



**Corporation Board Meeting 6**

**PART 1 MINUTES – NON-CONFIDENTIAL PUBLIC RECORD**

**Board Minutes of meeting held 22 May 2024 at 17.30hrs TEAMS Meeting**

**Present**

Mr K Norman	Chair of Corporation
Mr D Gleed	Chief Executive Officer/Executive Principal
Dr R Longman	External Governor
Mr. L Jones	External Governor
Ms. H King	External Governor
Mrs I Redman	External Governor
Mrs E Cosby	External Governor
Mr D Martin	External Governor
Ms. J Spurgin	External Governor
Mr N Smith	Staff Governor
Mr T Biring	External Governor
Ms S Henwood	External Governor
Miss M Sahota	External Governor
Mr. J Gurney	External Governor

**In Attendance**

Mr L Jenkins	Deputy Chief Executive
Ms R Hughes	Deputy Executive Principal/Teaching, Learning & Improvement
Mr M Andrews	Deputy Principal/Strategy & Curriculum
Mrs Y Hughes	Clerk & Governance Advisor to the Corporation

<b>Minute no</b>		<b>Action By</b>
<b>943</b>	<b>Opening of Meeting and Apologies for Absence</b>	
	The Chair of Corporation opened the meeting at 17.30hrs by welcoming all present.  <b>Apologies</b>  Apologies received from Mr Martin Jenkins and Ms Suzanne Davies.  It was noted for the record that the meeting was quorate.	
<b>944</b>	<b>Declarations of Interest</b>	
	There were no further amendments or new declarations of interest declared other than those already registered.	

945	<b>Corporation Board Minutes – Meeting 21 March 2024</b>	
	<p>The Corporation Board received the pre-circulated minutes of the meeting held on the 21 March 2024.</p> <p><b><i>Formally approved.</i></b></p> <p><b><i>The Board formally approved the Part 1 Corporation Board minutes of the meeting held on the 21 March 2024.</i></b></p> <p><b><i>The Board formally approved the Part 2 Confidential Minutes of the meeting held 21 March 2024.</i></b></p>	
946	<b>Actions Register</b>	
	<p>The Clerk &amp; Governance Advisor to the Board reported that there were no outstanding action items and as such no report had been presented to the Board.</p> <p><b><i>The Board received and noted that there were no outstanding action points to be raised.</i></b></p>	
947	<b>Chief Executive Report – March 2024</b>	
	<p>The Chief Executive presented his report for May 2024 which provided the Board with an update on developments within the FE Sector and nationally.</p> <p>It was noted that the Prime Minister had now called for a general election which was due to take place on the 4<sup>th</sup> of July 2024.</p> <p>The report covered the following key themes:</p> <ul style="list-style-type: none"> <li>• English and Maths proposed changes</li> <li>• Funding - Summary of announcements for 24/25 from the DfE.</li> <li>• OFSTED</li> <li>• Apprenticeships</li> <li>• NKC - Strategic Planning process 2024</li> </ul> <p><b>English &amp; Maths</b></p> <p>The Chief Executive spoke in further detail about some of the prescriptive approaches that the DfE were taking to the delivery of English and maths going forward which would need to be in partly in place for 2024/25 and then fully enforced in 2025/26.</p> <p>Governors were advised of the number of hours per week that the College would have to deliver English &amp; maths.</p> <p>Mrs Cosby commented on the proposed changes which would say an increase in teaching hours and asked whether this would result in students losing 3hrs a week of vocational input. The Chief Executive responded by explaining that broadly it would but provided further explanation of how the college were considering their approach.</p> <p><b>NKC Strategic Planning</b></p>	

	<p>Noted that a date had now been scheduled for a Governor Strategy Day in October 2024 to consider the College strategic planning process for the next three or four years. It was noted that the Senior Leadership Team were currently working on putting together papers and briefings for governors to ensure that the Board were well informed as to some of the options, choices and landscape in which the College would be working with.</p> <p>The Board were also informed that the Annual Strategic Conversation with the DfE was scheduled to take place on the 24<sup>th</sup> of June 2024.</p> <p>The Chair congratulated all concerned on the apprenticeship achievement rate which were very positive and stated that this was another endorsement for the College.</p> <p><b>Received</b></p> <p><b><i>The Board received the CEO Report for May 2024.</i></b></p>	
948	<b>Financial Report – Part 2 Confidential Business – Commercially Sensitive Quarter Forecast 2023/2024</b>	
949	<b>Annual Accountability Statement for 2024/25</b>	
	<p>The Deputy Principal/Strategy &amp; Curriculum presented the Annual Accountability Statement for 2024/25 and provided the rationale for producing the report which required formal Board approval and publication on the College website.</p> <p>The Chair thanked the Deputy Principal/Strategy &amp; Curriculum for the report and commented that it was an exceptionally useful document with valuable information and that it read very positively.</p> <p>The Chair commented on page 3 of the report in which reference was made to the Greenwich equine and stated that in his view this section should be deleted as the provision at Greenwich was due to cease in the Summer of 2024, which was accepted. He further asked whether the section on Page 8 whether there was an opportunity to include the college contribution to ‘green jobs’ and specifically use the terminology that was being labored within the sector. Detailed conversations took place around the green agenda and sustainability, and it was agreed to include the proposed wording.</p> <p>Dr Longman Richard Longman commented on a number of points related to the LSIP (Local Skills Improvement Plan) and referred to the table on Page 10 and that reference was made to the ‘Solutions Panel’ and explained that he thought that this name had changed and proposed that it would be worth checking that the correct terminology had been used.</p> <p>Dr Longman added that it was his understanding that the Chamber of Commerce would be producing a review or revision of the LSIP but was not sure on the timings for this and asked whether this could be established prior to submitting the report to the Department for Education. The Deputy Principal/Strategy &amp; Curriculum acknowledged the point made and that he was aware that there was a draft review document in circulation but that the timeline for publication was not clear but agreed to include a short statement to cover the point raised.</p> <p><b><i>Formally approved.</i></b></p>	

	<b><i>The Board having reviewed the document in detail agreed to formally approve the Annual Accountability Statement for 2024/25 subject the minor amendments and alterations being incorporated.</i></b>	
950	<b>Termly Safeguarding Report – May 2024</b>	
	<p>The Deputy Executive Principal/Teaching, Learning &amp; Improvement presented the most recent Termly Safeguarding Report to May 2024 and was delighted to share the news that the Dartford Nursery that had recently been inspected by Ofsted had been graded ‘Outstanding’.</p> <p>The Chair requested that the staff and managers within the Dartford Nursery be formally congratulated on an outstanding outcome.</p> <p>The Deputy Executive Principal/Teaching &amp; Learning provided the Board with an insight into the challenges they had encountered with the MyConcern central database logging system, which since inception had been a disappointing system.</p> <p>It was noted that the College were now finalising moving across to CPoms, which was an alternative system.</p> <p>The Chair commented on what was clearly a frustrating position with regards to being able to extract reliable data from the MyConcern system and that clearly management had been in discussions with their customer services and help desks and that it was evident that the college were not able to draw down the required data to interrogate and provide the board with the relevant data required. He asked whether the transfer of data on the MyConcern system to CPoms would be simple or whether this would require manual transfer. It was explained that meetings had been held with MyConcern to try and ensure that all the data was transferred but that work was ongoing and that she was not in a position to provide the level of information referred to.</p> <p>The Board considered and discussed the safeguarding element of the report in detail and looked forward to receiving a report with reliable data going forward.</p> <p><b>Learner Voice</b></p> <p>The Deputy Executive Principal/Teaching, Learning &amp; Improvement stated that management were also in the process of reviewing the Learner Voice process and stated that although the meetings were taking place across the four campuses that they were not particularly effective and that a meeting was due to take place to discuss learner council meetings and that Mr Martin – Lead Safeguarding Governor would be consulted to get his views on the new approach.</p> <p><b>Received</b></p> <p><b><i>The Board received the Termly Safeguarding Report noting the key point raised in the report.</i></b></p>	
951	<b>Quality &amp; Standards Committee Minutes of the meeting held 12<sup>th</sup> March 2024</b>	
	<p>Mr Martin – Chair of the Quality &amp; Standards Committee presented the minutes of the meeting held on the 12<sup>th</sup> of March 2024 commenting on the key points of business covered during the meeting.</p> <p><b>Received</b></p> <p><b><i>The Board received the minutes of the Quality &amp; Standards Committee</i></b></p>	

	<i>meeting held on the 20<sup>th</sup> of March 2024.</i>	
952	<b>Search, Governance &amp; Remuneration Committee Minutes of the meeting held 20<sup>th</sup> March 2024</b>	
	<p>Ms Henwood – Chair of the Search, Governance &amp; Remuneration Committee presented the minutes of the meeting held on the 20<sup>th</sup> of March 2024 in which the committee covered the following business and had recommendations for Board approval.</p> <ul style="list-style-type: none"> <li>• Corporation Board Membership</li> </ul> <p>The report on Corporation Board Membership included an update on current board membership, committee membership, governors skills audit and attendance data.</p> <ul style="list-style-type: none"> <li>• Governance Improvement Action Plan update</li> <li>• NKC Standing Orders</li> <li>• NKC Code of Conduct</li> <li>• NKC Corporation Board/Committee Virtual Meeting Etiquette</li> </ul> <p>SPH Recruitment Protocols</p> <p><b>Received</b></p> <p><b><i>The Board received the minutes of the Search, Governance &amp; Remuneration Committee meeting held 20<sup>th</sup> March 2024.</i></b></p>	
953	<b>Board Membership – Co-opted Governor</b>	
	<p>Ms Henwood presented the recommendation in which the SG&amp;R Committee formally recommended that Mr Keith Norman be Co-opted onto the Estates Strategy &amp; Capital Projects Committee with effect from 23 May 2024. Mr Norman was due to reach the end of his 2 x 4-year term of office as an external governor on the 22<sup>nd</sup> May 2024.</p> <p>Mr Martin and Mr Biring commented on the recommendation, and both stated that they were fully supportive of the recommendation.</p> <p><b>Board formally approved:</b></p> <ol style="list-style-type: none"> <li>1. <b>The appointment of a Co-opted governor - Keith Norman be appointed as a co-opted member of the Estates Strategy &amp; Capital Projects Committee upon his retirement from the Board as an external governor on 22nd May 2024. The co-opted governor role will be for a one-year term of office.</b></li> <li>2. <b>Co-opted Governor Job Description</b></li> </ol>	
954	<b>Board Membership – Appointment of 3 External Governors</b>	
	Ms Henwood presented the SG&R Committee recommendation for the appointment of 3 additional external governors as detailed in the supporting documentation.	

	<p><b>Joanna Grant</b>  <b>Rocksea Ogefere</b>  <b>Peter McGahan</b></p> <p><i>The Board formally approved the recommendations of the SG&amp;R Committee as follows:</i></p> <p><i>Appoint Joanna Grant, Rocksea Ogefere and Peter McGahan as external governors of the NKC Corporation Board for a 4-year term of office effective as of 23 May 2024.</i></p> <p><i>Appoint Joanna Grant as a member of the Quality &amp; Standards Committee</i></p> <p><i>Appoint Rocksea Ogefere as a member of the Audit Committee</i></p> <p><i>Appoint Peter McGahan as a member of the Estates Strategy &amp; Capital Projects Committee</i></p>	
955	<p><b>North Kent College – Corporation Board Standing Orders May 2024</b></p> <p><i>Formally approved.</i></p> <p><i>The Board formally approved the new Corporation Board Standing Orders as recommended by the SG&amp;R Committee.</i></p>	
956	<p><b>North Kent College – Corporation Board – Code of Conduct – May 2024</b></p> <p><i>Formally approved.</i></p> <p><i>The Board formally approved the new Corporation Board Code of Conduct as recommended by the SG&amp;R Committee.</i></p>	
957	<p><b>North Kent College – Corporation Board – SPH Recruitment Protocols</b></p> <p>The Board received and accepted the SPH Recruitment Protocols. The paper had been drafted as requested by the SG&amp;R Committee to consider the steps that would need to be taken if the Corporation Board needed to conduct a recruitment and selection process for a Chief Executive/Executive Principal and/or a senior postholder.</p> <p>The guidance drawn up sets out the steps that would need to be taken to ensure the board meets its statutory duties and allow sufficient time to make the relevant applications to the Department for Education should the need arise to do so in respect of remuneration packages.</p> <p><b>Accepted</b></p> <p><i>The Board accepted the document which would be retained if a recruitment process was required.</i></p>	
958	<p><b>North Kent College Corporation Board &amp; Committee Meeting Schedule for 2024/25</b></p> <p><b>Approved</b></p> <p><i>The Board formally approved the proposed meeting schedule for 2024/25. Clerk to generate the required calendar invites for all meetings in due course.</i></p>	

959	<p><b>Part 2 – Confidential Business – Commercially Sensitive</b></p> <p><b>Estates Strategy &amp; Capital Projects Committee minutes of the meeting held 14 March 2024 and 16 May 2024</b></p>	
960	<p><b>Any other Business</b></p>	
	<p><b>1. Student Benches – Tonbridge Campus</b></p> <p>Mr Smith referred to a matter that had been raised at Learner Council meetings and that he had raised at a previous Board meeting in regards to students request for seating benches at Tonbridge. It was agreed that the Deputy Chief Executive would pick up on the matter raised.</p> <p><b>2. End of Term of Office – Jon Gurney, Richard Longman and Keith Norman</b></p> <p>Mr Norman stated that in closing the meeting that it remained for him to bid everyone farewell as he came to the end of his term of office and that from his perspective, he wanted to formally thank the Senior Leadership team and all the staff and governors including the Clerk for their support for himself and all governors past and present. He commented that his journey with the College over the past eight years had been very enjoyable and that the College was certainly a different organisation and that he hoped that it continued to go from strength to strength.</p> <p>Dr Longman echoed the points made by Mr Norman and added that having attended the Immersive Curriculum Experience for governors the previous week that it was clear that there was a great enthusiasm, motivation and talent among the learners and that he always come away feeling uplifted by that and that he felt that this was credit to the incredible senior leadership team and staff at the College.</p> <p>The Chief Executive formally thanked Mr Norman, Dr Longman and Mr Gurney on behalf of the SLT for their tremendous work over the past 8 years.</p> <p>Mr Martin to formally assume the role of Chair of Corporation as of 23 May 2024.</p>	
961	<p><b>Part 3 – Strictly Confidential Business</b></p>	
19.26hrs	<p><b>Mr Smith &amp; Mrs Moore – Staff Governors were excused from the meeting.</b></p>	
961	<p><b>Date and time of the next meeting – Thursday 4 July 2024 at 17.30hrs</b></p>	
	<p>Meeting closed at 19.31hrs</p>	