



**MINUTES OF A MEETING OF THE CORPORATION
5.30PM, TUESDAY 7 MAY 2019, in the Pengelly Room**

Members :	*Tom Amery; *Richard Barker; *Margaret Capon; *Michael Clarke; *Hannah Crocker; Andrew Davies; *Andy Foot; *Robert Lasseter; *Annetta Minard; *Ben Murphy; Vicky Prior; *Luke Rake (Principal); *Andrew Robinson; *Andy Stillman; *Adrian Stuart; *Elaine Taylor (Vice Chair); *Bethany Thompson (FE Student Governor); *James Tirrell (Chair); *Linda Wyatt
In attendance:	*Richard Bourne (Co-opted Member F&R Cttee (Observer)); *Graham Ledden (Co-opted Member F&R Cttee); *Chris Pedder (Deputy Principal (Finance & Corporate Services)); *Vanessa Gifford (Clerk)

** Indicates actual presence at this meeting (Quorum = 8 Corporation Members)*

ITEM NO.	DETAIL	
1.	<p>DECLARATIONS OF INTEREST</p> <p>The following declarations of interest were NOTED:</p> <ul style="list-style-type: none"> Item 11: Michael Clarke and Andy Stillman declared an interest as members of the Stinsford Parish Council. 	
2.	<p>APOLOGIES AND WELCOMES</p> <p>Apologies were RECEIVED and NOTED from Andrew Davies, Annetta Minard and Vicky Prior.</p> <p>Graham Ledden, Co-opted Member for the F&R Committee was welcomed to the meeting as an Observer.</p>	
3.	<p>MINUTES OF PREVIOUS MEETINGS</p> <p>The Corporation APPROVED the minutes of 5 March 2019 as a true and accurate record, and APPROVED the non-confidential minutes for website publication.</p>	
4.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>The following matters were NOTED:</p> <ul style="list-style-type: none"> The Principal agreed that a full report on demographic trends would be presented to the next Q&S Committee, although he advised that there were no significant variance, with both males and females applying for jobs. It was anticipated that the insolvency training would be organised for the next meeting. The systems diagram would be shared on GVO. 	<p align="right">LR</p> <p align="right">LR/VG</p>

5.	<p>NOTES OF STRATEGY DAY HELD ON 22 MARCH 2019</p> <p>The notes of the Strategy Day held on 22nd March 2019 were AGREED, and the following points NOTED:</p> <ul style="list-style-type: none"> • The Chair considered that there were no formal actions to agree but a number of issues had emerged. • There had been recognition that there were national issues with funding and the management accounts would have to be continually monitored. • The College Masterplan was on the Agenda for approval after lengthy planning to allow for the facilitation of thorough consultation. • The presentation on T Levels from the Deputy Principal (Learning & Performance) Designate had been very useful and some of the issues had also been highlighted after the recent Governor/Staff meeting. • The Chair considered that the day had been very useful and informative and had given rise to the tour that members had completed prior to the meeting. • It was agreed that there were commercial opportunities, but there was difficulty in developing space, and this had to be balanced. • The Principal advised that he had introduced a new fixed-term role of Commercial Finance Manager which was currently being advertised. There was also a core operational Commercial Group which were considering the zoning of the campus to develop the educational/commercial areas, with tremendous opportunities across the estate. It was questioned whether commercial activity was captured sufficiently in the Masterplan as it was a driver forward. • The Strategic Plan would be reviewed in the new academic year once a full cycle had been completed, and the Principal would recommend any updates. • The Corporation agreed that the day had been good and it had been informative to go off-site to another college. 	
6.	<p>APPOINTMENT OF DEPUTY PRINCIPAL (FINANCE & COMMERCIAL)</p> <p>The Principal advised that Catriona Wood had been offered the appointment of Deputy Principal (Finance & Commercial) and had verbally accepted the offer. It was agreed that it had been a positive interview experience and it was hoped she could commence at the start of September 2019.</p> <p>The Corporation APPROVED the appointment and the Principal thanked the members who had assisted with the process.</p>	
7.	<p>PRINCIPAL'S REPORT</p> <p>The Corporation RECEIVED the Principal's Report which provided updates on:</p> <p>Overview; Strategic update; Strategic Working Groups; Teaching, Learning and Assessment Update; Principal's Diary</p> <p>Further additional points were NOTED as follows:</p> <ul style="list-style-type: none"> • The Principal advised that the Knob Throwing event had exceeded all expectations with a significant proportion of the funds being allocated to the College. There had been a couple of issues locally with the volume of traffic and the Principal advised that large events would be 	

	<p>reviewed at the end of the year.</p> <ul style="list-style-type: none"> • The Easter period had been positive for the Animal Park, which was currently ahead of budget. • The Principal advised the Corporation that following the agreement to enrol students into Years 7 and 8 at the Dorset Studio School, rather than offer Post 16 programmes, applications had spiralled for September 2019. He anticipated that Year 7 was full with 75 students and that Year 8 would be in the same position before the start of the new academic year. Therefore, there would be 150 younger children on the campus. It was agreed that there were huge opportunities with this progress but the rapid growth would be a challenge. The Principal explained that he was in positive discussion with the DSS Principal as 5 additional classrooms would be required by the school to facilitate this growth. In the short term the Principal had agreed that with careful timetabling KMC could assist but in the medium/longer term the DSS had to manage this and there would be have to be major strategic decisions in the future. <p>The Principal advised that although this was a challenge it could be managed with care, as this had been the aim of introducing the DSS so the challenges would be short term.</p> <p>Concerns had been expressed about the health and safety risks around parking at the DSS and the Principal advised that he was very mindful of the situation, however he reminded members that the school had always been planned to be that size, the change had only been to the year groups and this presented different behavioural issues. This identified the importance of the Masterplan in zoning off educational and working areas, as rural transport would always be a challenge.</p> <ul style="list-style-type: none"> • The Principal highlighted that the LEP had been successful in obtaining funding for a Careers and Enterprise Hub in Dorset. This was a government quango to improve careers education. • The Principal advised that as a direct result of work with the LEP and other engagement, he had hosted a group visit from Malaysia who could be interested in investing in aquaculture at the College. This was a key LEP strategic priority, and although only in the early stages it was an exciting opportunity with a national profile. • The Principal drew attention to his diary and the number of connections he was making, especially locally with several meetings with David Taylor, the Mayor of Dorchester, who had now been elected onto the new Dorset Council. • Several high profile events had been held at the College including Operation Close Pass in partnership with Dorset Police and the Equine Department. This event raised awareness of safety on rural roads for drivers and horses. Another event was an Armed Forces Day which brought high profile people to the College who were unaware of the College activity. The Principal advised that students had been involved and were a credit to the College. The Principal was also expecting a visit from RHS Wisley in the summer regarding a project in partnership with DEFRA. • The Principal advised the Corporation that the structure of FE Prize-giving would be changing for this academic year. Now that students were undertaking examinations an evening celebration event would be held in October once results were known, rather than the normal big event in the Equine Arena. Individual departments would hold their own events at the end of the academic year and the evening event would be smaller for prestigious awards. 	
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	<ul style="list-style-type: none"> The Principal reminded members that Chelsea Flower Show was imminent and the horticulture department were currently building the garden at the showground to celebrate 70 years of land-based education. <p>Members agreed that it was good for the College for the Principal to be the outward facing contact, and thanked him for covering other roles during the current SMT vacancies. The Corporation was pleased that two new good deputies had now been appointed, as it was crucial for the Principal to make connections for the profile of KMC.</p>	
8.	<p>THE STUDENT VOICE</p> <p>The FE Student Report was NOTED, with the FE Student Governor advising members that students were now concentrating on their end of year assignments and examinations. Student Council was progressing with its community project.</p> <p>The Corporation thanked the FE Student Governor for a good report advising that it was exactly the information they required.</p>	
9.	<p>FINANCIAL REPORT TO 31 MARCH 2019 (Management Accounts)</p> <p>The Financial Report to 31 March 2019 was SCRUTINISED and the following points NOTED:</p> <ul style="list-style-type: none"> The Deputy Principal (Finance & Corporate Services) advised that achieving the operational surplus of £75K was under pressure and there was a freeze on non-pay expenditure. It was noted that a great deal of work had been undertaken over the last couple of years on commercial income, and if this had not been carried out the situation would have been very different. It was noted that recruitment numbers for 2019/20 had levelled out, however the Principal believed there to be a lag with in excess of 30 applications having been received that week. Members suggested that they should review strategic marketing data and it was agreed a 4pm session in the new academic year would be built into the programme. There was still concern on Tuition Fees with income being £139K less than the previous year, and the College had to ensure it delivered its core activity. Members questioned whether this was a national trend and the Principal advised that there was little data available but he would request the Marketing Manager to include in her presentation later in the year. At this stage it was noted that there could be further shortfalls in Tuition Fee and Apprenticeship income. Members questioned the lack of KMC marketing presence at the recent Knob Throwing Festival and the Principal advised that this had been a commercial arrangement with the organisers. The Deputy Principal (Finance & Corporate Services) advised that there was no issue with debtors. The Deputy Principal (Finance & Corporate Services) added that it was imperative that he was made aware of any delays in the system and managers had been informed of the situation. It was also noted that the Deputy Principal (Finance & Corporate Services) would be meeting with NatWest Bank in the next few weeks to understand its covenant terms. 	<p>LR/VG</p> <p>LR</p>

	The Corporation agreed that it was critical that the situation was monitored and the F&R Committee would pick the issues up at its next meeting.	
10.	<p>COLLEGE OVERSIGHT, SUPPORT AND INTERVENTION</p> <p>The document 'College Oversight, Support and Intervention' was NOTED and the Chair encouraged all members to read. He added that the climate in the whole sector was not good with many colleges in financial intervention and some closing. There were significant cashflow pressures and colleges were expected to look at asset disposal. It was agreed that in the current circumstances KMC was 'holding its own'.</p>	
11.	<p>COLLEGE MASTERPLAN</p> <p>The College Masterplan had been thoroughly scrutinised by the Corporation and was now in the position to approve in principle for adoption in the Local Plan. The Principal advised that he had met with the College Architect for some final 'tweaking' but there were no major changes.</p> <p>It was therefore AGREED to APPROVE the College Masterplan in principle.</p>	
6.50pm	<i>Tom Amery joined the meeting</i>	
12.	<p>DORSET STUDIO SCHOOL UPDATE</p> <p>Further to the Principal's update during his report it was agreed to keep a standing item on future agendas for further updates.</p> <p>The Corporation questioned the income for KMC from the DSS and the Principal advised that it was currently £350 per student, per year, which had been in place since the school opened. Members requested a KMC income statement for the next F&R Committee, to include the Service Level Agreements that were in place as well.</p> <p>A 4pm update session on the DSS had been scheduled for October 2019, and members requested that it be held at the DSS, as restricted timescales on the earlier tour had meant that members had not visited the school.</p>	<p>LR/CP</p> <p>VG</p>
13.	<p>GENDER PAY GAP REPORT</p> <p>The Principal advised that an updated Gender Pay Gap Report had been received from solicitors but the College was currently checking some of the data. He advised that the gender gap had decreased but not sufficiently and would take significant time to address, although it was noted that there was a 20 month lag in data.</p> <p>The final report would be presented to the Corporation in due course highlighting the direction of travel and the causes, although it was noted that the sector was in a similar position.</p>	
7pm	<i>Elaine Taylor left the meeting and it remained quorate.</i>	

14.	<p>OFFICE FOR STUDENTS (OfS)</p> <p>The letter referring to 'Financial viability and sustainability: information for governing bodies' was NOTED For information. The Chair suggested there were a number of actions to put in place, with significant work and costs required for the delivery of HE.</p>	
15.	<p>AUDIT & ASSURANCE COMMITTEE</p> <p>It was NOTED that the following papers had received full scrutiny by the Audit & Assurance Committee, with the recommendations, additional points, and further actions set out below:</p> <p>Internal Audit Reports</p> <p>The following Internal Audit Reports were NOTED, having been fully scrutinised by the Committee:</p> <ul style="list-style-type: none"> • Assurance Review of Wedding Income • Risk Management • Estates Management <p>The Chair of the Committee advised that the Committee had questioned the assurance grades with the auditors in comparison with the recommendations and they were being reviewed.</p> <p>Board Assurance Schedule</p> <p>The Board Assurance Schedule was NOTED which highlighted the levels of assurance against the Corporate Risk Register. The Chair of the Committee advised that each Committee of the Corporation was requested to scrutinise one or two of its risks at each meeting to quality assure the levels of assurance, and the minutes of these actions would be reported back to the Audit & Assurance Committee.</p> <p>Draft Minutes of the meeting held on 02/04/19</p> <p>The draft minutes of the Audit & Assurance Committee dated 2 April 2019 were NOTED, with no further comments.</p>	
16.	<p>FINANCE & RESOURCES COMMITTEE</p> <p>It was NOTED that the following papers had received full scrutiny by the Finance & Resources Committee, with the recommendations, additional points, and further actions set out below:</p> <p>Funding Allocation Update</p> <p>The Funding Allocation Update 2019/20 was NOTED, having been fully scrutinised by the Committee.</p> <p>KMC Financial Statements 2017/18</p> <p>The letter from the ESFA dated 21 March 2019 confirming the College's Financial Health Grade as 'Good' was NOTED, having been fully scrutinised by the Committee. It was suggested that it was a huge discipline to ensure financial viability.</p> <p>Transport Contract</p> <p>The Corporation AGREED the Committee's recommendation to extend the Transport contracts for a further year without re-tendering due to the limited providers and the good service currently being provided. It was confirmed that</p>	

	branding on the buses was currently being negotiated.	
	<p>Draft Minutes of the meeting held on 02/04/19</p> <p>The draft minutes of the Finance & Resources Committee dated 2 April 2019 were NOTED, with no further comments.</p>	
17.	<p>QUALITY & STANDARDS COMMITTEE</p> <p>In the absence of the Chair of the Committee, the Corporation Chair advised that the Committee had scrutinised data for all provision, FE, HE and Apprenticeships with no specific issues. It was noted that the KPI's for HE and Apprenticeships would be reviewed in the Autumn Term, along with the outcomes of examinations and the SAR for 2018/19.</p> <p>Draft Minutes of the meeting held on 03/04/19</p> <p>The draft minutes of the Quality & Standards Committee dated 3 April 2019 were NOTED, with no further comments.</p>	
18.	<p>HEALTH & SAFETY COMMITTEE</p> <p>The minutes of the Health & Safety Committee held on 19 November 2018 and 25 February 2019 were NOTED, with the following points made:</p> <ul style="list-style-type: none"> • The Principal suggested that the College offered training in some of the most dangerous of professions, with the highest number of incidents being within the Equine Department. It was suggested that that this department possibly over reported as it was more commercial to ensure all incidents were recorded. • The Principal considered Health & Safety to be strong across the campus and taken seriously by staff, students and contractors. An action plan was being implemented. • The Link Governor for Health & Safety suggested that the College should ensure that the health & safety requirement for each role in the College was identified and the Principal confirmed that the HR Department was currently undertaking this and the action was possibly now 'Amber' rather than 'Red'. • Car parking at the DSS had already been discussed in an earlier item. • It was agreed that the Farm had benefitted from the knowledge and experience of Velcourt. • The Link Governor for Health & Safety added that a well-articulated reporting system was in place, but some actions were not being followed up sufficiently. The Deputy Principal (Finance & Corporate Services) advised that he had raised this at a recent College Management Team meeting for action. The Link Governor also suggested that the car parking at the DSS should be thoroughly reviewed and monitored, and he had found his first meeting very useful. The Principal confirmed that the car parking was being constantly monitored. 	
19.	<p>GOVERNOR/STAFF MEETING</p> <p>The notes from the Governor/Staff meeting held on 25 April 2019 were NOTED, with the following points made:</p> <ul style="list-style-type: none"> • The Chair considered there to be two key issues: <ul style="list-style-type: none"> * Communication, which was also highlighted in the Staff Survey. * The introduction of T Levels which had been raised after the 	

	<p>meeting. The Corporation had received a useful update from the Deputy Principal (Learning & Performance) Designate at its recent Strategy Day, but the Chair would meet with him in the Autumn Term with the member of staff concerned to see what the situation was and would report back if the issues were strategic.</p> <ul style="list-style-type: none"> • The Support Staff Governor suggested there were some issues around staff not understanding the difference between strategic and operational issues and training on this was being considered. • Members questioned how widespread the Masterplan had been shared and the Principal advised it had been shared across the board. • The Principal commented further with the following points: <ul style="list-style-type: none"> * Trust took time and staff were starting to get the picture that information was disseminated downwards to CMT for onward transmission between departments. It was agreed that transparency was key. * Some SMT items would always be confidential due to their personal and commercial nature. * A Suggestion box was going to be left in Reception at all times so that questions could be left at any point * It was also suggested that pre-questions could be requested prior to the next meeting for those that did not have the confidence to raise them in meetings. • It was agreed that it was important for these meetings to continue. 	
20.	<p>2019/20 TIMETABLE OF MEETINGS</p> <p>The Timetable of Meetings 2019/20 was AGREED.</p>	
21.	<p>RISK MANAGEMENT: ENTRIES FOR THE REGISTER</p> <p>The Corporate Risk Register was NOTED, along with the mitigating measures, and the following additional points were noted:</p> <ul style="list-style-type: none"> • It was agreed that the risk relating to the DSS should be re-visited to ensure that the potential issues were sufficiently covered. The success of the DSS could put pressure on the KMC resources. Members agreed that the College had to ensure that the extra resources required were financially viable for the College. 	
22.	<p>ANY OTHER BUSINESS</p> <p>The following further business was NOTED:</p> <ul style="list-style-type: none"> • Members questioned how the sale of 3 Maurward Close was progressing and the Principal advised that it was on the open market and there were several interested parties, including a cash buyer, so he anticipated that it would be a straight forward sale. 	
23.	<p>2018/19 MEETINGS</p> <p>The remainder of meeting dates for 2018/19 were NOTED:</p> <ul style="list-style-type: none"> • 9 July 2019 	
7.40pm	<p><i>Senior Post holders, Staff and Student Members left the meeting for the next item. The Corporation AGREED that the Principal and Clerk should remain in the meeting.</i></p>	

16.	CONFIDENTIAL ITEM This item was minuted confidentially.	
	<i>The meeting closed at 7.50pm with no further business.</i>	

Chair.....**Dated**.....