

The Further Education Corporation of North West Kent College

CORPORATION BOARD MEETING

Minutes of the meeting held on Wednesday 3rd July 2013 at 5.30pm
Dartford Site

Present: Mr E Anderson (Chairman)
Cllr A Bardoe
Ms E Birchenough
Mr R Singh- Gill (arrived 5.45pm)
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)
Mr S McCormick (Executive Director of IT)

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 5.35pm.	
3.2/12.13	<u>Presentation on use of Sharepoint by Executive Director of IT</u> The Executive Director of IT gave the Corporation Board a detailed presentation on the use of Sharepoint and in particular the Governors Portal. Members were shown how they would be able to access Sharepoint using the allocated log ins and demonstrated what information was already available for governors to access. The Clerk to the Corporation had loaded all the relevant committee documentation and agenda notices as well as other important information such as the monthly management accounts, legislation documents and policies. The Board were provided with a handout with further information for their use and advised that if they had any difficulties in accessing the site to please contact the Clerk to the Corporation.	

The Board thanked Mr McCormick for his presentation.

3.2/12.13 Declarations of Interest

Mr Lewsley declared an interest in relation to the Royal Cadets item within the Principal's Report stating that he was an employee of TSP but was not directly involved in any of the matters related to this issue.

There were no new or amended interests declared in respect of the agenda items listed.

3.3/12.13 Apologies

Apologies received from the two new student governors and Mrs Kay Gingell.

3.4/12.13 Minutes of the last Corporation Board meeting held on the 20th March 2013

The minutes were accepted as true and accurate record and signed by the Chair of Corporation.

Agreed:

Minutes of the meeting held on the 20th March 2013 were accepted as a true and accurate record and signed by the Chair of Corporation.

Part 1 Minutes of the Extra Ordinary Board meeting held on the 7th may 2013

The minutes of the meeting held on the 7th May 2013 accepted as a true and accurate record and signed by the Chair

Agreed

Part 2 Minutes of the Extra Ordinary Board Meeting held on the 7th may 2013 – Highly Confidential

The minutes of the meeting held on the 7th May 2013 accepted as a true and accurate record and signed by the Chair.

Agreed

3.5/12.13 Principal's report – July 2013

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

College Funding – The Principal went through the effects of the significant changes in funding particularly the SFA and HE funding.

K College – An update provided and it was confirmed that North West Kent would be taking no further action on this as per the Principal's report. The Board were all in agreement with the actions taken to date.

It was agreed that the Principal would write to the Board of Mid Kent College extending North West Kent College's support in their endeavours with K College.

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

3.6/12.13

Vice Principal's Report – July 2013

The Deputy Principal presented her report for July 2013 giving further updates in relation to the Inspection Preparation which had taken place since the report was published stating that the College had an Improvement Inspector appointed who would be meeting with the Principal and Chair of Corporation at the end of July 2013.

Governors asked whether without this intervention with the Vice Principal was confident that the College could achieve a good outcome should the College be inspected in the autumn term as expected. The Vice Principal stated that she felt that the College was and referred in particular to the Teaching & Learning and observation processes within the College commenting on the improvements that had been made and which were on going. She also briefed the governors on areas that had been identified for improvement and spoke of the action plans put in place.

Raising Standards in Teaching & Learning

The Vice Principal explained that as the Board were aware the College had an Observation Policy in place and explained the process that they had been going through and was pleased to state that the overall outcomes of 95% of staff were achieving a good or outstanding grade.

She gave a full explanation of the key findings from the process which affected the overall results :

- The employment of temporary agency staff was a great risk to the College
- Support was required and should be planned when recruiting sessional lecturers
- Permanent staff have achieved the best outcome

Governors asked how staff had received the exercise undertaken and the Vice Principal stated that they were initially anxious but having received the detailed feedback staff were very encouraged and they felt that they had gained a lot. This feedback was confirmed by a Staff Governor who stated that staff felt that the exercise had been excellent and that they had gained a lot from it too.

Noted that North West Kent College was now part of the AoC

(Association of College's) case studies on observations and were currently writing a report on the process undertaken at North West Kent College as well as their observation policies and procedures.

Good News Stories

The Deputy Principal spoke about the Good News Stories at the College as requested by the Board at previous meetings.

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

3.7/12.13

Director of Finance Report – March 2013

The Director of Finance presented his report for July 2013 which gave in depth details on finances, funding and the college infrastructure. Financial Health Status was 'Good'.

Management Accounts

Available for all governors with the Governor Sharepoint site.

The report gave full details on the Monthly Management accounts up to April 2013 particularly around funding. The forecast operating surplus originally set at £243k had now been re-forecasted as a deficit which the Board discussed in detailed. Agreed that the Board would need to review this point as they were not expecting the deficit as now presented in the Director of Finances report, in addition it was noted that this issue had not been brought to the Policy & Finance Committee meeting. The Director of Finance gave full explanations for this change and that the deficit was largely due to the restructuring process and he referred back to his warnings given at the Policy & Finance Committee meeting when he advised the committee about the issues.

The Board were reminded of the discussions held at the Extra Ordinary Board meeting held in May 2013 when the restructuring process was agreed and the Director of Finance stated that the bottom line operating surplus was not affected.

The Board were satisfied with the explanations given and accepted the forecast as presented.

The Board went through the following issues within the report:

- Procurement
- Systems
- HE
- HR Developments
- IT Developments
- Estates

The Board also discussed the students loan processes and the issues

around the student loans such as ensuring students were signing the student loan contracts as well as the student loans company taking time in paying the College the relevant funding.

Action:

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

College Strategic Aims - Principal

3.8/12.13

The Principal presented the revised Mission and Strategic Aims as governors had discussed in detail at the Corporate Conference Away Day in March 2013.

The Principal went through the proposed revisions as per his summary sheet and added that following the discussions held by the Board he had met with SMT and Curriculum Managers and their views were fed into the revised document.

The Governors commented on the aims and some of the wording and felt that the word community should be included within the Aim 3 part 1.

Principal

Agreed:

The Board formally approved the revised Mission and Strategic Aims as presented subject to the minor amendments being made.

COMMITTEE REPORTS/BUSINESS

3.9a/12/13

Quality & Curriculum Committee
Minutes of meeting held 21st May 2013

Minutes received by the Board.

1. **Single Equality Scheme – formally approved by the Board as recommended by the Quality & Curriculum Committee.**

3.9b/12.13

Governors Review Committee Meeting Minutes of 24th April, 2013

Minutes received by the Board.

Estates Strategy

1.

The Chair of Corporation referred back to the request that the Governors Review Committee review the complete Estates Strategy before recommendations were made to the Board for approval of the strategy. The Committee had met and received detailed presentations from the Principal, Executive Director of Estates and Director of Finance.

Staff
Students
Committee
Summer 2013

The Board were now asked to formally approve the recommendations of the Committee as follows:

- 1) Rebuild /demolition at Gravesend – subject to funding
- 2) Construction to include landscaping at Gravesend
- 3) SMT to submit bid to SFA for funding (noted that this bid would need to be submitted to the SFA before the Corporation Board meeting in July 2013) It has been agreed at the Governors Review Committee meeting that the SMT proceed with the SFA bid application.

The Board were reassured that reports on the demolition/costs/timescales at Dartford and further plans would be brought to the Board during 2013/2014.

Gravesend would therefore take priority over any developments proposed for Dartford. The SMT would produce outline plans as required and present these to the Board at the required time.

Agreed

The Board formally approved the Estates Strategy as recommended by the Governors Review Committee.

3.9c/12.13

Estates & Facilities Committee
Minutes of meeting held 11th June 2013

Minutes received by the Board.

Miss Birchenough referred to the asbestos issues within the Estate & Facilities Committee minutes under Item 3.10. Noted that there was a breach of regulations and the College were being charged for 2 counts of criminal charges. The potential maximum fine was in the regions of £20k but it was explained that this could be mitigated if the College pleaded guilty. The College SMT would be meeting with their barrister on the 29th July 2013 when it was believed a court date would be given as early as September 2013.

Noted that all the College Policies and Procedures were in place at the time of the incident and that two members of staff had chosen to ignore the procedures. The Principal gave details of the circumstances around the incident and the Board were satisfied that all their policies and procedures despite having been put in place had not been followed but were assured that all practices were now double checked before any work was carried out or allowed.

Further feedback would be made to the Board once the court case had taken place. It was agreed that the Chair of Corporation would also attend the court case.

3.9d/12.13

Policy & Finance Committee
Minutes of the meeting held 18th June 2013

Minutes received by the Board.

1. **Budget 2013/2014**

The Director of Finance presented the proposed budget for 2013/2014 and went through the key influencing factors around pensions and funding.

The Board were satisfied with the proposed Budget for 2013/2014.

Agreed

The Board formally approved the Budget for 2013/2014.

2. **Financial Regulations – annual review**

Agreed

The Board formally approved the revised Financial Regulations as recommended by the Policy & Finance Committee.

College Insurance Provider

3.

The Director of Finance briefed the Board on the tendering process followed and the complete review undertaken of the insurance providers for the College.

Agreed.

It was agreed to appoint Gallagher Heath/UMAL as the College Insurance Providers on a 3 year contract with an option to extend for a further two years.

3.10d/12.13

Audit Committee

Minutes of the meeting held 5th June 2013

Minutes received by the Board.

Mr Parkes was commented on the need to review the College audit provision and stated that the Director of Finance was working on documentation to get the process of tendering underway in the Autumn Term.

1. **Internal Audit Report & College Response – Visit 2 2013**

Agreed

The Board formally accepted the recommended Internal Audit Report & College Response for Visit 2/2013.

2. **FSA Engagement Letter for 2012/2013**

Agreed

The Board formally agreed to the FSA Engagement Letter for the 2012/2013 year end.

3. **Gifts & Hospitality Policy**

Agreed

The Board formally approved the Gifts & Hospitality policy as recommended by the Audit Committee.

4. **PIDA Whistle Blowing Policy & Procedures**

Agreed

The Board formally approved the PIDA Whistleblowing Policy & Procedures as recommended by the Audit Committee.

3.9e/12.13 **Search Committee**
Minutes of the meeting held 11th June 2013

Minutes accepted

1. **Board Membership – Appointments/Reappointments**

Mrs Susan Adams was formally re-appointed for a further four year term of office.

Student Governors – Miss Helen Turner and Mr Tom Munson were formally appointed as the new student governors for a two year term of office effective 3rd July 2013.

2. **Board Committee Re-Structure and Draft Terms of Reference**

The Board received the detailed report on the proposal to restructure the Boards committee's in order to maximise attendance and improve the effectiveness of the Board. The restructure would include additional board meetings leading to two board meetings per academic term.

Agreed to the new Committee Structure as follows:

Corporate Services Committee
Standards Committee
Search & Governance Committee
Audit Committee
Special Purposes Committee
Remuneration Committee

Membership as follows:

Corporate Services Committee

Mr J Parkes (Chair)
Ms E Birchenough (Vice Chair)
Mr B Newell

Mr A Lewsley
Mr D Gleed (Principal)
Mrs S Adams
Mrs K Gingell
Mr T Munson

Clerk to the Corporation
Vice Principal/Director of Finance & Resources

Standards Committee

Mr R Singh Gill (Chair)
Mrs P Jones
Mrs B Newell (Vice Chair)
Mrs K Gingell
Mrs W Davies
Mr D Gleed (Principal)
Mr A Lewsley
Mr A Lawson
Miss H Turner
Mr T Munson

Clerk to the Corporation
Deputy Principal

Audit Committee

Mr A Bardoe (Chair)
Mr A Lawson
Mrs W Davies
+ 2 vacancies

Clerk to the Corporation
Executive Director of Estates
Vice Principal/Director of Finance & Resources

Remuneration Committee

Mr J Parkes (Chair)
Mrs S Adams
Mrs P Jones
Mr A Bardoe

Clerk to the Corporation
Principal

Special Purposes Committee

Mrs P Jones
Mr R Singh Gill
Mr B Newell
Mr A Lewsley

Clerk to the Corporation

The Board formally accepted the proposed draft terms of reference for each committee. The new committee's would review their terms of reference and make any further recommendations to the board in the autumn term.

3. **Corporation Board & Committee Meeting Schedule 2013/2014**

Agreed

The Board formally approved the proposed meeting schedule for 2013/2013

3.9/12.13 **Remuneration Committee Meeting Minutes of 12th June 2013**

Minuted as a Part 2 Confidential Item

All Staff governors and SMT excused from the meeting at 7.55pm

Any Other Business

3.10/12.13

Governor Training

1.

Mrs Jones reported that she had attended the AoC Conference on Teaching & Learning and Assessment held in Birmingham and that it was a very useful and informative event and felt that the board needed to ensure that they knew what the College's key strengths and weaknesses were. She also referred to the importance of the Learner Voice within the College and governors visibility within the College.

2.

Outgoing Chair of Corporation – Mr Parkes formally thanked the outgoing Chair of Corporation, Mr Eddie Anderson for his tenure on the Board and his support and contribution to the College as a whole since his initial appointment to the Board in 2001.

It was noted that a Farewell Dinner was being arranged for the 2nd October, 2013.

Date and Time of the next meeting

3.11/12.13 **The next Corporation Board meeting would take place on Wednesday 23rd October, 2013.**

3.12/12.13 **Meeting Closed at 8.35pm**

Minutes of the Corporation Board Meeting held on Wednesday 3rd July 2013 were agreed as a true and accurate record.

Signed by :

Dated :