



Corporation Board Meeting 2

PART 1 MINUTES – NON-CONFIDENTIAL PUBLIC RECORD

Board Minutes of meeting held 14 December 2023 at 17.30hrs TEAMS Meeting

Present

Mr K Norman	Chair of Corporation
Mr D Gleed	Chief Executive Officer/Executive Principal
Mr J Gurney	External Governor – joined meeting at 18.15hrs
Ms S Henwood	External Governor
Dr R Longman	External Governor
Miss K O'Brien	External Governor
Dr S Hubble	External Governor
Mr D Martin	External Governor
Mr M Jenkins	External Governor
Mr L Jones	External 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

Minute no		Action By
866	Opening of Meeting and Apologies for Absence	
	<p>The Chair of Corporation opened the meeting at 17.30hrs by welcoming all present.</p> <p>The Chair formally welcomed Emma Cosby, Irene Redman and Heidi King who were appointed as external governors at the meeting held on the 28 September 2023. Mrs Cosby, Ms Redman and Ms King formally introduced themselves to the Board.</p> <p>Apologies</p> <p>Apologies received from Miss Niamh Langan, Mr Teja Biring, Miss Sahota and Mr Smith.</p>	
867	Declarations of Interest	
	There were no further amendments or new declarations of interest declared other than those already registered.	

868	Corporation Board Minutes – Meeting 28 September 2023	
	<p>The Corporation Board received the pre-circulated minutes of the meeting held on the 28 September 2023.</p> <p>Dr Longman had submitted the following amendments to be made the minutes:</p> <p>Page 6, penultimate paragraph, amended to read “...there had always been a question around quality of learning as well as quality of teaching, and whether this change would support improved learner outcomes”.</p> <p>Confidential Board minutes: page 3, 3rd paragraph, amend 1st sentence to say, “and asked whether following a more positive outturn for 2022/23 the forecast deficit in 2023/24 might be reduced or avoided”.</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 28 September 2023.</i></p> <p><i>The Board formally approved the Part 2 Confidential Minutes of the meeting held 28 September 2023.</i></p> <p><i>The Board formally approved the Part 3 Strictly Confidential Minutes of the meeting held 28 September 2023 and circulated under separate cover as a true and accurate record.</i></p>	
869	Actions Register	
	The Board received the updated actions register and it was noted that there were no outstanding actions points to be raised.	
870	Part Confidential Business – Commercially Sensitive	
871	Chief Executive Report – November 2023	
	<p>The Chief Executive presented his Chief Executive Report to November 2023 which covered the following items:</p> <ul style="list-style-type: none"> • Current Political/Department for Education news • Challenging Small Class Sizes • HE Recruitment 2023/24 • <p>Current Political/Department for Education news</p> <p>The Chair referred to the British Baccalaureate Standard and the Conservative Party’s aim to do away with A Levels and T Levels in 10 years’ time. The Chief Executive stated that nothing had been drafted as yet and that it would be sometime before there would be any clarity or confirmation on the matter which was accepted.</p> <p>Challenging Small Class sizes</p> <p>The Chief Executive referred to a question asked by the Board at a previous meeting in which governors had asked what the impact was on class sizes with the increase in enrolments. It was explained that the College could largely absorb the extra numbers within existing groups of learners without having to</p>	

	<p>create additional classes which was a positive position for the College.</p> <p>The Chief Executive had provided a table within his report which provided the Board with data on each curriculum area by campus and the number of learners and explained that the challenge for the College was where the class sizes were much smaller and sometimes with single figure learners.</p> <p>The data provided demonstrated that there had been an improvement in the average class sizes growing from 13 to 14 per class to approximately 15 to 18.</p> <p>The second table within the report provided data on the areas with much smaller class sizes and the reasons for this.</p> <p>Governors welcomed the explanation provided and the data as presented which gave them a better understanding on learners per class and the areas where class sizes were below average.</p> <p>Ms Moore asked whether the levels and ability of learners were taken into account when reducing or increasing class sizes and the Chief Executive provided examples of two classes in which learners' needs were considered. The Deputy Executive Principal/Teaching, Learning & Improvement further added that these discussions and considerations all formed part of the curriculum planning process and when enrolment numbers had been finalized.</p> <p>Governors discussed the matter at length and Mr Martin commented on the discussions that had taken place and stated that based on many years' experiences and going into classrooms one could not categorically say that productive or exciting lessons only took place with smaller class sizes and that this would vary in the different curriculum areas. The Deputy Executive Principal/Teaching, Learning & Improvement agreed with the point made and used dance as a good example of a larger class size working better.</p> <p>HE Recruitment for 2023/24</p> <p>The Chief Executive referred to his report in which the Board had been provided with the HE enrolment figures for 2023/24. It was explained that the general trend in colleges nationally was a decline in HE numbers.</p> <p>Accepted</p> <p><i>The Corporation Board welcomed the Chief Executive report noting the key points particularly in respect of the curriculum class sizes and the downward trend in HE numbers.</i></p>	
872	Part 2 – Confidential Business – Commercially Sensitive Monthly Management Accounts – September 2023	
873	Teaching & Learning Report – November 2023	
	<p>The Deputy Executive Principal/Teaching, Learning & Improvement presented her Teaching & Learning Report taking the document as read she highlighted the following key points within the report.</p> <ul style="list-style-type: none"> • Ofsted • Safeguarding • Teaching & Learning & Lesson Visits 	

	<p>The Chair commented on the lesson visits and stated that the new Teaching & Learning Policy had been approved by the Board at the start of the academic year and the detail within this section of the report was now bringing this element of work to life and that the data was extremely useful.</p> <p>The Board received the report noting the progress being made around lesson visits.</p> <p>Received</p> <p><i>The Board accepted the Teaching & Learning Report.</i></p>	
874	Quality & Standards Committee Minutes of the meeting held 10 October 2023	
	<p>Mr Martin – Chair of the Quality & Standards Committee presented the draft minutes of the Quality & Standards Committee meeting held on the 10 October. He explained in detail that the committee had received the draft College Self-Assessment Report and spent significant time reviewing the outcomes in the report. The committee had also reviewed the progress made against the quality improvement plan and received a detailed report on Higher Needs Learners.</p> <p>Mr Martin went onto add that work was ongoing in tailoring the work of the Quality & Standards Committee to ensure that all aspects of quality and standards were being covered at the appropriate times and that the monitoring and scrutiny of the reports was undertaken to the highest standards.</p> <p>Received</p> <p><i>The Board received the minutes of the Quality & Standards Committee meeting held on the 10 October 2023.</i></p>	
875	College – Self Assessment Report for the 2022/23 academic period	
	<p>The Deputy Executive Principal/Teaching, Learning & Improvement presented the Self-Assessment Report for 2022/23 and explained that the report was a backward-looking document focused on the previous academic year. The board were advised that the report had been completely reformatted and was now a much shorter succinct report making it far more readable.</p> <p>The outcomes for the 2022/23 year were as follows:</p> <ul style="list-style-type: none"> • Whole College Judgement 2022/23 • Overall Effectiveness - Good • Quality of Education - Good • Safeguarding - Effective • Effectiveness of Leadership & Management - Good • Behaviour & Attitudes - Outstanding • Personal Development – Good <p>The Deputy Executive Principal/Teaching, Learning & Improvement formally thanked Mr Martin for his valuable input in reviewing the draft Self-Assessment</p>	

	<p>Report.</p> <p>The Deputy Executive Principal/Teaching, Learning & Improvement explained that the Draft SAR also included the Supplementary data which had been uploaded onto the Ofsted portal in advance of the Board meeting to ensure that Ofsted had the document available prior to an inspection which was expected to take place imminently. Once the Board had formally approved the report then she would update the document on the Ofsted portal to confirm that it had received Board approval.</p> <p>The Chair commented that the Quality & Standards Committee had conducted a thorough review of the Self-Assessment Report and were formally recommending that the Board approve the report.</p> <p>Formally approved.</p> <p><i>The Board formally approved the Self-Assessment Report for 2022/23 and the Supplementary Data.</i></p>	
876	Quality Improvement Plan update – November 2023	
	<p>Received</p> <p><i>The Board received the updated Quality Improvement Plan and noted that the Quality & Standards Committee had conducted a review of the progress being made against the QIP at the meeting held on the 10th of October 2023.</i></p>	
877	Apprenticeship Recruitment & Quality Update – Deputy Principal/Strategy & Curriculum	
	<p>The Deputy Principal/Strategy & Curriculum presented his report on Apprenticeship Recruitment and Quality update which outlined the current position of apprenticeships at the College. It was explained that it was an extremely challenging environment which had seen a significant downturn in apprenticeships starts on many of the programmes on offer at the College.</p> <p>The Board were advised of the two key risks within the report which was explained in detail.</p> <p>The Chair referred to the table on page 3 which provided the Board with a breakdown of the planned apprentices for the 2023/24 period by area of curriculum and location and stated that there were clearly areas where numbers were very low. AAT was extremely low as the forecast had been for 15 apprentices with only 2 starters and questioned whether this was viable. It was explained that where numbers were low or programmes will not run, cost savings were made by combining groups with previous year's intakes, and in the case of Maritime caterer, the decision not to recruit was driven primarily by the lack of available delivery staff.</p> <p>Ms Henwood asked what percentage of NKC learners were on apprenticeships per year and it was explained by the Deputy Principal/Strategy & Curriculum that there were approximately 300 apprentices compared to 4500 FE learners.</p> <p>The Board went through the report in detail and discussed the key risks and the strategies being implemented to address achievement rates.</p>	

	<p><i>Received</i></p> <p><i>The Board received the report on Apprenticeship Recruitment and Quality and thanked the Deputy Principal/Strategy Curriculum for the detail within the report.</i></p>	
878	Part 2 Confidential Business – Commercially Sensitive Estates Strategy & Capital Projects Committee minutes of the meeting held 17 October 2023	
879	Any other Business	
	The Chair asked Mrs Cosby, Mrs Redman and Ms King if they wished to add any feedback after their first meeting. All three governors welcomed the opportunity in joining the NKC board and Ms King commented positively on the Self-Assessment Report.	
880	Date and time of the next meeting – Thursday 14 December 2023 at 17.30hrs	
	Meeting closed at 19.24hrs	

	Hadlow Rural Community School – Part 2 Confidential – Commercially Sensitive	
863	Staff Governors were excused from the meeting at 19.20hrs.	
864	Confidential Part 3 Business – Staff Governors/Students excused for the Part 3 Business item	
865	Date and time of the next meeting	
	<p>The next meeting of the Corporation Board Thursday 2 November 2023 at 5.30pm via Teams.</p> <p>The meeting closed at 19.38hrs.</p> <p>MINUTES AGREED AS BEING A TRUE AND ACCURATE RECORD</p>	