

# KINGSTON COLLEGE CORPORATION

## Minutes Corporation Meeting



(All resolutions passed were the unanimous decision of the Governors present unless otherwise stated)

<b>Meeting Title</b>	Corporation	
<b>Date</b>	24 March 2015	
<b>Members</b>	Dr. J. Brumwell      Chair	
<b>In Attendance</b>	Mr. J. Azah Ms C. Bartlett Mrs. A. Bell Dr. J. Farmer Mr. D. Cheema Mr A. Dos Santos Aranda Mr T. Edge Cllr. D. Glasspool Dr. D. Mackintosh Mr. P. Mayhew-Smith  Mr. P.C. Gray - Emeritus Governor Mr. D. Spratling - Emeritus Governor Mr R. Greenaway - Deputy Principal Mr M. Tweedale - Vice-Principal ( HoC) Mrs H Meredith - Clerk to the Corporation Mr E.I Auzély - Proviseur Adjoint, Lycée Louis - Observer	Mr. J. Perry              Vice Chair Mr. S. Sharma Ms. S. Singh Mrs. J. Wackett* Mr. G. Willett* Mr. P. Yiannakou  *indicates absent
<b>Key Meeting Outcomes</b>		
<b>1.</b>	<b>APOLOGIES</b> Apologies were received from Mrs Wackett and Mr Willett. Apologies were also received from Mike Tweedale and Steve Bennett who were unable to attend the meeting.  The Chair welcomed Emmanuel Auzély, Proviseur Adjoint, Lycée Louis, to observe the meeting.	
<b>2.</b>	<b>DECLARATION OF INTEREST</b>  Members confirmed that they did not have any new pecuniary or other interest in any item on the agenda other than interests which have previously been declared that Dr Farmer and Mr Perry hold unpaid directorships of KCTC Ltd and Dr Farmer, Dr Brumwell, Mr Mayhew-Smith and Mr Perry hold unpaid directorships of KSEP.	
<b>3</b>	<b>MINUTES OF MEETING OF 4<sup>th</sup> DECEMBER 2014 AND MATTERS ARISING</b>	
<b>3.1</b>	<u>Accuracy.</u> The minutes were accepted as an accurate record and signed by the chairman	
<b>3.2</b>	<u>Matters arising</u> Members received and reviewed the Action Log of matters arising.	
<b>4.</b>	<b>TEACHING LEARNING AND ASSESSMENT</b> <i>Members of the Student Council and Mrs Russell (Curriculum Operations Manager) joined the meeting</i>	
<b>4.1.1</b>	Three student Council members gave a presentation to governors on feedback from Student surveys. The students were from different schools and curriculum areas; Health and Social Care Level 3, a Thames Water apprentice and an access to HE student.	



<p>4.1.2</p> <p>4.1.3</p> <p>4.1.4</p> <p>4.1.5</p> <p>4.1.6</p> <p>4.1.7</p> <p>4.1.8</p>	<p>The Student Council have evaluated feedback from Student Focus Groups and presented a paper summarising the feedback about what students like and areas which students would like to see improved. The key issues highlighted were :</p> <ul style="list-style-type: none"><li>• Students liked the good advice at interview, the approachable friendly staff, teachers who are motivating and knowledgeable, challenging lessons, safe and caring college environment and 1-2-1 feedback on student progress;</li><li>• Areas which students would like to see improved include feedback to students on some courses, more consistency on Moodle sites, access to computers, English &amp; Mathematics and guidance on employability and careers.</li></ul> <p>Students' satisfaction rating for lessons had increased from 84% last year to 88% this year.</p> <p>The Student council have produced a guide for teachers about what they feel constitutes good feedback for students and have met with the Heads of Schools to talk about this.</p> <p>The Students talked about the development of English and Maths skills and felt that students re-taking these GCSEs need to be made more aware about the importance of English and Maths to help to motivate them more in relation to these re-takes. Governors asked how the students thought that the College could engage students in getting inspired by English and Maths. The students suggested starting the year by explaining to all students about the importance of English and Maths and asking speakers on the "Inspiring Futures" programme to talk about the need for and importance of English and Maths in their jobs.</p> <p>The student satisfaction rating for careers information, advice and guidance was 83% and has been agreed as a priority by the Student Council last year and this year. It appeared that there were communication issues about speakers and careers evenings such as the pilot "Inspiring Futures" programme. The students suggested advertising these events by e-mail (including by tutors to students' personal email addresses), newsletters, posters or putting them on the Moodle calendar as they were well received by the students who attended them. Mrs Russell confirmed that some of talks have been directed at certain groups of students via their tutor groups. The talks have also been advertised on the plasma screen in DeliKC and the College is exploring the use of Facebook and Twitter. The scheme will continue and the plan is to set the programme of talks at the beginning of the year next year.</p> <p>Governors asked about the overlap between the Student Union and the Student Council and felt that the might need to be some improvements to communication so as to prevent any overlap between their roles.</p> <p>The Chair thanked the students for their presentation and Steve Bennett and Lorraine Russell for their work in supporting the Student Council.</p> <p style="text-align: center;"><i>The Students and Lorraine Russell left the meeting</i></p>
<p>4.2</p> <p>4.2.1</p> <p>4.2.2</p>	<p><b>REPORT FROM QUALITY, LEARNING AND STANDARDS COMMITTEE</b></p> <p>Mr Perry moved the adoption of the minutes of the Quality, Learning and Standards Committee meeting of 2 March 2015.</p> <p><u>Accuracy of Minutes</u> The Minutes were accepted as an accurate record. The meeting had discussed Apprenticeship Provision, and a series of reports on performance including the QMAP, Employability and learning and teaching update.</p>



4.2.2.1	The Principal reported that the SFA have lifted the Notice of Concern in relation to provision below Minimum Standards in relation to Apprenticeship provision for 2012-13 and commended Pat Dudley for her work in relation to securing this. The letter from the SFA was copied to governors who commented however that this had taken a long while to achieve.
4.2.2.2	Governors asked about measures being used by the College to track employability after students leave the College. The Principal reported on a pilot survey process used this year and that the College working on the development of this for future to obtain the data for this new measure in the QMAP. Governors asked how other Colleges are measuring this and noted that HE use a DLHE which looks at employment after 6 months. Governors agreed that the College needs benchmarking data but noted that this is not readily available.
4.2.2.3	Governors discussed the changes to Highly Trusted status for International Students and that the current CAS rate is 17% and that the current renewal will be assessed against 20% but that after that the new threshold of 10% will be very challenging due to the very small number of international students at the College. The Principal confirmed that the new management team are putting a more rigorous process into place.
4.2.2.4	<p><b><u>A Level provision update</u></b></p> <p>The Principal reported to governors on a formal notification by the EFA that the College has failed to reach minimum standards in relation to A Level provision for 2013-14 but that the EFA were not making any formal intervention. The data has now been corrected and the College is hoping that the Notice may be lifted as a result.</p>
4.2.2.5	It was <b><u>resolved</u></b> : to note the Notice of Concern in relation to A Level provision.
4.2.2.6	It was <b><u>resolved</u></b> to adopt the minutes.
4.3	<p><b><u>QMAP (Quality Monitoring and Progress) and Performance Monitoring Matrix</u></b></p>
4.3.1	The Principal presented the February Performance Monitoring Matrix which had been reviewed in detail by the committee and is now being circulated to governors with the monthly management accounts.
4.3.2	It was <b><u>resolved</u></b> : to note the Performance Monitoring Matrix.
5.	<b>PRINCIPAL'S REPORTS</b>
5.1.1	<p>Members noted the report from the Principal highlighting key activity including:</p> <p><b>Federation and KSEP update</b></p> <ul style="list-style-type: none"> <li>• Confidential discussions about the Federation are recorded in the Confidential minutes;</li> <li>• Curriculum update – governors noted the report from the Principal summarising activities across the curriculum across each of the Schools including the launch of “The Café “in All Saints Church and that the retail outlet “ The Shop” is almost ready to open</li> <li>• Governors had been invited to the opening of the Creative Industries Centre on 27 March by The Rt Hon Dr Vince Cable MP</li> </ul>



5.1.2	It was <b>resolved</b> : to endorse the introduction of a delivery structure for LLDD and ALS provision spanning both Colleges and within KSEP as recommended by the Finance, Planning and Resources Committee.
5.2	<b><u>Free School Update</u></b>
5.2.1	Members noted the report from the Principal summarising progress on the development of the Free School including huge difficulties with the DfE / EFA constantly looking for significant cost savings from the building design. The Principal reported that as a result there is a serious risk delay to the capital programme and that deadlines have repeatedly been missed by these agencies and their consultants, resulting in the certainty that the final proposals for the building will not be considered by the Planning Committee until late 2015, but achieving even this will now be challenging and may entail some reductions in the size of the new build element of the programme.
5.2.2	The Principal reported that the Kingston Academy opted to comply with the London-wide admissions arrangements and the 180 places available in the school's first year will be filled, with a waiting list, and the school will be able to fund its activities successfully.
5.2.3	The school's Funding Agreement has been signed by the Secretary of State, but the capital programme could jeopardise the School. The contract for building works and refurbishment has now been re-tendered and a contractor selected for contract negotiations. However the negotiations remain stalled in debates about costs and scope. Governors asked about escalating this and the Principal confirmed the action which had already been taken to escalate beyond the EFA.
5.2.4	Governors asked about how manageable this is for the Principal who confirmed that this remains manageable at present, due to the support of very good project managers, Trustees and the Local Authority but that the next few weeks remain critical for resolving these issues.
5.3	It was <b>resolved</b> : to note the reports.
5.3.1	
6.	<b>REPORTS FROM COMMITTEES.</b>
6.1	<b>FINANCE, PLANNING AND RESOURCES</b>
	Dr Brumwell moved the adoption of the minutes of the Finance, Planning and Resources Committee meeting of 22 January and Dr Farmer presented the minutes of the meeting of 3 March 2015.
6.1.2	<u>Accuracy of Minutes</u> The Minutes of both meetings were accepted as an accurate record.
6.1.3	<u>Meeting of 22 January</u> The Committee approved the updated College Treasury Management Policy Statement in relation to the proposed approach to College financing over the next two years, approved the use of Lloyds Bank to provide a Revolving Credit Facility (RCF) of £1m subject to agreement of detailed terms and that the RCF with Lloyds Bank should be increased to £2.5m to meet future borrowing requirements.
6.1.4	<u>Meeting of 3 March</u> All governors had received the Management Accounts for January and the Deputy Principal presented the table (at page 7) of the key variances from forecast.



<p><b>6.1.5</b></p> <p><b>6.1.6</b></p> <p><b>6.1.7</b></p> <p><b>6.1.8</b></p> <p><b>6.1.9</b></p> <p><b>6.1.10</b></p>	<p>In response to questions from governors about Anstee House the Deputy Principal reported that key issue is that remaining term of the lease is only 3 years. Potential assignees want a longer term but the freeholder has refused to extend the term of the lease or allow the College to buy the freehold. Governors noted that the College may have to review the Capital Projects programme as a result.</p> <p>It was <b>resolved</b>: to agree the College Student and Tuition Fee Policy for 2015-16 and the HE Fee Policy for 2016-17;</p> <p>It was <b>resolved</b>: to approve the reviewed Financial Regulations, Anti-Bribery Policy, updated Fraud Policy , Fraud Response Plan, Treasury Management Policy and revised Bank Mandates;</p> <p>It was <b>resolved</b>: to approve the reviewed Terms of Reference of the Committee.</p> <p><u>SFA Financial Health Assessment</u> Governors received a copy of the Financial Statements Assessment from the SFA confirming that the College's financial health grade for 2013/14 was Outstanding and that following review the underlying grade for financial health for 2014/15 to 2015/16 is now Outstanding. Governors also received and noted a schedule from the SFA setting out key financial dashboard information against target benchmarks and sector benchmarks. The Principal explained that the ratio of staff costs as a percentage of income may rise due to the increasing costs of employing teachers.</p> <p>It was <b>resolved</b>: to adopt the minutes.</p>
<p><b>6.2</b></p> <p><b>6.2.1</b></p> <p><b>6.2.2</b></p> <p><b>6.2.3</b></p> <p><b>6.2.4</b></p>	<p><b>AUDIT COMMITTEE</b></p> <p>Mrs Bell moved the adoption of the minutes of the Audit Committee meeting of 12 March 2015.</p> <p><u>Accuracy of Minutes</u> The Minutes were accepted as an accurate record. The following items were discussed:</p> <ul style="list-style-type: none"> <li>• Internal Audit Reports</li> <li>• Internal Audit Charter Report</li> <li>• Board Assurance and Risk Framework</li> <li>• Fraud report - no new items to report</li> </ul> <p>It was <b>resolved</b>: to approve the following recommendations-</p> <ol style="list-style-type: none"> <li>1) To approve the revised Committee Terms of Reference;</li> <li>2) To note the review of the Board Assurance Framework and Risk Register;</li> </ol> <p>It was <b>resolved</b>: to adopt the minutes.</p>
<p><b>6.3</b></p> <p><b>6.3.1</b></p> <p><b>6.3.2</b></p>	<p><b>SEARCH COMMITTEE</b></p> <p>Dr Brumwell moved the adoption of the minutes of the Search Committee meeting of 29 January 2015 and a recommendation from the Search Committee of 24 March 2015.</p> <p><u>Accuracy of Minutes</u> The Minutes were accepted as an accurate record.</p>



<p><b>6.3.3</b></p>	<p>It was <b>resolved</b> to approve the following recommendations:</p> <ol style="list-style-type: none"> <li>1. To re-appoint Mr Perry as skills-based governor for a four year term of office from 1 April 2015;</li> <li>2. To re-appoint Mrs Wackett as a skills-based governor for a two year term of office from 1 April 2015;</li> <li>3. To carry out a Skills Audit of Governors;</li> <li>4. To defer any decisions about any prospective governors pending decision in relation to KSEP proposals in relation to any re-structure of Federation governance;</li> <li>5. To appoint Andrew Roberts as an external member of the Audit Committee.</li> </ol>
<p><b>6.3.4</b></p>	<p>It was <b>resolved</b>: to adopt the minutes.</p>
<p><b>6.4</b></p> <p><b>6.4.1</b></p> <p><b>6.4.2</b></p> <p><b>6.4.3</b></p> <p><b>6.4.4.</b></p>	<p><b>SAFEGUARDING COMMITTEE</b></p> <p>In the absence of Mrs Wackett, Dr Brumwell moved the adoption of the minutes of the Safeguarding Committee meeting of 29 January 2015.</p> <p><u>Accuracy of Minutes</u> The Minutes were accepted as an accurate record.</p> <p>Governors noted the Safeguarding Report which was presented to the committee including updates on:</p> <ul style="list-style-type: none"> <li>• Staff Code of Conduct</li> <li>• Prohibition orders</li> <li>• Safer Recruitment training for College staff</li> <li>• Prevent Agenda</li> </ul> <p>It was <b>resolved</b>: to adopt the minutes.</p>
<p><b>7</b></p> <p><b>7.1</b></p>	<p><b>GOVERNANCE</b></p> <p>Governors noted the resignation of Mrs Lowe as a Governor.</p> <p>Governors noted the election of Mr Evers as a Staff Governor with effect from 1 April 2015 and the Chair thanked Sukhi Singh for her contribution as Staff Governor.</p>
<p><b>7.2</b></p> <p><b>7.2.1</b></p>	<p><b>Skills Audit</b></p> <p>Governors were asked to complete and return the Skills Audit form to the Clerk by 24<sup>th</sup> April in order that the results can be reviewed at the next meeting of the Search Committee and used to help inform the appointment of governors and governor training.</p>
<p><b>7.3</b></p> <p><b>7.3.1</b></p>	<p><b>Update on Governor Appraisals</b></p> <p>The Chair gave an update confirming that she is halfway through carrying out this year's governor appraisals and has had some very interesting conversations. Governors' suggestions for improving governance will be used to develop a governance action plan.</p>



7.4	<b>Report on Governor Training</b>
7.4.1	Governors received a report of the Governor Training Session on 'Asking Powerful Questions' and noted that the presenter, Mike Snell, suggested that governors find out for themselves what is going on at the College, for example by asking staff and students about the learning process at College in order to help improve their monitoring and challenge. Governors also received (Item 7.6) an article written by the Mr Snell, who had identified that " <i>some governing bodies have recognised a responsibility to go beyond trusting the information on teaching and learning presented to the board</i> " and that learning walks, or governor visit schemes, allow governors more " <i>informal engagement</i> " with staff and learners and help develop their insight into quality assurance processes, enabling them to be better able to ask powerful questions.
7.5	<b>Report on update training on Safeguarding for governors</b>
7.5.1	After Easter governors will be notified of an on-line refresher training course on Safeguarding when this has been updated to include training on Prevent.
7.6	<b>Link Governor Scheme Update</b>
7.6.1	Governors discussed the report and a Report of a Link Governor visit by Ann Bell to the Business School, highlighting how the school is looking at developing an HE ethos at the College.
7.6.2	Governors also noted that the BIS Report on the Impact of Governance Reform in FE Colleges ( March 2015) commended the use of Link Governor visits and learning walks by governors stating that ;  <i>"Governors' practical knowledge is enhanced by 'insight activities' - conversations with students, visits to observe teaching and learning, discussions directly with employers, and attendance at student-led and 'showcase' events. In some colleges, governors are linked to curriculum areas and are responsible for engaging in activity to demonstrate local accountability. In others, they may be linked to 'themes' such as teaching and learning, assessment, the student voice, or priority sectors such as science, technology, engineering and maths (STEM), or in response to raising standards across all levels in English and maths."</i>
7.6.3	After discussion it was <b>resolved</b> : to agree to introduce Learning Walks for groups of governors.
7.7	<b>BIS Reports: Assessment of the impact of Governance Reform in FE Colleges and</b>
7.7.1	<b>Progress Report on Implementing Rigour and Responsiveness</b>  Governors received and noted these reports and a recent letter from the Skills Minister and discussed these under Item 7.6.
7.8	<b>Standing Orders</b>
7.8.1	Governors received and noted the revised Standing Orders which had been revised and updated by the Clerk.
7.8.2	It was <b>resolved</b> : to adopt the Standing Orders.



<b>7.9</b>	<b>Code of Conduct</b>
<b>7.9.1</b>	Governors received and noted the updated Code of Conduct which had been revised by Eversheds, solicitors. It was agreed that all existing governors agree to accept the Code without being required to sign to confirm acceptance of this.
<b>7.9.2</b>	It was <b>resolved</b> : to adopt the Code of Conduct.
<b>7.9.3</b>	It was <b>resolved</b> that all governors currently in post agreed to accept the provisions of this revised Code.
	Following the meeting a presentation was made to Peter Gray, Emeritus Governor, in recognition of retirement following decades of association with and contribution to the governance of the College.

Action points	Responsible	Deadline	Signed off	
<b>1</b>	Governors were asked to complete and return the Skills Audit form to the Clerk	All Governors	End April 2015	
<b>2</b>	Governors to undertake on-line refresher training on Safeguarding including training on Prevent.	All Governors	July 2015	
<b>3</b>	Governors' suggestions for improving governance to be used to develop a governance action plan	Clerk/ Chair	July 2015	
<b>4</b>	Introduce Learning Walks for groups of governors	Governors	On-going	
<b>Date of Next Meeting</b>	<p>The next meeting will take place on Thursday 2<sup>nd</sup> July at 5:45pm</p> <p>The Open Business of the meeting closed at 8:15 pm.</p> <p><b>H M Meredith</b>, Clerk to the Committee</p> <p>Signed: .....Date:.....</p>			