



**Corporation Board Meeting 7**

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

**Board Minutes of meeting held 4 July 2024 at 17.30hrs TEAMS Meeting**

**Present**

Mr. D Martin	External Governor – Chair of Corporation
Mr. D Glead	Chief Executive Officer/Executive Principal
Mr. L Jones	External Governor
Mrs. I Redman	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
MS J Grant	External Governor
Mr. R Ogefere	External Governor
Mr. P MacGahan	External Governor
Mrs. N Moore	Staff Governor
Dr S Hubble	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>962</b>	<b>Opening of Meeting and Apologies for Absence</b>	
	<p>The Chair of Corporation – Mr David Martin opened the meeting at 17.30hrs by welcoming all present and formally welcoming the three newly appointed Governors, Mr Rocksea Ogefere, Mrs Joanna Grant and Mr Peter McGahan. The three new governors were invited to introduce themselves to the Board providing fellow governors with a brief insight into their backgrounds.</p> <p>It was noted for the record that Mrs Nikki Moore would need to leave the meeting at 18.45hrs.</p> <p><b>Apologies</b></p> <p>Apologies received from Mrs Emma Cosby, Mrs Suzanne Davies and Ms Heidi King.</p>	

	It was noted for the record that the meeting was quorate.	
<b>963</b>	<b>Declarations of Interest</b>	
	There were no further amendments or new declarations of interest declared other than those already registered.	
<b>964</b>	<b>Corporation Board Minutes – 22 May 2024</b>	
	<p>It was noted that Mrs N Moore had been present and Mrs Redman had tendered her apologies for the last meeting. Clerk &amp; Governance Advisor to make the requested amendment to the master copy/</p> <p>The Corporation Board received the pre-circulated minutes of the meeting held on the 22<sup>nd</sup> of May 2024.</p> <p><b><i>Formally approved subject to the above amendments</i></b></p> <p><b><i>The Board formally approved the Part 1 Corporation Board minutes of the meeting held on the 22 May 2024</i></b></p> <p><b><i>The Board formally approved the Part 2 Confidential Minutes of the meeting held 22 May 2024.</i></b></p> <p><b><i>The Board formally approved the Part 3 Strictly Confidential minutes of the meeting held 22 May 2024. These minutes were circulated under separate cover to external governors only.</i></b></p>	
<b>965</b>	<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>	
<b>966</b>	<b>Chief Executive Report – July 2024</b>	
	<p>The Chief Executive presented his report for July 2024 and stated that this report was a short report with one item which was the 9<sup>th</sup> review of the existing Strategic Plan.</p> <p>The Chief Executive explained that this would be the final report on the current Strategic Plan and that the Board would be considering and setting the new Strategic Plan in the Autumn Term. It was noted that at the end of the 8<sup>th</sup> review presented to the Board before Easter that there had been eight points remaining in terms of targets of which one had since been completed. The Board were provided with explanation as the outstanding 7 objectives and when these would be completed.</p> <p>The Chief Executive informed the Board that having had a discussion the Chair of Corporation and despite the presented document being the final review that there would be a concluding report which would be Review 10 to close the final outstanding objectives which would be presented at the Strategic Planning day scheduled for the 8<sup>th</sup> of October 2024. This would provide the whole board with the</p>	

	<p>opportunity to review the strategic plan that had been approved 3 years previously.</p> <p>Mrs Redman asked what the Board and SLT's view was in setting a high-level strategic plan and whether there was an expectation that all objectives should be achieved particularly taking into consideration the 9<sup>th</sup> Review which had 7 outstanding. The Chief Executive explained that he anticipated that they would achieve 6 of the 7 outstanding and added that his view was that with any strategic ambitions at the onset of a 3-year strategic plan that life changes in terms different of influencing factors, and particularly the political landscape. So, when looking at the strategic plan in the autumn and reviewing what had been achieved over the past 3 years that the majority of the objectives would have been achieved.</p> <p>Governor Strategy Planning Day – Tuesday 8<sup>th</sup> October 2024 9.00am Hadlow College.</p> <p><b>Received</b></p> <p><b><i>The Board received the CEO Report for July 2024.</i></b></p>	
967	<b>Financial Report – Part 2 Confidential Business – Commercially Sensitive</b>	
968	<b>North Kent College – 3 Year Financial forecast and Budget for 2024/25</b>	
	<p>The Deputy Chief Executive presented the 3 Year Financial Forecast and the Draft Budget for 2024/25. The Budget for 2024/25- and 3-year financial forecast required Board approval and onward submission to the Education Skills Funding Agency.</p> <p>It was explained that the College generated the budget plan, and a forecast model called the College Financial Forecasting Return (CFFR) along with budgetary commentary as presented. The Board were advised that the proposed budget included a small surplus of £179k (before exceptional items) and a detailed summary of the income and expenditure for the 2024/25 period were presented with the Deputy Chief Executive highlighting key points within the documents. It was noted that the College Financial Health as assessed by the ESFA's CFFR model utilising the figures, assesses the college as Good for the whole period up to July 2026.</p> <p>Miss Sahota commented that in having read through the budget proposal and looking at the top line and revenue growth over the 2024/25/26 and accepting that it was a forecasted figure referred to the pay costs as a percentage. Pay cost percentages in 2022/23 were at 50%, 2023/24 at 60.6% and 2024/25 an increase to 62% and then a drop to 61% forecasted for 2025/26 and asked for further clarity on this. It was explained that they had looked at these forecasted figures in broad terms and accounted for increases such as minimum wage and some additional forecasts as well as trying to manage staff vacancies and pay savings and it emphasized that it was a particularly difficult area to budget and that in real terms the increase for 2024/25 was in fact £300k. Lengthy discussions took place around the challenges with pay costs which was accepted.</p> <p>Mr Jones stated that when looking at the forecasted budget for 2024/25 there was a forecasted provisions release for approximately £500k which was not significant but asked that if with continued provision releases whether this would leave the college with no provisions.</p> <p>The Deputy Chief Executive referred to Pg 44 of the budget documents and explained that the corresponding operating deficit and surplus did not include the</p>	

	<p>provisions and explained why. The College had envisaged releasing some of provisions and these were mainly a buildup of some old provisions, such as accruals for historical issues and provided details of a potential water bill for a £150k of which a refund has now been received from Thames water which meant that these accruals could now be released.</p> <p><b>Formally approved.</b></p> <p><b>The Board having considered the proposed Budget for 2024/25 and the 3 Year Financial Forecast formally approved the recommendation.</b></p>	
969	<p><b>Audit Committee Report – Minutes of the meeting held 20<sup>th</sup> June 2024</b></p>	
	<p>Mr Jones – Chair of the Audit Committee presented the minutes of the meeting held on the 20<sup>th</sup> June 2024 and reported that as part of the Governance Improvement Action plan recommendations the committee had received a briefing/training session led by Scrutton Bland on Risk Management which had been extremely beneficial and the recommendation from the committee was that strategic risk be factored into the discussions for the Governor Strategy Day due in October 2024. It was agreed by all that this would be extremely useful to work into the agenda for the day.</p> <p><b>Action – Clerk to contact Paul Goddard/Scrutton Bland for initial discussions on availability.</b></p> <p>Mr Jones reported on the Internal Audit reports that were considered by the Audit Committee during the meeting and was pleased to report on the following:</p> <ol style="list-style-type: none"> <li>1. GDPR Internal Audit Report – Reasonable Assurance with 4 Medium risk recommendations</li> <li>2. Cyber Security Compliance - Significant Assurance with 2 medium &amp; 2 low risk recommendations.</li> <li>3. Learner Attendance Progression and Retention – Strong Assurance with no recommendations.</li> <li>4. Quality Assurance Report – Significant Assurance</li> </ol> <p>Mr Jones reported that the committee had no major concerns but that the Committee had expressed concerns around the lack of progress being made in respect of staff mandatory training. Further details were shared in respect of the matter and the Deputy Chief Executive had provided the committee with a detailed explanation of the challenges but that steps were being taken to address the issue.</p> <p>The Board welcomed the report as presented.</p>	Clerk
970	<p><b>Annual Review of the Audit Committee Terms of Reference &amp; Workplan 2024/25</b></p>	
	<p><b>Formally approved.</b></p> <p><b>The Board formally approved the revised and updated Audit Committee Terms of Reference and Business workplan for 2024/25 as recommended by the committee.</b></p>	
971	<p><b>FSA Financial Statements Audit Strategy for 2023/24 &amp; Letters of Engagement</b></p>	

	<p><b><i>Formally approved.</i></b></p> <p><b><i>The Board formally approved the FSA Letter of Engagement which would be signed by the Chair of Corporation and the FSA Financial Statements Audit Strategy for Year End July 2024 as recommended by the committee.</i></b></p>	
972	<p><b>College Financial Regulations – June 2024 Review</b></p> <p>Several small updates had been made and these were detailed with the presented documentation.</p> <p><b><i>The Board having considered the recommendations and amendments made to the Financial Regulations formally approved the document.</i></b></p>	
973	<p><b>Quality &amp; Standards Report – Minutes of the committee meeting held 6<sup>th</sup> June 2024</b></p> <p>Mr Martin – Chair of the Quality &amp; Standards Committee presented the minutes of the meeting held 6<sup>th</sup> June 2024 which were accepted by the Board.</p>	
974	<p><b>Quality &amp; Standards Committee Terms of Reference &amp; Business Work Plan for 2024/25</b></p> <p><b><i>Formally approved.</i></b></p> <p><b><i>The Board formally approved the revised Quality &amp; Standards Committee Terms of Reference and Business Work Plan for 2024/25 as recommended by the committee.</i></b></p>	
975	<p><b>Part 2 Confidential Business – Commercially Sensitive</b></p> <p><b>Estates Strategy &amp; Capital Projects Committee Report – Minutes of the committee meeting held 25 June 2024.</b></p>	
976	<p><b>North Kent College Subcontracting Policy</b></p> <p>The Deputy Principal/Strategy &amp; Curriculum presented the updated Subcontracting Policy and explained that Subcontracting was not encouraged by the ESFA, funding rules prevent whole programmes of apprenticeships being subcontracted, and in recent history the college had only engaged with subcontract partners by exception as part of the acquisition of Hadlow College.</p> <p>This subcontracting arrangement had now ceased, and the college therefore did no subcontracting.</p> <p>The revised 2024/2025 policy had no significant changes from the 23/24 policy.</p> <p>The following minor revisions had been made:</p> <ul style="list-style-type: none"> <li>• The costing rates for staff hours have been increased by 12.8% to account for the two consolidated pay rate increases since the 22/23 policy was published.</li> <li>• The wording in section 2.2 revised to include the terms “management and control” which helps to clarify the distinction between for instance employing an agency staff member (which is not subcontracting), and delegating part of the provision of programme to the management and control of a third party (which is).</li> </ul> <p><b><i>Approved</i></b></p> <p><b><i>The Board having reviewed the proposed amendments formally approved the updated the Subcontracting Policy as requested and noted that the College did not have any existing subcontracting arrangements.</i></b></p>	

977	<b>Any other Business</b>	
	<p><b>1. Corporation Board Strategy Day – 8<sup>th</sup> October 2024 9am to 4pm</b></p> <p>The Chair opened discussions and explained that as previously agreed that the Corporation Board Strategy Day had been scheduled to take place on the 8<sup>th</sup> of October 2024 from 9am to 4pm at Hadlow College. The Chair stated that if there were any particular views from colleagues at this stage in relation to the focus and content for the strategic planning meeting then views would be most welcome.</p> <p>The Chief Executive added that the plan was to hold the event at Hadlow College and welcomed the proposal made by the Audit Committee to ask Scrutton Bland to do a presentation around risk as it was always beneficial to bring in other voices from around the table and that SLT did have some outline aspects that could be covered on the day but encouraged governors to share their thoughts and suggestions over the next couple of months so that these could also be incorporated.</p>	
978	<b>Date and time of the next meeting – Thursday 24 October 2024 at 17.30hrs</b>	
	Meeting closed at 19.40hrs	