



MEETING OF THE BOARD OF WEST KENT & ASHFORD COLLEGE

22 OCTOBER 2014

Present:	Mr P Dubrow	Chair
	Ms T Bruton	Vice Chair
	Mr N Coffin	External Member
	Mr P Hannan	Principal
	Mr H Guntrip	External Member
	Ms K Richardson	Staff Member (Tonbridge)
	Mr C Potter	External Member
	Mr G Jessel	External Member
	Mr R Neil	External Member
	Ms P Ryton	Student Member (Tonbridge)
In attendance:	Mr J Allen	Clerk
	Ms L Brown	Vice Principal
	Mr M Lumsdon-Taylor	Director of Finance & Resources
	Ms D Washer	Staff Observer (Ashford)
	Mr C Perkins	Student Observer (Ashford)

The meeting commenced at 09.30.

APOLOGIES, QUORACY, DECLARATION OF INTERESTS & WELCOMES

1. Apologies were received from Ms S Hart. The Clerk confirmed that the meeting was quorate. The Clerk recorded the interests of those members who are also members of Hadlow Corporation and or the Hadlow Group Board.
2. The Chair welcomed everyone to the meeting and introductions were made. A particular welcome was given to the staff and student observers from Ashford. The Chair again reaffirmed the message that all governors at this meeting are working in the best interests of West Kent & Ashford College.
3. The Chair confirmed that the observers would be asked to leave the meeting for the presentation from the Principal and Senior Management Team, a latter agenda item.

NOTES OF THE MEETING HELD 10 JULY 2014

4. The Clerk confirmed the inaugural meeting held 10 July 2014 was not an official meeting of the Board, as the Board did not become a legal entity until 01 August 2014. The Clerk confirmed notes of the meeting were taken, and once noted at this meeting, they would be made available in the public domain.
5. The notes of the meeting held 10 July 2014 were **NOTED** (Paper 1).

MATTERS ARISING

6. The following updates were provided against each of the actions points agreed at the last meeting:

Action	Progress Update
<ul style="list-style-type: none"> • Governor Link Scheme and Guidelines, with allocations confirmed for 2014/15. • Meet the governors – Board Stewardship Day 22 October 2014 – similar format to Hadlow; tour, lunch & meet staff and students • Script to be drafted on key messages that governors can say and how to handle any issues of concern brought to their attention during their visits 	<p>Allocations for 2014/15 agreed and is an agenda item at this meeting,</p> <p>Agenda item with governor link lunch and tour arranged as part of the agenda for this meeting.</p> <p>Governor Link Policy covers the guidelines for dealing with any issues that could arise on a visit.</p>
<ul style="list-style-type: none"> • Website – Pen portraits for all governors, with pictures to be uploaded 	<p>Completed and governors were reminded to remove any history links on their computers if they were still accessing the 'K' College website.</p>
<ul style="list-style-type: none"> • Structure Chart – names and job titles to be circulated to governors 	<p>Circulated in the pack.</p>
<ul style="list-style-type: none"> • Summary of curriculum areas and numbers of learners for each curriculum area to be circulated to governors 	<p>To be covered in the agenda from the Principal</p>
<ul style="list-style-type: none"> • Issue campus maps to governors • Issue prospectus, both full-time and part-time, to governors 	<p>Issued</p>
<ul style="list-style-type: none"> • Draft and approve Strategic Plan 2014-2016 	<p>Approved through 'Chairs' Action' and an agenda item at this meeting</p>
<ul style="list-style-type: none"> • DSB checks to be undertaken for governors 	<p>Completed</p>
<ul style="list-style-type: none"> • ID Badges to be issued to all governors 	<p>Completed</p>
<ul style="list-style-type: none"> • WKAC Planning Grid – make available to governors on an on-going basis 	<p>Issued</p>
<ul style="list-style-type: none"> • Hadlow Group Governors' Handbook 2014/15 to be made available to governors with a section applicable to West Kent & Ashford College covering meeting dates, schedule of business for all meetings, Board and Committee membership. 	<p>The Clerk confirmed that the Handbook is now completed and he is waiting for the Marketing Manager to confirm the use of the Hadlow Group Logo. The Handbook will be issued week commencing 28/10.</p>

CHAIRS' ACTION & APPROVAL OF THE COLLEGE STRATEGIC PLAN 2014-16

7. The '*College Strategic Plan 2014-16*' was received (Paper 2). The Clerk confirmed that the College Strategic Plan 2014-16 was approved via 'Chairs' Action' following consultation with each member of the Board. Chairs' action was therefore noted and it was formally **RESOLVED** to approve the College Strategic Plan 2014-16.

8. The Principal confirmed that a thorough consultation process, along the lines used at Hadlow, would commence in 2015 for the Strategic Plan post 2016. This consultation process would involve staff, students, parents, employers and key stakeholders.

9. The Principal confirmed that the Strategic Plan 2014-16 would be used for setting staff targets through the appraisal process and staff briefings have been arranged in early November to launch the Strategic Plan.

10. Following discussion, it was **AGREED** to use the term 'Student' instead of 'Learner' in the Strategic Plan and in subsequent documents.

GOVERNOR LINK ARRANGEMENTS 2014/15

11. The '*Governor Link Policy*' (Paper 3) and the agreed '*Governor Link Allocations*' (Paper 4) were received. The Clerk summarised the main points from the Governor Link Policy and governors were asked to complete their first visit by December and to send to the Clerk their visit reports. The Clerk would produce a summary of all visit reports received at the March Board meeting. The Clerk confirmed he would keep a spreadsheet on visits conducted and would remind any governor who has yet to conduct a visit.

12. The Principal outlined the proposal for the staff and student governors at Ashford to visit Tonbridge and vice versa for the Tonbridge staff and student governors to visit Ashford. The Principal would oversee the arrangements for these visits but confirmed he would not be in attendance when the visits were conducted.

13. The Principal confirmed that all College link staff would be in attendance at the link launch that follows this meeting and governors should use this opportunity to confirm visit dates with their link colleagues.

14. It was **RESOLVED** to note the governor link arrangements for 2014/15.

BIS PUBLICATION – 'COLLEGE GOVERNANCE: A GUIDE'

15. The Department of Business, Innovation and Skills (BIS) published a College Governance Guide that explains how and to whom FE Corporations are accountable. The Guide had been published in advance of the 2014/15 academic year and it is the intention of BIS for it to be refreshed annually in time for the beginning of each academic year. The Clerk confirmed that all governors had been sent a copy of the Guide.

16. The Guide follows a recommendation from the Association of Colleges Governors' Council (AoCGC), "Creating Excellence in College Governance" (November 2013) and is intended to help governors to perform their duty to hold senior leadership to account.

17. The Guide does not have statutory force but BIS expects this to be used for governor training together with the new Code of Governance due in 2015-16.

18. The Clerk made available a presentation summarising the main points from the Guide, with particular focus on the accountability framework outlined in the Guide.

19. It was **RESOLVED** to note the Guide.

(At this point in the meeting the observers, staff and student governors withdrew from the meeting)

UPDATE PRESENTATIONS

20. Governors received presentations from the Principal and members of the Senior Management Team on headline issues and performance to date in terms of 2013/14 success rates and current recruitment. The presentation also covered the outcomes arising from the first Ofsted 'Support & Monitoring Visit' that took place in September.

21. The Principal reaffirmed that the presentations focused on headline information and that more detailed reports and analysis would be made available at the forthcoming Curriculum and Quality meeting and the Finance Committee meeting.

22. What was clear from the presentation was the amount of work that is required **NOW** to improve the student experience and the Board confirmed its full support to the Principal and Senior Management Team to improve the student experience as the number one priority.

23. It was **RESOLVED** to note the presentations.

STEWARDSHIP TOUR AND GOVERNOR LINK LUNCH

(The observers, staff and student governors rejoined the meeting at this point).

24. Governors participated in a tour of the Tonbridge campus and met with college link staff.

DATE OF NEXT MEETING

25. Wednesday 10 December 2014 @09.30 at the Tonbridge Campus.

The meeting concluded at 13.30.

Signed: _____ Date: _____