

## KINGSTON COLLEGE CORPORATION

### To be renamed South Thames Colleges Group Corporation

### Minutes of Corporation Meeting 7 November 2017 held at Kingston College, Kingston Hall Road, Kingston upon Thames

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

<b>Meeting Title</b>	Corporation	
<b>Date</b>	7 November 2017	
<b>Members</b>	Mr G. Allen - Chair Mr D. Anderson Dr. J Brumwell Mr T. Byrne-Price Mr D Cheema Ms K. Driver Mr R. Foulston Mr E. Gilbert	Ms S. Gordon Ms J. Murphy Mr P. Mayhew-Smith - Group Principal / CEO Mr N. Ratnavel Ms Y. Stanley Cllr S. Thom. Mr G Willett Ms C. Wilks
<b>In Attendance</b>	Mr C. Wright - Deputy CEO Mr J. Pemberton-Billing - Deputy Principal / Head of South Thames College Ms S. Horrell - Vice-Principal, Business and Student Services Mr M. Tweedale - Vice-Principal / Head of Kingston College Ms S. McManus - Acting Head of Carshalton College Ms H. Meredith - Head of Governance	
<b>Key Meeting Outcomes</b>		
<b>1.</b>	<b>APOLOGIES</b>	
1.1	Apologies were received from Mr Azah, Mr Bristow, Cllr Fraser, Mr Hick and Mr Hossain. Apologies were also received from Mr Greenaway, Deputy Principal.	
1.2	Ms C Wilks from Kingston University was welcomed to her first meeting as a governor and Sara McManus was welcomed to the meeting as Acting Head of Carshalton College.	
1.3	<b>DECLARATION OF INTEREST</b> Interests previously declared by former Kingston College Governors were noted: Mr Cheema holds an unpaid directorship of KCTC Ltd and Mr Anderson, Mr Cheema, Dr Brumwell and Mr Mayhew-Smith hold unpaid directorships of KSEP Ltd. Governors confirmed that they did not have any other new pecuniary or other interest in any item on the agenda. Mr Byrne-Price is a Director of a division of Berkeley Homes but had no knowledge of recent discussions with the College. Governors confirmed that they did not have any other new pecuniary or other interest in any item on the agenda.	
<b>2.</b>	<b>REPORT OF GOVERNORS' AWAYDAY AND MINUTES OF CORPORATION MEETING OF 29 SEPTEMBER 2017 AND MATTERS ARISING</b>	
2.1	Members reviewed the report of the Governors' Strategic Planning awayday and commented that it was a very productive day which provided a good basis for strategy development.  <b>Accuracy.</b> The minutes were accepted as an accurate record and signed by the Chair. <b>Matters arising</b> The following updates were noted from the action log from the last meeting :	

	<b>Action points</b>	<b>Responsible</b>	<b>Deadline</b>	<b>Signed off</b>
	Expressions of interest to be invited from Governors for Link Governor roles. Review of Link Governor Scheme to form part of Local Engagement Strategy	Group Principal/ HoG	Dec 2017	Ongoing
	Each Committee to appoint a Vice Chair	HoG	Autumn 17	See Committee minutes
	Each Committee to review their Terms of Reference	HoG	Autumn 17	Item 5.2
	Principal to review the need for each subsidiary and the Charitable Trust and report back to a future Corporation meeting	Principal/ HoG	Dec 17	Meeting date fixed for Trust : Jan 2018
	Group Principal/ CEO and Chair to meet with the Kingston University Pro-Vice chancellor for teaching and learning as part of the governor appointment process;	Principal/ Chair	Autumn term	Completed
	To appoint the Kingston University Pro-Vice chancellor for teaching and learning as a governor.	HoG	Autumn term	Completed
	Group Principal/ CEO to lead the consultation on student voice with the SU and a local Engagement Strategy to be brought to the December Corporation meeting;	Principal	Dec 2017	Ongoing
	To set up an election for one student governor	HoG	Dec 2017	Ongoing
	Committee membership for new Staff governor to be agreed	HoG/ Chair/ JM	Nov 2017	Completed
	Andrew Roberts and Nigel Ware to be appointed as Co-opted members of the Audit Committee;	HoG	Nov 2017	Completed
	Membership of the Special Committee to be agreed by the Chair under Chair's Action;	Chair/ HoG	Nov 2017	Actioned
	Governors wishing to attend the Christmas lunch will be asked to let the Head of Governance know following the meeting.	HoG / Governors	Nov 2017	Sign up list circulated
	Following the meeting governors for whom the College does not hold an enhanced DBS Check will be sent a link to the on-line application process	HoG	20/10/17	Link been sent remaining governors to complete
	All governors who have not recently completed the on-line training courses will be given the link to access those courses	HoG	31/10/17	Ongoing
	Revised Standing Orders and Articles and Instrument of Government as agreed.	HoG	Oct 2017	To be completed
<b>3.</b>	<b>MERGER IMPLEMENTATION UPDATE</b>			
3.1	<b>Insurance update</b> The Deputy CEO provided a brief update on the college group insurance confirming the intention to put this out to tender later in the year.			
3.2	<b>Pension update</b> The Deputy CEO gave an update on the proposed transfer of pensions to the London Pension Fund Authority (LPFA). The Kingston and Sutton Local Government Pension Scheme Funds have been meeting with LPFA and a 3 month consultation with staff will commence shortly. The Transfer is unlikely to be completed until March 2018. On the transfer an actuarial valuation will take place at which point the College will need to decide whether to exercise the option of providing security to secure a lower rate.			
3.3	<b>Change of name of College update</b>			
3.3.1	The Group Principal / CEO updated governors that the DfE had very recently indicated that the Minister, the Right Hon Anne Milton MP, has approved the College's application to change the name of the college to South Thames Colleges Group. Official confirmation of this approval was awaited.			
3.3.2	The branding for the group will be as on the heading of these Minutes. Once the official approval of the name change is received action will be taken to change the name of the legal entity to South Thames Colleges Group.			
<b>4.</b>	<b>HEALTH, SAFETY AND SAFEGUARDING</b>			
4.1	The Head of Governance presented a report and the PowerPoint Slides from the Governor Training Session held on 17 October 2017 on Safeguarding and Prevent. Governors			

	confirmed that they found the interactive training session very informative.
4.2.1	The Group Principal / CEO reported that Sarah Horrell is taking on the role of lead Safeguarding Officer.
4.2.2	The Group Principal / CEO reported the tragic news that a 17 year old Kingston College student had been murdered in a recent stabbing in Croydon.
4.2.3	Ms Stanley moved the adoption of the minutes of the Health, Safety and Safeguarding Committee meeting of 1 <sup>st</sup> November 2017. The meeting had mainly focussed on Safeguarding but at future meetings more time will be spent on Health and Safety issues.
4.2.4	Members asked about advice from Eversheds suggesting that the college undertake new DBS checks for all staff transferring from South Thames and Carshalton Colleges. The Group Leadership Team have agreed plans to undertake checks slightly differently from the advice and will be checking any compliance issues by taking further advice from Eversheds.
4.2.5	<u>Accuracy of Minutes</u> The Minutes were accepted as an accurate record.
4.2.6	Governors were advised that they will receive details about two on-line training courses on Safeguarding and Prevent by email. Governors were asked to complete these by the end of this term.
4.2.7	<u>DBS Checks for governors</u> Governors for whom the College does not hold an enhanced DBS Check were sent a link to the on-line application process in early October 2017 and asked to make an appointment with the HR team at to have their ID documents checked. A deadline of 20 October 2017 for submission of all applications for DBS checks for governors had been agreed previously. Those governors still to complete the process were reminded to complete this, including producing original ID documentation, as soon as possible.
4.2.8	It was <b>resolved</b> to adopt the minutes.
4.2.9	Members asked the College to check whether the Health and Safeguarding Policy should include reference to students and employees (fourth paragraph). Subject to this point it was <b>resolved</b> to approve the Health and Safeguarding Policy following completion of the statutory consultation with the unions.
<b>5.</b>	<b>GOVERNANCE</b>
<b>5.1</b>	It was <b>resolved</b> to note the appointment of Ms Clarissa Wilks, Kingston University Pro-Vice chancellor for teaching and learning as a Governor. Ms Wilks was welcomed to the meeting.
<b>5.2</b>	<b>COMMITTEE TERMS OF REFERENCE AND MEMBERSHIPS</b>
<b>5.2.1</b>	Governors received a paper from the Head of Governance on Committee Memberships and Terms of Reference, noting that all Committees were reviewing their Terms of Reference at their first meeting.
<b>5.2.2</b>	It was <b>resolved</b> : <ul style="list-style-type: none"> <li>• To approve the Terms of Reference for the Remuneration Committee, Special Committee and Health, Safety and Safeguarding Committee;</li> <li>• To approve the updated committee memberships;</li> <li>• To refer the Health and Safety Nominated Governor vacancy to the next HSS Committee for recommendation.</li> </ul>
<b>5.3</b>	<b>GOVERNANCE SAR</b>
<b>5.3.1</b>	Governors reviewed and discussed Governance Self- Assessment Reports prepared by the Clerks to the Corporations of Kingston and Carshalton College. The Governance SAR for Carshalton College was provided to close the self-assessment process for Governance of

<p>5.3.2</p> <p>5.3.3</p> <p>5.3.4</p>	<p>Carshalton College and was included as a formality for sign-off by the Corporation. There was no separate Governance SAR for South Thames College as the Clerk to South Thames Corporation had not felt this necessary following the decision to dissolve the Corporation of South Thames College.</p> <p>As the successor body, the Kingston College Governance SAR included the Governance development plan going forwards for governance of the whole group. After discussion the first Action point was amended to:</p> <ol style="list-style-type: none"> <li>1. The main focus for 2017-18 is on the successful implementation of the merger, finalising the Group Strategy and the achievement of consistently high standards for the financial management and academic improvement across the group.</li> </ol> <p>Governors asked about further action proposed in relation to Student Voice at the Corporation. The Head of Governance explained about the proposed reduction to one student governor on the Corporation following the merger and that this decision still needs to go out to consultation to the student body. An election for the student governor need to be arranged and work on student voice will form part of the Local Engagement Strategy. Alternative proposals to consider might include governors meeting with students by attending student council / union meetings, or holding student forums or through governor learning walks. The ambition is for the College to become truly student focussed and governors agreed that this work needs to carry through that ambition. Governors confirmed that they are keen for Governor Learning walks to be set up to help them to learn more about the provision across the whole College Group. The Group Principal / CEO welcomed suggestions for inclusion in the Local Engagement Strategy which it is intended will be presented to the next Corporation meeting.</p> <p>It was <b>resolved</b> to approve the draft Governance Self-Assessment Reports for Kingston and Carshalton College subject to the amendment set out above.</p>
<p><b>6.</b></p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p><b>INSTITUTIONAL REVIEW</b></p> <p>The Institutional Review report was presented by the Group Principal / CEO who reported that the report builds on the Senior Leadership team structure agreed by the Corporation on 29 September 2017. The Principal outlined the changes to staffing and structure as set out in the Report. The 30 day consultation was open for responses until 30<sup>th</sup> November 2017. The Group Principal / CEO gave a brief overview of the nature of responses received to date and invited governors to provide feedback as part of the consultation. An implementation plan will be presented to the December 2017 Corporation meeting.</p> <p>In response to questions from governors about the centralisation of support functions the Group Principal / CEO confirmed plans to centralise the Finance, marketing, IT, MIS and HR functions but that the locations had not been agreed. There would also be some localised HR and IT functions. Governors asked whether the College has considered having finance staff based at each site, due to the benefit to be gained from local contact. The Principal responded that the Finance team are confident that Finance can be centralised.</p> <p>The Group Principal / CEO reported the plan to make savings of about £900k but having already made significant cost savings indicated that an allowance of about £100,000 had been made to recognise additional responsibilities taken on by staff across the Group.</p> <p>The proposal to combine business services and student services was queried. The Group Principal / CEO explained as the basis for this decision that both functions have to be very networked and standardised across the Group and need to sit firmly in the context of the colleges. The Vice-Principal, Business and Student Services confirmed that both involve student recruitment and external stakeholders in relation to work experience and developing relationships with employers offering apprenticeships.</p> <p>It was <b>resolved</b> to approve the Institutional Review proposals.</p>

<b>7.</b>	<b>Any other business</b>
7.1	Ms Driver reported that the Annual Report of the Behavioural Insights Team details a project relating to FE about increasing 16-18 pass rates at pages 17 – 18 at the following link: <a href="http://www.behaviouralinsights.co.uk/publications/the-behavioural-insights-team-update-report-2016-17/">http://www.behaviouralinsights.co.uk/publications/the-behavioural-insights-team-update-report-2016-17/</a>
7.2	Governors asked for a brief update on the how the core business of the College and each Head of College gave a very brief update on attendance and achievement rates since the 2016-17 end of year quality data had been presented to governors at the awayday on 29 September 2017.
7.3	Kingston College is working hard on sustaining results in the top decile through the use of very strong quality monitoring processes – the QMAP is being rolled out across the Group. The College is focussing on in year recruitment for any areas of provision which have under recruited. Attendance at Kingston College is up by 2% to 90%. The Value added data is looking positive. There were better outcomes from the result of post induction student surveys than previously and improvements are constantly taking place.
7.4	Wandsworth, Tooting and Merton have also improved attendance up to 90% since adopting Kingston College’s practice of holding weekly team review meetings and as a result being able to put in place early intervention action.
7.5	At Carshalton the explosion in numbers of students needing to re-sit English and Maths has been a problem for the last few years but intervention action introduced this year has resulted in improved attendance rates for GCSE and functional skills to date around 85% and vocational attendance around 90%. The focus is to maintain these high rates.

<b>Action points</b>		<b>Responsible</b>	<b>Deadline</b>	<b>Signed off</b>
1.	Review of Link Governor Scheme to form part of Local Engagement Strategy	Group Principal / HoG	Dec 2017	Ongoing
2.	Group Principal / CEO to lead the consultation on student voice with the SU and a local Engagement Strategy to be brought to the December Corporation meeting;	Principal	Dec 2017	Ongoing
3.	To set up an election for one student governor	HoG	Dec 2017	Ongoing
4.	Revised Standing Orders and Articles and Instrument of Government as agreed.	HoG	Oct 2017	To be completed
5.	Those governors still to complete the DBS Check process including producing original ID documentation, were reminded to complete this as soon as possible.	Remaining governors	Dec 2017	
6.	All governors who have not recently completed the on-line safeguarding and Prevent training courses will be given the link to access those courses	HoG	31/10/17	
7.	The Health and Safety Nominated Governor vacancy was referred to the next HSS Committee for recommendation.	HoG	March 2018	

<b>Date of Next Meeting</b>	<p>Governors were asked to note the following dates:</p> <ul style="list-style-type: none"> <li>• Tuesday 12 December 2017 at 7pm– Corporation meeting at South Thames College, Wandsworth</li> <li>• Christmas lunch at Merton College -Tuesday 19 December 2017. Governors wishing to join the staff Christmas lunch were asked to sign up or let the Head of Governance know.</li> </ul> <p>The Open Business of the meeting closed at 8:10pm</p> <p>Signed:..... Date:.....</p>
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