



The Further Education Corporation of North West Kent College

CORPORATION BOARD MEETING

Minutes of the meeting held on Wednesday 5th December 2012 at 5.30pm
Dartford Site

Present: Mr E Anderson (Chairman)
Cllr A Bardoe
Ms E Birchenough
Mr R Singh- Gill
Mr D Gleed (Principal)
Mrs P Jones
Mr B Newell
Mrs K Gingell
Ms W Davies
Mrs S Adams
Mr J Parkes
Mr A Lawson
Mr A Lewsley – joined meeting at 5.40pm

In attendance: Mrs Penny Morgan (Deputy Principal)
Mr Lawrence Jenkins (Director of Finance)
Mr S McCormick (Director of IT)
Mr A Howe (Director of MIS)
Mr S Norris (Director of HR)

Mrs Yolanda Hughes (Clerk to the Corporation)

| Agenda Item | Minute | Action by: |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 2.1/12.13 | <u>Opening of Meeting</u> Chair of Corporation opened the meeting at 5.30pm. | |
| 2.2/12.13 | <u>Declarations of Interest</u> There were no new or amended interests declared in respect of the agenda items listed. | |
| 2.3/12.13 | <u>Apologies</u> Apologies received from Mr M Richardson (Student Governor) and | |

Mr A Johnson (Student Governor).

2.4/12.13 Corporation Board Membership

Student Governor

Mr Mark Richardson was formally appointed to the Corporation Board as the newly elected Student Governor. Mr Richardson was the Vice President for the Students Union.

External Governor

Mrs Adams – Chair of the Search Committee presented the Search Committee recommendation for the appointment of Mr Alex Lewsley.

Agreed:

The Board formally accepted the proposal and agreed to appoint Mr Lewsley for a four year term of office effective 5th December 2012.

5.40pm Mr Lewsley was then formally introduced and welcomed to the meeting.

Resignations

Board were informed that Mr Robbie Higgins an External Board member had tendered his resignation from the Board as of October 2012.

Vacancies

Noted that the Board had two external board member vacancies.

Presentation by Senior Management Team

Director of IT – Mr S McCormick

The Director of IT gave an update on IT within the College giving background information around databases, IT infrastructure and problems that had been encountered. In the 11 months that he had been in post, the entire network had now been upgraded to Windows 7 and at a level which was comparable to external businesses. IT had also managed to get the College onto the Office package and details of this were shared with the Board. Two new MOODLE servers had also been installed which was the College virtual learning environment. Database connections has had significant work done on which related to student database. Capital expenditure details were shared with the Board. SharePoint was also being further developed and upgraded and an IT and Estates Helpdesk was now up and running and details of how this worked were explained.

The College website and REMS (Student Course Database) had been fully interfaced and the Director of IT added that he would be maintaining an IT Newsletter to keep staff up to date on all IT developments.

The governor's portal was due to go live imminently.

Director of HR – Mr S Norris

The Director of HR reported that he had produced a detailed HR Report which had been presented to the Staff & Students Committee. A summary of the report which covered aspects of recruitment, progress with redundancies, introduction of performance management were shared with the Board. The performance management systems were now up and running for all staff. Noted that the restructuring reductions had reduced staffing numbers by 221. Sickness absences for 2011/2012 were at 4.7% slightly above the national average. There were currently 35 vacancies and recruitment was ongoing which was normal for this time of the academic year. Details of turnover, ethnic origins, and sickness were also given.

Director of MIS – Mr A Howe

The Director of MIS stated that the MIS department had changed enrolment processes this year and explained the advantages of the changes that had been implemented.

A new timetabling system had been implemented and a lot had been gained from this as far as enabling registers to be available soon after enrolment.

There were now 3 curriculum report areas, application and enrolments, administration and student databases. Data returns for 2011/2012 were submitted and the first one for 2012/2013 had been sent off on the 5th December 2012 which was critical as it determined funding for 2012/2013. The Principal also alluded to the lessons learnt around enrolments and in particular sending invitation letters out sooner. The Director of MIS felt that the processes were now robust and details were given.

The Senior Management Team were thanked for their updates and were asked to give further updates next year.

2.5/12.13

Minutes of the last Corporation Board Meeting held on the 4th July 2012

Agreed:

Minutes of the meeting held on the 4th July 2012 were accepted as a true and accurate record and signed by the Chair of Corporation.

Minutes of the Extra Ordinary Corporation Board Meeting held on the 6th November 2012 – RESERVED MINUTES

Agreed:

The RESERVED Minutes of the meeting held on the 6th November 2012 were accepted as a true and accurate record and signed by the Chair of Corporation.

2.6/12.13 Matters Arising from the Minutes of the 4th July 2012

2.3.3 Chair of Corporation – July 2013

The Clerk to the Corporation explained the process for the election/appointment of the successor to the current Chair of Corporation who would be retiring in July 2013. Mr Julian Parkes the current Vice Chair of Corporation stated that upon reflection he felt that he would be able to take on the role of Chair of Corporation and would stand should the Board wish to appoint him.

Agreed:

The Board discussed the process and agreed that the Clerk to the Corporation would send out an invitation for nominations in early Spring 2013 with the view to appointing/electing a new Chair and Vice Chair of Corporation at the March 2013 Board meeting. The new incumbents would then shadow the outgoing Chair of Corporation up until his retirement from the Board in July 2013.

Clerk
Spring 2013

2.7/12.13 Principal's Report – December 2012

The Principal presented his report for December 2012 stating that it focused mainly on external issues and policy changes nationally and that the Deputy Principal's report focused on curriculum issues and that the Director of Finance's report would cover all financial issues.

The Principal reported on the external government and national body announcements focusing on Changes to the 16 to 19 Funding for 2013/2014, adding that further changes were inevitable and that he would keep the Board fully informed on the impact of these changes to the College.

He also spoke at length about the Advanced Learner Loans for 24+ students explaining that the impact on the College at this point was still unknown and that details were available within his report.

The Principal referred to the local and regional activity in particular the launch of the Kent County Council's 14-24 Strategy in which they had identified four key areas around raising attainment; improving vocational educations; increasing participation and employment and targeted support for vulnerable learners.

Strategic Partnership Developments

UTC – The Principal explained that since his report went out he had been informed that the College were amicably and mutually parting company with Leigh Academies.

Key Strategic Aims

The Principal reported that updates on progress against the key strategic aims were now being reported to the relevant Board committees.

Action:

Governors went onto discuss the Link Governor Scheme and it was agreed that the Board needed to look at how to improve this and agreed that they would discuss the whole Link Governor Scheme at the Corporate Conference. Governors also needed to review the links they were on and the committee that they served as some of these did not marry up. Governors also requested that the Strategic Aims be made available via the Governors Portal.

Corporate
Conference
Clerk

The Board formally accepted the Principal's report.

2.8/12.13

Vice Principal's Report – December 2012

The Deputy Principal presented her report for December 2012 which also incorporated a briefing on Agenda Items 2.10 Self Assessment Report 2011/2012 and 2.11 Curriculum Strategy 2012/2013.

She proceeded to go through the report on Success Rates and stated that there had been a marked improvement in the overall success rate from previous years moving from 80.1% to 87.2%. It was made clear that staff had worked very hard to get to this result and that the College was therefore placed 7th out of 220 general further education colleges based on the previous years league table. Governors agreed that this was indeed a good news story and congratulated the SMT.

The Board asked that staff be formally thanked on behalf of the Board for their hard work and continued to efforts and that this message also be conveyed via the College intranet.

Deputy
Principal

Lesson Observations

The Deputy Principal explained that the quality of teaching, learning and assessment was an absolute priority under the new common inspection framework. Significant work was being done and observations were currently being undertaken by external consultants. Governors were pleased to know that this was taking place and felt that it would be beneficial to all staff. The Deputy Principal stated that a further report on the outcome of the observation process would be made available to the Board at a later stage.

Staff Governors gave feedback on the observations that they had experienced stating that they had been well received and staff felt that the support they were receiving was extremely useful.

7.05pm

Mrs K Gingell left the meeting

Governors also commented that it was a credit to the staff bearing in mind the major restructuring and change that had taken place over the past year or so.

SAR 2011/2012 (Self Assessment Report)

The Deputy Principal presented the SAR for 2011/2012 and explained the process that they had gone through in producing the data which made up the SAR. The SAR also had the Quality Improvement Plan which listed the areas for improvement.

Governors referred to issues that were identified in Hair & Beauty around retention and it was explained that this was due to students leaving the Hair & Beauty courses at Easter. Governors discussed the impact of this and how it affected the success rates. The Deputy Principal alluded to the possibility of bringing forward the end of course to Easter when students were likely to drop out in order to sign on. The Principal added that they were investigating the matter further to establish whether this was a trend nationally or particular to the college/region. It was pointed out that having looked further into the issues within Hair & Beauty, and why retention was poor, they had uncovered that a large proportion of students came from difficult backgrounds and required a lot of additional support. The quality of provision had also been reviewed to establish whether this had an impact on students dropping out and lesson observations had been graded as good or excellent. The Governors discussed the matter at length and asked that they be kept informed on progress within this area.

Agreed:

The Corporation Board formally accepted the SAR Self Assessment Report for 2011/2012.

Curriculum Strategy 2012/2013

The Curriculum Strategy covered all aspects of the curriculum planning and decision making process. The Governors welcomed the document which provided some very useful information but asked that some mention be made around Maritime Provision as this was not mentioned.

Deputy
Principal

Agreed

The Board formally accepted the Curriculum Strategy for 2012/2013.

The Board thanked the Deputy Principal for her report and in particular commented on the Good News Stories.

2.9/12.13

Director of Finance Report – December 2012

The Director of Finance presented his report for December 2012.

The Board formally accepted his report and thanked him for the valuable information provided.

2.10/12.13 **SAR (Self Assessment Report) 2011/2012**
Formally accepted under Agenda item 2.9/12.13

2.11/12.13 **Curriculum Strategy 2012/2013**
Formally accepted under Agenda Item 2.9/12.13

COMMITTEE REPORTS/BUSINESS

2.12a/12/13 **Quality & Curriculum Committee**
Minutes of meeting held 23rd October, 2012

Minutes received by the Board.

2.12a/i. **Quality & Curriculum Committee Terms of Reference**

Agreed:
The Board formally agreed to the proposed amendments to the Quality & Curriculum Committee Terms of Reference

2.12b/12.13 **Search Committee**
Minutes of meeting held 11th September 2012

Mrs Adams presented the minutes of the Search Committee commenting on the following points:

Governor Application Process- noted that it was proposed that the standard staff application forms also be used for governor recruitment and that the form be agreed by the Board at the next meeting. Board March 2013

Corporation Board Self Assessment – Chair of Corporation explained that discussions had taken place with the respective chairs of committees and that this would be fed into the outcome of the corporation board self assessment process which would be an agenda item at the Corporate Conference.

Chair of Corporation – it was discussed and agreed that this section of the minutes be noted at the end of the minutes as a discussion and not a formal agenda item of the meeting that took place. Clerk

2.12b/i **Corporation Board Attendance Data 2011/2012**

Agreed:
The Board formally accepted the report on attendance for 2011/2012 and agreed that the attendance target for 2012/2013 should again be set at 80% attendance for all meetings.

2.12b/ii **Committee Membership**

Agreed:

The Board discussed and agreed that the following amendments/appointments to committee's be implemented forthwith:

Policy & Finance Committee

Mr A Lewsley – on
Mrs K Gingell - on

Staff & Students Committee

Ms W Davies – on
Mr A Lewsley - on
Mrs K Gingell – off

Quality & Curriculum Committee

Mrs K Gingell
Mr M Richardson

Strategic Links

Mrs K Gingell & Mr A Lewsley- Strong Finances
Ms W Davies – People
Mr A Lawson – Strong Finances

It was also agreed that committee membership be reviewed again in March 2013 in light of changes to the Chair and Vice Chair of Corporation. March 2013

**2.12c/12.13 Staff & Students Committee
Minutes of the meeting held 6th November 2012**

Minutes received by the Board

2.12c/i Staff & Students Committee Terms of Reference

Agreed:

The Board formally agreed to the proposed amendments to the Staff & Students Committee Terms of Reference.

2.12c/ii Annual Safeguarding Report 2011/2012

Agreed:

The Board formally accepted the Annual Safeguarding Report for 2011/2012.

The Board also agreed that they needed to get all governors to undertake the LSIS online Safeguarding Module.

2.12c/iii Safeguarding Children & Vulnerable Adults Policy

Agreed:

The Board formally agreed to the proposed Safeguarding

Children and Vulnerable Adults Policy as recommended by the Staff & Students Committee.

**2.12d/12.13 Estates & Facilities Committee
Minutes of meeting held 7th November 2012**

Minutes received by the Board.

2.12d/i Estates & Facilities Committee Terms of Reference

Agreed:

The Board formally agreed to the proposed amendments to the Estates & Facilities Committee Terms of Reference.

2.12d/ii Annual Health & Safety Report 2011/2012

Agreed:

The Board formally accepted the Annual Health & Safety Report for 2011/2012.

2.12d/iii Estates Strategy update – November 2012

Ms Birchenough briefed the Board on the presentation given to the Estates & Facilities Committee on the Estates Strategy update and stated that the document was work in progress and that further reports would be made at the February 2013 meeting.

**2.12e/12.13 Policy & Finance Committee
Minutes of the meeting held 13th November 2012**

Minutes received by the Board.

2.12e/i. Policy & Finance Committee Terms of Reference

Agreed:

The Board formally agreed the proposed amendments to the Policy & Finance Committee Terms of Reference.

2.12e/ii Managements Accounts – September 2012

Received:

The Board accepted the Monthly Management Accounts up to September 2012.

**2.12d/12.13 Audit Committee
Minutes of the meeting held 21st November 2012**

Minutes received by the Board

2.12d/i Audit Committee Terms of Reference

Agreed:

The Board formally agreed to the proposed amendments to the Audit Committee Terms of Reference.

- 2.12d/ii **Annual Internal Audit Report for 2011/2012 – AGREED**
- 2.12d/iii **Internal Audit Strategic Plan for 2012/2013 – AGREED**
- 2.12d/iv **Regularity Post Audit Management Letter – October 2012 – AGREED**
- 2.12d/v **FSA (Buzacott LLP) Management Letter for Year ended 31.7.2012 - AGREED**
- 2.12d/vi **NWK College Members Report & Financial Statements for Year ended 31.7.2012 - AGREED**
- 2.12d/vii **Knowledge Warehouse Ltd Report & Accounts for Year ended 31.7.2012 - AGREED**
- 2.12d/viii **North West Kent Business Services Report & Accounts for Year ended 31.7.2012 - AGREED**
- 2.12d/vx **North West Kent Training Trust Report & Accounts for Year ended 31.7.2012 - AGREED**
- 2.12d/x **NWKC Annual Audit Committee Report to the Board & Principal as Chief Accounting Officer - AGREED**
- 2.13/12.13 **Corporation Board Information**

The Clerk to the Corporation presented the information to the Board regarding the following:

KAFEC Governors Conference – Canterbury 23rd April 2013 – governors to please let the Clerk know if they wished to attend.

AOC Annual Conference – 14th to 16th March 2013

NWK Corporate Conference – Saturday 16th March 2013

- 2.14/12.13 **RESERVED ITEMS – Minutes as a Part 2 minute**

- 2.15/12.13 **Date and Time of the next meeting**

Saturday 16th March 2013. 8.50am Bluewater Learning Shop – Corporate Conference

Wednesday 20th March 2013 - Gravesend

- 2.16/12.13 **Meeting Closed at 8.40pm**

Minutes of the Corporation Board Meeting held on Wednesday 5th December, 2012 were agreed as a true and accurate record.

Signed by :

Dated :