governor
Mr N Smith	Staff Governor
Mrs N Moore	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>803</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>  Apologies received from Miss Eve Codling and Miss Niamh Langan. The Board were advised that Miss Codling had now completed her studies at North Kent College and the Chair formally congratulated Miss Codling in her successful appointment with Linklaters in London.	
<b>804</b>	<b>Governance – Appointment of External Governor</b>	

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	<p>The Corporation Board received the recommendation of the Search, Governance &amp; Remuneration Committee for the appointment of Mr Martin Jenkins as an External Governor. The paper set out the skills and attributes that Mr Jenkins would bring to the Board. The Board considered the recommendation and agreed to appoint Mr Jenkins for a four-year term of office effective as of the 18<sup>th</sup> of May 2023.</p> <p>Mr Jenkins was then invited to join the meeting at 17.35hrs.</p> <p>Mr Jenkins was formally welcomed to his first Corporation Board meeting as an External Governor.</p> <p>Mr Jenkins introduced himself stating that he welcomed the opportunity to serve on the NKC Corporation Board and provided a summary of his expertise as a civil servant and his role within central government for the Department for Environment, Food &amp; Rural Affairs.</p> <p><b>Formally approved.</b>  <b>The Board formally appointed Mr Martin Jenkins as an External Governor for a four-year term of office commencing 18 May 2023.</b></p>	
805	<b>Declarations of Interest</b>	
	<p>There were no further amendments or new declarations of interest declared other than those already registered.</p>	
806	<b>Corporation Board Minutes – Meeting held 23 March 2023</b>	
	<p>The Corporation Board received the pre-circulated minutes of the meeting held on the 23 March 2023.</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 23 March 2023.</i></b></p> <p><b><i>The Board formally approved the Part 2 Confidential Minutes of the meeting held 23 March 2023.</i></b></p> <p><b><i>The Board formally approved the Part 3 Strictly Confidential Minutes of the meeting held 23 March 2023 and circulated under separate cover as a true and accurate record.</i></b></p>	
807	<b>Actions Register</b>	
	<p>Minutes 76. Strategic Plan - update</p> <p>The Deputy Principal/Strategy &amp; Curriculum provided additional feedback on the DfE Results which had been shared with the Board as requested at the last Board meeting.</p> <p>It had been explained within the shared information that:</p> <p>For Employer ratings, NKC average rating of 3.3 out of 4 was categorised as Excellent.</p>	

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	<ul style="list-style-type: none"> <li>• This rating was based on a decent sample size of 115 respondents, whereas most scores above 3.6 were for small samples of 20 or fewer. Of 1609 providers listed, only 81 providers (5% of them) with 50 or more respondents exceeded our average.</li> <li>• When eliminating non-FE Colleges from those on the list with 20 or more respondents, then there was only 8 FE Colleges with higher scores than NKC.</li> </ul> <p>The Chair warmly welcomed the information and formally congratulated all staff and students involved.</p> <p><b>Received</b></p> <p><b><i>There were no other outstanding action points, and the Board received the updated Actions Register to May 2023.</i></b></p>	
808	<p><b>Finance &amp; Resources Report – May 2023</b></p> <p><b>Part 2 Business - Confidential – Commercially Sensitive</b></p>	
809	<p><b>Bus Tender – Part 2 Business – Confidential – Commercially Sensitive</b></p>	
810	<p><b>Accountability Agreement Deputy Principal/Strategy &amp; Curriculum</b></p>	
	<p>The Deputy Principal/Strategy &amp; Curriculum presented the Accountability Agreement and explained that with the introduction of the Skills and Post-16 Education Act 2022, Corporation Boards were required to engage contractually with the funding agency via an Accountability Agreement. The accountability agreement was a 2-part document setting the overall expectations of providers in return for the Department's funding investment.</p> <p>Part 1 of the agreement (the accountability framework) replaced the existing, annual, grant funding agreement. It outlined National skills priorities and the essential terms and conditions that providers need to meet in return for funds.</p> <p>Part 2 (the annual accountability statement which this guidance is about) was a new document that was owned by the College and approved by the Board. It set out a small number of outcome targets for areas of that curriculum that the College were planning to change in the forthcoming year. These targets reflect how the College was contributing to priorities outlined in Local Skills Improvement Plans (LSIPs).</p> <p>Colleges were required to submit this statement by 31 May 2023, either in final version, or submit a draft by the May deadline and request an extension for further development by 31st July 2023.</p> <p>The key risk was that should the statement not be submitted by the deadline, then funding could be withdrawn.</p> <p>The Deputy Principal/Curriculum &amp; Strategy went through the report in detail commenting on the individual components followed by the table of objectives that had been set.</p> <p>Dr Longman stated that one of the things that was clearly reflected in the Strategic Plan and where the College had a good track record and tended to convey this but asked if the Corporation statement could be bolder particularly in respect of new specialisms. The Deputy Principal/Curriculum &amp; Strategy accepted the point made and explained his view and that it was important to ensure that in including anything</p>	

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	<p>that they needed to be clear that going down a particular route would be viable, and that specialised staff were recruitable.</p> <p>Dr Longman accepted the explanations but added that it was a quick and fast changing world, and that the College should be agile and think ahead to meet new skills requirements. The Deputy Principal/Curriculum &amp; Strategy agreed and stated that he could work on the wording in sections 2 and 3.</p> <p>Mr Jenkins commented that it was clear and helpful document but asked how the College would evaluate and monitor the targets set. The Deputy Principal/Curriculum &amp; Strategy explained that the document would be updated on an annual basis, and they would reflect on the targets set and consider any new targets. The targets within the document would also be monitored through the College Strategic Implementation plan and the Quality Improvement Plan and alluded to some of the targets which were specifically around stakeholder engagement.</p> <p>The Deputy Principal/Curriculum &amp; Strategy would check that all the targets in the document were covered in the monitoring reports that the Board received to avoid having to monitor and review an additional document going forward.</p> <p>It was agreed that the requested amendments in Section 2 and 3 would be implemented and submitted by the 31 May 2023.</p> <p><b><i>Formally approved.</i></b></p> <p><b><i>The Board formally approved the Accountability Agreement subject to the requested amendments being incorporated and agree submission by 31 May 2023.</i></b></p>	
811	<b>Deputy Executive Principal/Teaching, Learning &amp; Improvement Report – May 2023 – Confidential Part 2 Business</b>	
812	<b>Termly Safeguarding Report – May 2023</b>	
	<p>The Deputy Executive Principal/Teaching, Learning &amp; Improvement presented the latest Termly Safeguarding Report for May 2023.</p> <p>Mrs Henwood requested that additional information be included within the report which provided a breakdown of students in residential.</p> <p>Dr Hubble referred to Staff Concerns and stated that the concerns raised were serious and asked if there was follow up work undertaken or a lessons learnt exercise conducted. It was confirmed that the College did conduct a review which was accepted.</p> <p><b><i>Action – Deputy Executive Principal/Teaching, Learning &amp; Improvement to provide a breakdown under Hadlow College data so that they could differentiate between non-residential and residential students.</i></b></p> <p><b><i>Accepted</i></b></p> <p><b><i>The Board accepted the Termly Safeguarding Report for information and monitoring purposes.</i></b></p>	

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813	<b>Governance Report – May 2023</b>	
	<p>The Clerk &amp; Governance Advisor to the Board presented the Governance Report which was taken as read.</p> <p>The report provided the Board with an update on external governance matters which included:</p> <p><b>External update</b></p> <p>1. Upcoming External Events</p> <p>AoC Governors’ Summit</p> <p>AoC will be hosting a two-day governor event on Tuesday 27 and Wednesday 28 June, 09:30 – 12:30.</p> <p>As part of the ongoing support for Governors, the AoC Governors’ Summit will provide valuable insights from colleges, sector experts and the opportunity to collaborate with others on the challenges and opportunities facing the sector.</p> <p>Staff and Student Governor Networks Launching in September</p> <p>2. Compliance – Board responsibilities</p> <p>College Accounts Directive 2022/23 - What has changed in the 2023 edition? – Appendix 1</p> <p>On the 29 November 2022, the Office for National Statistics (ONS) announced that further education colleges, sixth-form colleges and designated institutions in England (‘colleges’) were reclassified to the central government sector. This means that colleges and their subsidiary companies must now meet the overall requirements in HM Treasury’s document, ‘Managing Public Money’ (MPM), and other related obligations.</p> <p>The College Accounts Direction for this year has been updated to reflect these new requirements, and the major changes were provided in the report.</p> <p>3. Post 16 Audit Code of Practice 2022-23 issued April 26, 2023 – Appendix 2</p> <p>The updated Audit Code was now available and will be presented to the Audit Committee at their meeting due in June 2023.</p> <p>DfE Governance Guide update – recommendation for nominated lead governor on SEND.</p> <p>4. SEND</p> <p>The guidance on page 23 states that the board should ensure that it has a lead governor to help it discharge its responsibilities for students with SEND. Suitable training and practical support for the lead governor should be provided.</p> <p>Further discussions around the recommendation for a nominated Lead Governor on SEND will be covered by the Search, Governance &amp; Remuneration Committee meeting in June 2023.</p> <p>5. Code of Good Governance</p> <p>The AoC National Chairs Council will look to sign off on the new AoC Code of Good Governance at their away day in June.</p>	

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	<p>As a reminder the NKC Board adopted the English Code of Good Governance in January 2022, and the existing version is available within iBabs under Documents.</p> <p><b>Internal Governance</b></p> <p>Available to all NKC Governors via the iBabs portal you will find a documents section which contains documentation which relate directly to NKC Governance structure as well as training modules and external regularity papers.</p> <p>The additional governance papers under Agenda Item 10b and 10c were for Board approval:</p> <p>10b – Estates Strategy &amp; Capital Projects Committee</p> <p>10c – Corporation Board &amp; Committee Meeting Schedule for 2023/24</p> <p><b>Received</b></p> <p><b><i>The Board received the Governance Report to May 2023.</i></b></p>	
814	<b>Estates Strategy &amp; Capital Projects Committee – Part 2 Confidential Minutes – Commercially Sensitive - Reinstatement and Terms of Reference</b>	
815	<b>Corporation Board &amp; Committee Meeting Schedule 2023/24</b>	
	<b><i>The Board formally approved the proposed meeting scheduled for 2023/24.</i></b>	
816	<b>Any other Business</b>	
	<p><b>College Website</b> – Dr Longman requested that the NKC Website be updated to include a link to Hadlow College. NB. Post meeting note website was updated 19.5.23 as requested.</p> <p><b>Mandatory Governor Training</b> – Governors requested that the existing mandatory training package be reviewed to ensure that the training modules provided were up to date.</p>	
817	<b>Staff Governors were excused from the meeting at 7.45pm.</b>	
818	<b>Confidential Part 3 Business – Staff Governors/Students excused for the Part 3 Business item</b>	
819	<b>Date and time of the next meeting</b>	
	<p>The next meeting of the Corporation Board Thursday 6 July 2023 at 5.30pm via Teams.</p> <p>The meeting closed at 20.25hrs.</p> <p><b>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</b></p>	