



The Further Education Corporation of North West Kent College

CORPORATION BOARD MEETING

Minutes of the meeting held on Wednesday 20th March 2013 at 5.30pm
Gravesend 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

In attendance: Mrs Penny Morgan (Deputy Principal)
Mr Lawrence Jenkins (Director of Finance)

Mrs Yolanda Hughes (Clerk to the Corporation)

Agenda Item	Minute	Action by:
3.1/12.13	<u>Opening of Meeting</u> Chair of Corporation opened the meeting at 5.30pm.	
3.2/12.13	<u>Declarations of Interest</u> There were no new or amended interests declared in respect of the agenda items listed.	
3.3/12.13	<u>Apologies</u> Apologies received from Mr M Richardson (Student Governor) and Mr	

A Johnson (Student Governor).

3.4/12.13 **Formal Appointment of Clerk to the Corporation – (post probationary period)**

5.35pm Clerk to the Corporation excused from the meeting.
5.40pm Clerk returned to the meeting

The Board discussed and formally agreed to the recommendation that the Clerk to the Corporations position within the College be confirmed as permanent.

3.5/12.13 **Minutes of the last Corporation Board Meeting held on the 5th December 2012**

Agreed:

Minutes of the meeting held on the 5th December 2012 were accepted as a true and accurate record and signed by the Chair of Corporation.

3.6/12.13 **Matters Arising from the Minutes of the 5th December 2012**

2.7 ***Reference Request***

The Chair of Corporation informed the Board that a previous member of the Board had written requesting a reference from the College giving information about his term of office and which committee's he attended. The Board discussed the request and agreed that a letter be produced giving details of the committee's the past member serviced as well as information around attendance.

Clerk
Chair of
Corporation

3.7/12.13 **Principal's Report – March 2013**

The Principal presented his report highlighting some of the key points as follows:

- 2.1 Heseltine Review – the Principal again referred to Recommendation 81 within the Heseltine Review around Adult Funding budget and the entire Apprenticeship budget for all age groups had been moved from the control of the SFA (Skills Funding Agency) and allocated to individual Local Enterprise Partnerships (LEPs). Further details were shared with governors around the future of the Skills Funding Agency as detailed in the Principal's report.
- 2.2 Ofsted – The Board were given details of comments made by Sir Michael Henshaw, HM Chief Inspector of OFSTED in relation to governance.
- 2.3 14 Year olds in Further Education
- 2.4 Local & Regional Activity – this was covered in detail

K College – The Board referred back to the discussions that had taken place on the 16th March 2013 at the Corporate Conference and again re-affirmed their request that the Principal kept a watching brief on the situation around K College and give further updates at the July 2013 Board meeting.

Principal
July 2013

Action: *The Board formally accepted the Principal's Report for – March 2013.*

3.8/12.13

Vice Principal's Report – March 2013

The Deputy Principal presented her report for March 2013 which outlined the Ofsted Inspection Preparation that was being undertaken in the College.

The Clerk to the Corporation presented the Board with a Governors Ofsted Briefing document which provided the relevant information which governors would already have received through the various committees but now put together in a useful format for review. It was agreed that this document would be a working document with updates being made as required. The Clerk to the Corporation also referred to the questionnaires which members had completed at the Corporate Conference and in addition the Training Needs Analysis which showed that some focused training and development was required.

The Vice Spoke about Raising Standards of Teaching & Learning and tabled an additional document which provided data on teaching observations completed in December 2012 to March 2013 for ARTS, Business Secretarial & Computers, Service Industries & Gateway Learning and Construction & Engineering. The Vice Principal was pleased to inform the Board that teaching grades were now at 92% good or better which was a very positive position.

English & Maths Strategy

The Vice Principal briefed the Board on the strategy around English and Maths of which the policy was included within the documentation. The English & Maths Strategy covered all aspects of the way in which the College intended to identify, plan and execute its delivery in a whole college approach to English & Maths and as a consequence review and update its strategy for delivering initial and diagnostic assessments. Further details were shared with the Board.

Action: *the Board formally accepted the Vice Principal's report for March 2013.*

3.9/12.13

Director of Finance Report – March 2013

The Director of Finance presented his report for March 2013 which gave in depth details on finances, funding and the college infrastructure.

2011/2012 Health Assessment update – noted that the SFA had

confirmed that the College's Financial Health Status was 'Good'.

Management Accounts

The Board received the management accounts for the six month period up to 31st January 2013. The Director of Finance went through the key points related to the management accounts as follows:

1. The results report on the activities up to the end of the first term.
2. The main enrolment processes were completed in October, with Higher Education which included the first year of full cost courses. An update on funding was included later in the report.
3. The reported out-turn forecast surplus of £243,000, had been revised to £122,000 following the mid-year funding update.
4. A summary of the results and a breakdown of the forecast changes were set out in the tables below.
5. The annual capital investment programme was substantially completed by January, currently £567,000 out of £600,000 had been expended, the remaining was expected to be completed by Easter.
6. The College's contracted work with external providers as identified by learners on programme was expected to increase. This has been confirmed in the mid-year update.

Financial Forecast

The Director of Finance went through the summary of forecasted changes as per his report.

Income

A reduction was expected in the 16 to 18 apprenticeship income of approximately £140k and a reduction in full costs income of approximately £20k giving a total income reduction of £150k. To compensate for this a vacancy freeze had been put in place to make a saving of £100k. The Director of Finance went through the non-pay reductions, the overall net reduction in the predicted surplus for the financial year stating that this would more than likely reduce from £243k to £121k. He added that he would keep the Board fully informed and added that the monthly management accounts would be available to all board members on a monthly basis via the governors website. It was expected that there would be further updates at the Policy & Finance Meeting in June 2013.

Mr R Singh Gill joined the meeting.

Procurement

18.17pm

A Procurement Officer had now been appointed and details of this post were shared with the Board. It was also noted that the College would be going to tender for the following large contracts in due course:

Cleaning Contract
Security
Insurance
Shuttle Bus

Further details would be brought to the Extra Ordinary Corporation Board meeting scheduled for May 2013.

Procurement Strategy – Noted that this was currently being drawn up.

The Director of Finance went onto to give briefings on the following points within his report:

Systems
HE Funding
HR Update
IT Developments
Estate Developments

Action:

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

COMMITTEE REPORTS/BUSINESS

3.10a/12/13

Quality & Curriculum Committee **Minutes of meeting held 6th March 2013**

Minutes received by the Board.

3.10b/12.13

Staff & Students Committee **Minutes of the meeting held 15th January 2013**

Mr Newell presented the minutes of the meeting held 15th January 2013 commenting on the Students Survey which was now available online. The Vice Principal stated that another survey had gone out and over 3000 students had responded which was very good.

Governors commented on the results from the conversion rates which was now being taken to the next Staff & Students Committee meeting and it was imperative that the committee received this information. This data related to the conversion rates of initial interviews to enrolment.

Staff &
Students
Committee
Summer 2013

Minutes received by the Board

3.10c/12.13

Estates & Facilities Committee **Minutes of meeting held 26th February 2013**

Minutes received by the Board.

3.10c/i Capital Projects Status - update

Miss Birchenough reported that the committee had received a detailed update on all current capital projects and detailing progress on all works being undertaken, which the committee had found extremely useful in their monitoring role of the College capital projects.

3.10c/ii Estates update including the College Estates Strategy (Draft)

Miss Birchenough reported on the Estates update that they had received and in addition the very detailed draft Estates Strategy. She added that there were two significant projects that were being considered around Security at Dartford and windows on E Block at Gravesend.

The Committee were satisfied with the Draft Estates Strategy which was very comprehensive and formal thanks were made to the Director of Estates. Miss Birchenough spoke of the different options available to the College around improving facilities and what needed to be done in relation to the buildings in particular K Block at the Dartford site and also the significant costs associated with improving security in general at the Dartford site.

The Board agreed that the information provided on all the buildings very useful which gave data on the types of buildings, tenures and suitability for provision. They queried the fact that SUSCON and Thameside details were not provided and asked whether these should form part of the Estates Strategy.

It was made clear that this was a draft document and would therefore require a thorough review before any formal decisions were taken by the Board. It was agreed that it would be sensible that the Governors Review Committee which consisted of the chairs of the respective Corporation Board Committee's to go through this in greater detail.

ACTION:

Agreed that the Governors Review Committee set a date for a half day session to review the whole Estates Strategy before the next Corporation Board meeting. Formal recommendation would then be made at the July 2013 Corporation Board Meeting.

Governors
Review
Committee

**3.10d/12.13 Policy & Finance Committee
Minutes of the meeting held 5th March 2013**

Minutes received by the Board.

3.10d/i. Networking & IT Strategy 2013/2014

Agreed

The Board formally approved the proposed Networking & IT

Strategy for 2013/2014, subject to some minor amendments being made under the Mission.

3.10d/ii Fees Policy 2013/2014

Agreed

The Board formally approved the Fees Policy for 2013/2014 as recommended by the Policy & Finance Committee.

**3.10d/12.13 Audit Committee
Minutes of the meeting held 27th February 2013**

Minutes received by the Board.

Mr Parkes was pleased to report that Business Continuity was being taken forward and very satisfied with the feedback from the Disaster Recovery exercise that had been undertaken at the College.

3.10e/i Internal Audit Report & College Response – Visit 1 2013

Agreed

The Board formally accepted the recommended Internal Audit Report & College Response for Visit 1/2013.

3.11/12.13 Policies

a) Redundancy Policy adopted the proposed Redundancy Policy.

Agreed:

The Board formally

3.12/12.13 Corporate Conference Feedback

The Board recapped on the successful Corporate Conference held on the 16th March 2013 and members were given the opportunity to give further feedback.

Noted that the amendments discussed and requested in relation to the College Mission and Aims would be presented at the next Board meeting in July 2013 for formal approval.

3.13/12.13 Election of Chair and Vice Chair of Corporation (Elect)

The Clerk to the Corporation informed the Corporation Board that following on from the December Corporation Board meeting when it was agreed that nominations be invited for the position of both Chair and Vice Chair of Corporation that the following nominations had been received:

Mr Julian Parkes – Chair of Corporation
Mrs Susan Adams – Vice Chair of Corporation

The Clerk to the Corporation also asked that the Board consider amending their current Standing Orders which stated that the Chair and Vice Chair of Corporation would be elected for a four year term of office and that their term of office as board member would run alongside this term. The recommendation was to appoint the Chair and Vice Chair of Corporation for a two year term of office and that the incumbents would be permitted to stand for a further two year term of office subject to Board approval at the end of the first two year term of office. The Board discussed this and agreed that it was a sensible move to and agreed accordingly that the standing orders be amended accordingly.

Agreed:

The Board formally appointed Mr Julian Parkes as Chair of Corporation as of July 2013 and Mrs Susan Adams as Vice Chair of Corporation as of July 2013, for a two year term of office commencing July 2013. It was reiterated that the elected Chair and Vice Chair of Corporation would take office upon Mr Anderson standing down as Chair of Corporation in July 2013.

Date and Time of the next meeting

3.14/12.13

**Extra Ordinary Board Meeting – 7th May, 2013 at 5.30pm
Board Meeting 3rd July 2013 at 5.30pm**

3.15/12.13

Meeting Closed at 7.40pm

Minutes of the Corporation Board Meeting held on Wednesday 20th March 2013 were agreed as a true and accurate record.

Signed by :

Dated :