

CORPORATE BOARD

NORTH WEST KENT COLLEGE

Minutes of a meeting of the CORPORATE BOARD

held at 5.30pm on Tuesday, 28 June 2011 at Oakfield Lane, Dartford

Present: Mr E Anderson (Chairman)
Ms E Birchenough
Mr J Parkes
Mr N Butterfield
Mr G Moody
Mrs P Jones
Mr R Singh Gill
Mr O Oguns
Mr B Newell
Mr R Higgins
Mr D Gleed

In attendance: Mr D Holland (Clerk to the Corporation)
Mrs P Morgan (Vice Principal)
Mrs C Hopkins (minuting secretary)

A statement was made by the Chairman to all governors including Staff Governors, excluding the Clerk and the minuting secretary.

RESERVED

[The Clerk rejoined the meeting]

RESERVED

[The minuting secretary rejoined the meeting]

P-1 APOLOGIES

Apologies for absence were received from Mrs S Adams, who was unable to attend due to the change of date of the meeting, and Mr A Parkinson.

P-2 DECLARATION OF INTERESTS

No declarations of interest were submitted in respect of this Board meeting.

Action

P-3 MINUTES

Action

3.1 The minutes of the meeting held on 18 May 2011 were approved and signed as a correct record.

3.2 Matters Arising

3.2.1 None was raised. Members noted the action sheet accompanying the papers, which, it had been agreed, would be utilised from the Summer Term 2011. Members noted that all matters, aside from that relating to the Vice Principal's presentation on 18 May, had been completed.

Vice
Principal

[The Vice Principal (Estates) was invited to join the meeting]

The Chairman announced that as this meeting was the final Board meeting prior to the retirement of the Vice Principal (Estates) (VP E), the VP E had requested an opportunity to address the Board. The Chairman advised that, with two other governors, he had undertaken a tour of the Dartford campus prior to this meeting and believed the accommodation to be impressive. He thanked the VP E for his efforts in securing the accommodation while acknowledging that the VP E's contribution extended beyond the buildings and to the students. The Chairman advised that in conjunction with the former Principal, the VP E had created an excellent foundation, which, he hoped, the current Principal could take forward.

Addressing the members, the VP E referred to his many years at the College, which, as highlighted by the Chairman, long preceded his current role in relation to Estates. His responsibilities at the College had included such areas as the Curriculum, Human Resources and Quality. He had attended a wide range of meetings and programme reviews and had been engaged in much partnership working activities. The VP E thanked the governors for their commitment to the College.

The VP E believed the College to be a great college. Although he was about to leave the College, that passion would not be lost. The VP E reminded members that the College's turnover in 1995 was some £7.5m, which had grown now to around £37m. He believed that was a reflection on the work of the Board and all of the staff. The VP E stated that he would be delighted to read in three years' time that the College had achieved 'good' during its Ofsted inspection. Although the College had now secured good accommodation, the VP E believed the success of the College hinged on more than that offered. He believed that the hearts and souls of the people engaged within the College were the main reason for its success and that the Board must be satisfied that students will recommend the College to family and friends.

Referring to the official opening on 12 October 2011, the Chairman believed that to be another opportunity to celebrate the VP E's achievements, particularly in relation to his contribution to its estate. Having toured the campus earlier, the Chairman too stated that it was the ethos and staff who

were the heart of the College. The Chairman concluded by stating that the VP E had served the College well and he should be thanked by staff, students and their families.

Action

[The Vice Principal (Estates) withdrew from the meeting]

The Chairman advised that he would write to the Vice Principal (Estates) on behalf of the Board.

Chairman

3.3 **RESERVED**

P-4 PRINCIPAL'S REPORT

Members received and noted the Principal's Report (Paper No CB/28.06.11/P-4).

2.1 Restructure Process

The Principal tabled a structure chart on which the names of the staff in post from 1 September 2011 had been noted. Members were advised that those posts marked in green were subject to interview next week, whilst there were five roles which had not been filled internally by those currently 'at risk' and which would be open to other College staff, as well as external applicants, after 1 September 2011. Members were advised that as at 20 June 2011, there had been fifty-six requests for voluntary redundancy, thirteen new appointments had been made and seventy-six staff had been informed that they were no longer 'at risk'. The Principal advised that of the fifty-six staff who remained at risk, forty-five had applied for alternative roles within the College and eleven had not applied. He reported that he continued to meet weekly with the UCU and, despite not having attended to date, Unison would be attending a meeting in July. The Principal reported that much headway had been made with the restructuring to date and he was hopeful that most of the process would have been completed by mid July. Members were advised that the posts of IT Director and HR Director would be advertised internally and externally at the end of the consultation period, that is after 31 August 2011.

2.2 Thameside Academy University Technical College

The Principal reported that Leigh Technology Academy had submitted their proposal and a decision was expected during the last two weeks of July. As had been highlighted to members previously, should the UTC increase in size, there may be a possibility of capital funding and should the College be involved with UTC, this may enable consideration to be given to further redevelopment works at Dartford.

2.3 General FE Colleges – League Tables 2010

Members were referred to Appendix 2 to the Principal's Report, specifically

the Skills Funding Agency's General FE College success rates to 31 August 2010. The Principal was pleased to report that this College was ranked in sixtieth place out of 225 and the highest in Kent and South East London.

2.4 *Replacement Plans for EMA*

The Principal advised that the College had received notification of its funding for 2011/12 in relation to the EMA and bursary arrangements. The Principal expressed concern that the level of funding, £303,240, would not be sufficient to meet demand. He advised that other colleges were in the same position. Members were advised that the Student Services Manager and his team were currently considering the guidance and ensuing issues.

The Student Services Manager advised that the main issue related to the £1,200 compulsory bursary, the satisfaction of which might deplete all the available cash before other areas could even be considered. Mr Newell questioned whether the enrolment process would be delayed as a result. The Student Services Manager advised that the timeliness of the application process would be essential. He believed that it would be necessary to ensure applications were open for, say, six weeks, although it was essential that students were reached on the first day to ensure they remained at the College. Members acknowledged that this was a difficult but important area which must be handled appropriately in order to secure students at the College.

2.6 *New Sports Centre at Dartford*

Members agreed that the proposed name for the new sports centre, *Osterberg Sports Centre*, was appropriate. The Principal agreed to contact those members associated with the Bergmann Osterberg Society and invite them to the opening in October 2011. At the suggestion of Mr Parkes, the Principal would consider full names for each of the accommodation units on the campuses, as opposed to designation by letter and number.

The Chairman thanked the Principal for his report.

R-1 SEARCH COMMITTEE

1.1 Reappointment of Member: Mrs Pam Jones

Members received and noted the extract from the Search Committee relating to the re-appointment of Mrs Pam Jones (Paper No CB/28.06.11/R-1.1). As proposed by Mr Parkes and seconded by Mr Newell, it was

RESOLVED *to re-appoint Mrs Pam Jones as a Member of the Corporation for four years from expiry of her current term in July 2011 as detailed in Paper No CB/28.06.11/R-1.1.*

Action

Principal

1.2 Terms of Reference

Members received and noted the Terms of Reference of the Search Committee (Paper No CB/28.06.11/R-1.2).

As proposed by Mr Newell and seconded by Mr Parkes, it was

RESOLVED to adopt the Terms of Reference of the Search Committee, as detailed in Paper No CB/28.06.11/R-1.2.

R-2 AUDIT COMMITTEE

2.1 Risk Register and Risk Reduction Plan

Members received and noted the Risk Register and Risk Reduction Plan (Paper No CB/28.06.11/R-2.1). Mr Parkes, as Chairman of the Audit Committee, reported that the Committee had been satisfied that the Senior Management Team conducted thorough reviews of the document on a termly basis. As proposed by Mr Newell and seconded by Mr Higgins, it was

RESOLVED to accept the Risk Register and Risk Reduction Plan, as detailed in Paper No CB/28.06.11/R-2.1

2.2 Business Continuity Plan

Members received and noted the Business Continuity Plan (Paper No CB/28.06.11/R-1.2). As Chairman of the Audit Committee, Mr Parkes advised that the Plan was an ongoing process which had progressed significantly. Further work was required in order to test the Plan. As proposed by Mr Anderson and seconded by Mr Newell, it was

RESOLVED to adopt the Business Continuity Plan, as detailed in Paper No CB/28.06.11/R-2.2.

Confirmation was sought as to which member of staff would undertake the role of Risk Champion following the retirement of the Vice Principal (Estates). The Principal advised that he would be discussing the matter with the newly-appointed Director of Estates.

R-3 POLICY AND FINANCE COMMITTEE

3.1 Three Year Financial Forecast

Members received and noted the Three Year Financial Forecast (Paper No CB/28.06.11/R-3.1). Members were satisfied that the Policy and Finance Committee had considered the document in full.

Action

As proposed by Mr Newell and seconded by Mr Parkes, it was

RESOLVED to adopt the Three Year Financial Forecast, as detailed in Paper No CB/28.06.11/R-3.1.

3.2 Review of Financial Management Reporting and Budget Setting Procedures

Members received and noted the Review of Financial Management Reporting and Budget Setting Procedures (Paper No CB/28.06.11/R-3.2). The Chairman reported that he believed the document to be a very good response to the brief given to the Director of Finance and Systems. Subject to the inclusion of reference to overheads being apportioned as the Director of Finance and Systems felt appropriate, the Chairman advised that the Committee had been satisfied with the proposals to the presentation of the Management Accounts.

As proposed by Mr Newell and seconded by Mr Moody, it was

RESOLVED to adopt the Review of Financial Management Reporting and Budget Setting Procedures, as detailed in Paper No CB/28.06.11/R-3.2.

R-4 TERMS OF REFERENCE OF THE REMUNERATION COMMITTEE

Members received and noted the Terms of Reference of the Remuneration Committee (Paper No CB/28.06.11/R-4).

As proposed by Mr Parkes and seconded by Mr Moody, it was

RESOLVED to adopt the Terms of Reference of the Remuneration Committee, as detailed in Paper No CB/28.06.11/R-4.

R-5 PROCEDURE FOR POTENTIAL DISMISSAL OF A SENIOR POST-HOLDER WITHIN THE CONTEXT OF REDUNDANCY PROPOSALS

Members received and noted the Procedure for Potential Dismissal of a Senior Post-Holder within the Context of Redundancy Proposals (Paper No CB/28.06.11/R-5). The Clerk reported that the procedure had been derived from an earlier procedure relating to the dismissal of Senior Post Holders on grounds of misconduct. He advised that the procedure had been considered and endorsed as appropriate by Eversheds, solicitors, prior to the operation of the Special Committee on 9 June 2011.

As proposed by Mr Newell and seconded by Mr Parkes, it was

RESOLVED *to adopt the Procedure for Potential Dismissal of a Senior Post-Holder within the Context of Redundancy Proposals, as detailed in Paper No CB/28.06.11/R-5.*

D-1 CAPITAL PROJECT STATUS REPORT, MAY 2011

Members received and noted the report of the Vice Principal (Estates), together with Norman Rourke Pryme's Monthly Status Report for May 2011 in relation to the capital project (Paper No CB/28.06.11/D-1).

The Principal reported that a further leak had developed in the reception area at Gravesend following the heavy rainfall earlier today. Members were reminded that the College had retained £100,000 under the contract. Should the remaining snagging items not be dealt with appropriately, consideration would be given to retaining the sum of £100,000 permanently or, should that sum be insufficient to remedy the remaining problems, legal action being pursued.

As far as the capital project at Dartford was concerned, members noted that handover had occurred and minor snagging items were being rectified.

D-2 Confidential Item

I-1 SEARCH COMMITTEE

1.1 The minutes of the meeting of the Search Committee held on 24 May 2011 (Paper No CB/28.06.11/I-1.1) were received and noted.

1.2 **Matters Arising**

There were no matters arising.

I-2 STAFF AND STUDENT COMMITTEE

2.1 The minutes of the meeting of the Staff and Student Committee held on 7 June 2011 (Paper No CB/28.06.11/I-2.1) were received and noted.

2.2 **Matters Arising**

There were no matters arising.

I-3 AUDIT COMMITTEE

3.1 The minutes of the meeting of the Audit Committee held on 8 June 2011 (Paper No CB/28.06.11/I-3.1) were received and noted.

3.2 **Matters Arising**

There were no matters arising.

I-4 ESTATES AND FACILITIES COMMITTEE

4.1 The minutes of the meeting of the Estates and Facilities Committee held on 14 June 2011 (Paper No CB/28.06.11/I-4.1) were received and noted.

4.2 **Matters Arising**

There were no matters arising.

I-5 POLICY AND FINANCE COMMITTEE

5.1 The minutes of the meeting of the Policy and Finance Committee held on 21 June 2011 (Paper No CB/28.06.11/I-5.1) were received and noted.

5.2 **Matters Arising**

There were no matters arising.

I-6 MANAGEMENT ACCOUNTS TO MAY 2011

Members received and noted the Management Accounts as at May 2011 (Paper No CB/28.06.11/I-6).

I-7 USE OF CORPORATION SEAL 2010/2011

Members noted that the Corporation Seal had been used on two occasions between 11 May 2011 and 20 June 2011 (Paper No CB/28.06.11/I-7), on documentation related to the capital project at Dartford.

I-8 GOVERNOR TRAINING

8.1 **Disability Discrimination Update, 1 June 2011**

Members noted that the report on the Disability Discrimination Update on 1 June 2011 (Paper No CB/28.06.11/I-8.1) had not been received.

8.2 **Objectives, Appraisals and Performance Dismissals – The Performance Cycle Explained, 8 June 2011**

Members received and noted the report of the Staff Governor (Academic) relating to the short training session undertaken recently (Paper No CB/28.06.11/I-8.2).

C-1 ANY OTHER BUSINESS

[The Chairman and the Clerk withdrew from the meeting, to confer privately]

Action

[The Chairman and Clerk rejoined the meeting, asking the Minuting Secretary, Vice Principal and Staff Governors to withdraw]

RESERVED

C-2 DATE AND TIME OF NEXT MEETING

5.30pm Wednesday, 5 October 2011 in the Training Restaurant, Lower Higham Road, Gravesend.

The meeting concluded at 7.55pm.