

NORTH WEST KENT COLLEGE

CORPORATE BOARD

Minutes of a meeting of the CORPORATE BOARD held at 5.30pm on Wednesday 4th July 2012, in the Boardroom at Dartford

Present: Mr E Anderson (Chairman)
Cllr Arron Bardoe
Ms Elizabeth Birchenough
Mr Nick Butterfield (staff governor)
Mr RajVinder Singh- Gill
Mr David Gleed
Mrs Pam Jones
Mr Brian Newell
Mr Julian Parkes
Mr Andrew Lawson

In attendance: Mr Keith Oxspring (Interim Clerk to the Corporation)
Mr Lawrence Jenkins (Director of Finance)
Mrs Yolanda Hughes (Incoming Clerk to the Corporation)
Ms Penny Morgan (Vice-Principal)

Action

2.1 APOLOGIES

The Clerk reported that no apologies for non attendance had been received.

2.2 DECLARATIONS OF INTEREST

Mr RajVinder Singh Gill declared his interest in his re-appointment as a governor.

2.3 GOVERNOR APPOINTMENTS

2.3.1 Re-appointment of Mr RajVinder Singh Gill

The Chair advised attendees that the Search Committee had recommended the re-appointment of Mr RajVinder Singh Gill for a further 4 years of

office and that this recommendation was to be considered by the Board. The Chair also proposed that Mr RajVinder Singh Gill continue to Chair the Curriculum and Quality Committee.

It was

RESOLVED:

to re-appoint Mr Raj SinghGill to the Board for a four year period and to Chair the Curriculum & Quality Committee.

2.3.2 Appointment of Mr Andrew Lawson

The Chair advised attendees that the Search Committee had recommended the appointment of a new Governor, Mr Andrew Lawson, to the Board and provided a brief overview of his background.

It was

RESOLVED:

to appoint Mr Andrew Lawson to the Board for a four year period.

At this point Mr Andrew Lawson joined the meeting, was welcomed by the Chair, and introduced to the Governors. Mr Lawson was asked if he would like to join the Audit Committee which was appropriate given his accountancy background. Mr Lawson duly accepted the invitation.

2.3.3 Appointment of Ms Wendy Davies – Staff Governor

The Incoming Clerk advised the meeting that Ms Wendy Davies had been successful in being elected as Staff Governor (Teaching) following a ballot within the College that concluded earlier in the day. Unfortunately, given the short notice of the appointment, Ms Davies was unable to attend the meeting this evening. The Chair recommended that Ms Davies be invited to join the Curriculum & Quality Committee and the Staff & Student Committee and the Clerk was asked to contact Ms Davies accordingly.

Clerk

The Chair then offered his thanks from himself and on behalf of the Governing body for the service by the outgoing Staff Governor, Mr Graham Moody who was loyal, respected for his confidence and had been an excellent Governor.

At this point the Chair advised the meeting that he would not be standing for re-election following the conclusion of his term of office in July 2013. The Vice Chair then advised the meeting that due to his work commitments, he would be unable to be considered for the role and no other Governor expressed any interest in being considered. The Clerk was asked to review the appropriate way forward in the circumstances.

Clerk

2.4 MINUTES

2.4.1 The minutes of the meeting held on 16th May 2012 were approved as being an accurate record subject to the following amendments:

Page 3 paragraph 3 replace 'finance the project' with 'progress the proposal'.

Page 3 paragraph 5 replace 'plans could be finalized' with 'proposals could be considered'.

The confidential minutes were approved as being an accurate record.

2.4.2 MATTERS ARISING

There were no matters arising from the previous minutes that were not included on the agenda.

2.5 PRINCIPAL'S REPORT

Copies of the Principal's Report Ref: CB/04.07.12/2.5 had been circulated to attendees with the agenda. The Principal gave an overview of his report.

College success rates are forecast to have improved in the academic year based on information collated to date and it is likely that the College will exceed its previous best performance of 80.2% which was achieved last year. The Principal reported that the results were consistently good across the curriculum with the patterns of historic variability being eliminated.

Governors questioned whether better reporting had played a part in the figures and the Principal confirmed that this did favourably impact on the figures.

The Department for Education have issued an approval notice in respect of our joint University Technical College bid in conjunction with the Leigh Academies Trust and UTC Bluewater. This approval notice is the first step in the process and a project team with representatives from all 3 parties will be headed by Ann Komzolik, Director of NWK Business Services Ltd.

Governors questioned whether any other site could be used for the project. The Principal advised that he was not aware of any other land that was available and it was likely that land would have to be acquired should the College land not be utilised.

This is the first stage of the process and the Principal will keep Governors informed as the project progresses.

A number of new strategies will be presented to Governors in the Autumn including a Curriculum Strategy and an Estates Strategy. These will be derived from the Sub Committees and submitted to the Corporation meeting.

The new website was launched in June. It is cleaner, fresher and easier to

navigate around. The section for Governors will be updated by the new Clerk and will include a facility to access reports. Governors questioned the history included on the site highlighting that there appeared to be nothing mentioned about Gravesend. In addition, some Governor details were out of date. The Principal agreed to review these areas.

A new range of curriculum opportunities have been launched at both Dartford and Gravesend starting in September 2012.

A number of small projects are to be undertaken during the summer to improve the College buildings, details of which were included within the Report.

It was

RESOLVED:

to receive and note the Principals Report.

2.6 FINANCIAL MATTERS

2.6.1 2012/13 Budget incorporating the Management Accounts for April 2012

Copies of the Budget/Management Accounts Report Ref: CB/04.07.12/2.6.1 had been circulated to attendees with the agenda.

The Director of Finance provided the meeting with an overview of the report.

Governors were referred to the Executive Summary that provided the key points on the compilation of the budget/forecast. Governors were also referred to a reconciliation between the forecast surplus for the current year and the budgeted surplus for 2012/13.

Overall, the College were aiming to achieve an improved Operating Surplus of £243k in 2012/13, £398k in 2013/14 and £638k in 2014/15.

A comprehensive Income schedule was included enabling Governors to see the movement in each category during the next 3 years. This showed an increase in the proportion of non Governmental Income from the current level of 10.0% to 13.6% in 2014/15. This was below the level 15.0% included in the College Strategic Aims but it was felt that this was as high as the College was likely to achieve.

The Total College Income is forecast to increase from £33.1m in the current year to £34.8m in 2014/15.

Based on the figures included in the Report, the College Financial Health Grade is forecast to improve from Satisfactory to Good in 2014 then to Outstanding in 2015.

The Report also included a comparison of the figures with the Strategic Aims of the College.

Governors questioned the Director of Finance at length and in detail regarding a number of areas of the budget including the method of compiling the pay costs, pay increase provisions, capital expenditure plans and the content of estates costs.

It was

RESOLVED:

to approve the management accounts to April 2012 and adopt the 2012/13 Budget and 3 year forecast.

2.6.2 Shuttle Bus Tender

Copies of the Shuttle Bus Tender Report Ref: CB/04.07.12/2.6.2 had been circulated to attendees with the agenda.

The Director of Finance gave an overview of the Report.

In the Autumn of 2011 the College shuttle bus provider ceased trading and the College entered into a short term arrangement with an alternative operator for the remainder of the academic year whilst a review was undertaken.

A further 3 quotations for the service had been obtained, details of which were included within the Report. These indicated that the annual costs were likely to be at least £16k higher than at present.

Governors questioned various aspects of the service including CRB checks on drivers, vehicle sizes and whether, given the cost of the service, the facility should be withdrawn in full. It was confirmed that CRB checks were performed on drivers, coaches were fitted with 28 seats and that the savings made by withdrawing the service would be negated by a far higher loss of income due to the likely loss of student numbers.

It was

RESOLVED:

to accept the quotation from Mann Coaches subject to undertaking a financial check on their financial position.

2.6.3 Subsidiary Undertakings

Copies of the Subsidiary Undertakings Report Ref: CB/04.07.12/2.6.3 had been circulated to attendees with the agenda.

The Director of Finance gave an overview of the Report.

Knowledge Warehouse Ltd traded in the year but it was proposed that the work

Director of
Finance

and staff be transferred to the College as this was more effective.

It was

RESOLVED:
to transfer the business to the College and classify the company as non-trading.

North West Kent Training Trust has cash balances but does not currently trade. It was proposed that the funds be received by the College, subject to the Trust passing an appropriate resolution. The College would need to keep accurate records on spending of these monies as they are earmarked for specific investment.

Governors questioned what would happen to the cash transferred. It was explained that this would be held in the College bank account pending a decision on where the monies should be used. This would enable the Trust to be wound up and hence save on the costs of preparing trust accounts each year.

It was

RESOLVED:
to recommend to the Trustees of North West Kent Training Trust that the funds be transferred to the College who will earmark the funds accordingly.

North West Kent Business Services Ltd has not traded since 2008 and it was recommended that this be made a dormant company.

It was

RESOLVED:
to classify North West Kent College Ltd as a dormant company.

2.7 SALARY REVIEW RECOMMENDATIONS

The Chair informed the meeting that given the current financial position of the College and the Governments pay freeze for public sector workers, the Remuneration Committee had recommended to the Corporation Board that it was not considered appropriate to propose any change to the College pay scales.

It was

RESOLVED:
that there should be no College Pay award for 2012/13.

2.8 SUB COMMITTEE MEETING MINUTES (UNAPPROVED)

2.8.1 Policy & Finance Committee Meeting Minutes of 1st May 2012

Copies of the Policy & Finance Committee meeting minutes of 1st May 2012 Ref: CB/04.07.12/2.8.1 had been circulated to attendees with the agenda.

It was

RESOLVED:

to receive and note the minutes of the Policy & Finance Committee Meeting Minutes of 1st May 2012

2.8.2 Remuneration Committee Meeting Minutes of 16th May 2012

Copies of the Remuneration Committee meeting minutes of 16th May 2012 Ref: CB/04.07.12/2.8.2 had been circulated to attendees with the agenda.

It was

RESOLVED:

to receive and note the minutes of the Remuneration Committee Meeting Minutes of 16th May 2012.

2.8.3 Search Committee Meeting Minutes of 22nd May 2012

Copies of the Search Committee meeting minutes of 22nd May 2012 Ref: CB/04.07.12/2.8.3 had been circulated to attendees with the agenda.

It was

RESOLVED:

to receive and note the minutes of the Search Committee Meeting Minutes of 22nd May 2012.

2.8.4 Staff & Student Meeting Minutes of 29th May 2012

Copies of the Staff & Student Committee meeting minutes of 29th May 2012 Ref: CB/04.07.12/2.8.4 had been circulated to attendees with the agenda.

It was

RESOLVED:

to receive and note the minutes of the Staff & Student Committee Meeting Minutes of 29th May 2012.

2.8.5 Audit Committee Meeting Minutes of 30th May 2012

Copies of the Audit Committee meeting minutes of 30th May 2012 Ref: CB/04.07.12/2.8.5 had been circulated to attendees with the agenda.

It was

RESOLVED:

to receive and note the minutes of the Audit Committee Meeting Minutes of 30th May 2012.

2.8.5.1 Risk Management Policy

Copies of the Risk Management Policy Report Ref: CB/04.07.12/2.8.5.1 had been circulated to attendees with the agenda.

The updated document had been approved by the Audit

Committee on 30th May 2012 and had been recommended for adoption by the Corporation Board

It was

RESOLVED:
to adopt the Risk Management Policy.

2.8.6 Estates & Facilities Committee Meeting Minutes of 12th June 2012

Copies of the Estates & Facilities Committee meeting minutes of 12th June 2012 Ref: CB/04.07.12/2.8.6 had been circulated to attendees with the agenda.

It was

RESOLVED:
to receive and note the minutes of the Estates & Facilities Committee Meeting Minutes of 12th June 2012.

2.8.7 Policy & Finance Committee Meeting Minutes of 19th June 2012

Copies of the Policy & Finance Committee meeting minutes of 19th June 2012 Ref: CB/04.07.12/2.8.7 had been circulated to attendees with the agenda.

It was

RESOLVED:
to receive and note the minutes of the Policy & Finance Committee Meeting Minutes of 19th June 2012.

2.9 Terms of Reference – Remuneration Committee

Copies of the Remuneration Committee Terms of Reference Report Ref: CB/04.07.12/2.9 had been circulated to attendees with the agenda.

These updated Terms of Reference had been reviewed by the Remuneration Committee and submitted to the Corporation for approval.

It was

RESOLVED:
to approve and adopt the updated Terms of Reference.

2.10 Approval of Health & Safety Policy

Copies of the Health & Safety Policy Report Ref: CB/04.07.12/2.10 had been circulated to attendees with the agenda.

This updated Health and safety policy had been reviewed by the Estates and Premises Sub Committee and submitted to the Corporation for approval.

It was

Action

RESOLVED:

to approve and adopt the updated Health & safety Policy.

2.11 Update on Recommendations from the Sturge Report

The incoming Clerk provided the meeting with a verbal update on the progress being made to address the issues identified in the Sturge Report. Of the 26 items requiring attention, only 7 remained outstanding. These will be addressed by the Audit Committee and an update on progress will be provided at the next meeting.

Chair of
Audit
Committee

2.12 ANY OTHER BUSINESS

2.12.1 Governor Papers

The Chair highlighted that papers sent to Governors needed to be marked Private & Confidential.

Clerk

2.12.2 College Success Stories

The Principal advised the meeting that College students had recently received 3 separate awards for their work provided the meeting with details. Governors congratulated the Principal on these successes.

2.12.3 College Events

Governors advised the Principal that of late, no invitations to College events had been received. Governors asked that they be informed as they welcomed the opportunity to support the College at these functions.

Principal

2.12.4 Clerk to Governors

The Chair advised attendees that Mrs Yolanda Hughes would be the Clerk at forthcoming meetings. He thanked the outgoing Clerk, Mr Keith Oxspring for his contribution over the last 6 months and wished him well for the future.

2.13 DATE AND TIME OF NEXT MEETING

5.30 pm, Wednesday, 5 December 2012 in the Boardroom at Dartford

The meeting concluded at 7.40 pm.