

Governing Body Minutes

Meeting	Full Governing Body	Date	15 th December 2015
Location	W3.3, Hospitality Suite, Dover Campus	Time	5.30pm
Membership	Beverley Aitken (Chair), Graham Razez (Principal), Patrick Hollis, Hilary Askew, Rupert Bristow, Tom Price, Jonathan Clarke, Sarah Kemp, Patrick Finucane, Tim Kent, Gail Clarke (via telephone), Miranda Chapman, Joanna Brown (Staff Governor), Joanne Timms (Staff Governor) and Charmaine Jacobs (Student Governor)		
In Attendance	Anne Leese (Officer) Paul Sayers (Officer) Chris Legg (Officer) Tara Ashman (Clerk)		

	ITEM	COMMENTS	ACTION POINT REQUIRED
1	Welcome and Apologies for Absence	<p>The Chair welcomed members to the last meeting of the calendar year and the first in the new hospitality suite of the Dover campus.</p> <p>Apologies were received from Charles Buchanan, Caroline Hallett and Stephanie Martin.</p>	
2	Declarations of Interest	There were no additional declarations of interest.	
3	Minutes of meeting held on 11th November 2015	The minutes of the previous meeting held on 11 th November 2015 were formally approved as an accurate record and were duly signed by the Chair.	

4	Matters Arising	<p>The Chair noted that no further meetings had been scheduled with other local Chairs of Schools and invited members to volunteer for the other districts. A script will be drawn up for those interested, PH volunteered for the Dover district.</p> <p>AL offered early feedback to compare exclusions from Mid Kent and North Kent College where they had recorded 23 and 13 for the year respectively (EKC was 26). AL noted that some may not be recorded in the same way so more detailed discussion would need to take place before an accurate comparison could be drawn.</p>	AL
5	Chair's Report	<p>The Chair formally noted that Tim Kent has agreed to continue for a further 4 year term of office and asked for Governor approval which was given.</p> <p style="text-align: center;">APPROVED - Tim Kent to continue as a member of the Governing Body for a further 4 year period</p> <p><i>This item was considered confidential and will form Part A confidential minutes</i></p> <p>5.1 Staff acknowledgements - GR formally recognised the weeklong fundraising led by Lisa Howard, Rob Johnson and Liz Jackson for the food bank, culminating in a staff quiz. These staff members work tirelessly throughout the year for the cause and many of the students benefit from this resource. Governors were pleased to support the recommendation and the Clerk will write on their behalf.</p> <p style="text-align: center;">AGREED - The Clerk will write on behalf of the Governing Body to College staff members</p>	Clerk
6	Principal's Report	<p>GR presented his report and provided further update to members:</p> <p>Comprehensive Spending Review - This was covered within the development session presentation.</p> <p>Area Review - Kent has been named as the last area in the review as on paper the 5 Colleges are clearly sustainable with no grade 4 inspections or any with significant financial issues.</p> <p>Dover Skills Fair - This was well attended and definitely the direction the College should take; Shepway and Thanet are to run fairs as well. GR will be speaking to Kent Choices 4 U East Kent about running an equivalent event in Discovery Park in early March and this is a different approach with the Marketing budget. MC asked whether the College would be looking for funding support for the Thanet Skills Fair and will speak to PS outside of the meeting. The South East LEP will be sponsoring some regional events next year.</p> <p>Business Process Reviews - Phase one has now been completed with the next priority being the service agreements, whether the services are sold externally or not this should be the level of expectation from the service.</p>	

		<p>Ofsted - The College asked for a further support and challenge visit as these have been found to be very useful.</p> <p>Funding Allocation - The funding reconciliation is now in writing with the 85% tolerance as expected.</p> <p><i>This item was considered confidential and will form Part A confidential minutes</i></p> <p>School Closures - There have been a couple of school closure announcements, the Royal School for the Deaf and Pent Valley. The College will be taking on 80% of the students' post 16 from the Royal School for the Deaf and are confident in signing a deal with KCC for additional capital funds to make the necessary changes. With the closure of Pent Valley it would effectively make the College the preferred choice for sixth form in Folkestone. Governors discussed a potential Technical School in Folkestone but there is no proposal to consider at this stage.</p> <p>Safeguarding - Unfortunately the data was not ready for the meeting but GR will update at the next meeting given the Christmas break.</p> <p>The Chair thanked GR for his report.</p> <p>NOTED - Governors noted the Principals' Report</p>	GR
7	Governor Feedback	<p>It was agreed at the last meeting that there would be an agenda item to update members of activities undertaken by fellow Governors outside of the formal monthly meeting. The report was presented and Governors updated on any additional points:</p> <p>Property - The LDD building is now occupied and the College is seeking legal advice regarding the final account settlement, this has no impact on the student experience.</p> <p>There is still an issue with regards to the sound proofing in the Michael Wright Centre and although this is partly resolved there may ultimately be a need to replace the doors.</p> <p>The accounts and contractors are now stabilised within the Yarrow project and the task and finish group earlier today endorsed the appointment of an additional Project Manager, Glen Wadsworth from Sawyer and Fisher in Maidstone. The marketing is being geared towards the first paying customer on 1st July 2016. Governors should be confident that the project is back on track. MC volunteered to attend the PR meeting in January as a Governor representative. Governors discussed a tour of the Yarrow prior to the February meeting and the Clerk will arrange accordingly.</p> <p>College Performance Indicators - Every target was reviewed and has now been set and all involved agreed that this was a very useful exercise, the targets are challenging but not unachievable.</p>	Clerk

		<p>Governor Engagement Scheme - The Clerk will collate feedback in advance of the next meeting to seek approval for the scheme to continue for the rest of the year. The majority of external Governors were able to engage with the scheme.</p>	
8	<p>College Performance Indicators</p>	<p>GR advised that the annual College Performance Indicators will be brought for approval to the next meeting. GR noted the document includes detailed target information for every campus aggregated to the whole College target. GR led the Governors through the targets and rationale against the challenging targets versus distance in the right direction is sure this will open up discussion when targets are not achieved. Governors were happy to approve the targets as presented and will continue to review monthly.</p> <p style="text-align: center;">APPROVED - Governors approved the Monthly College Performance Indicator targets for 2015/16</p>	
9	<p>Finance Report</p>	<p>CL led the Governors through the finance report and highlighted the cash position as a worst case scenario there would be the need to have an overdraft facility to pay staff. CL asked Governors to approve the resolution for an overdraft facility to be in place from January 2016 for this purpose, the cost would be approximately £12,000 to put the overdraft in place with a 4.78% interest should it be used. The overdraft of £800,000 is an approximation of net pay. CL assured Governors the College's financial health is outstanding with satisfactory solvency. By show of hands Governors were happy to approve the resolution.</p> <p style="text-align: center;">RESOLVED - To approve an overdraft facility of £800,000 for 12 months from January 2016</p> <p>[GC left the meeting at 6.35pm]</p> <p>CL noted that all CPIs related to recruitment will directly relate to the budget. Non-core business was hit by the 18-21 work skills pilot and CL has been conservative on how much growth is put into the budget at this challenging time. PS advised that the College has had to put a case to the treasury for loss of earnings in regards to the pilot. A Governor noted the grammatical error on the report - Apprise.</p>	
10	<p>Teaching, Learning and Assessment</p>	<p>AL provided an update for information only on the improvements and areas of further focus. One area is currently in rapid improvement which is Construction at Folkestone, improvement has not been as swift as AL would have hoped which has instigated an intervention with a change in the management of the area. AL hopes to report an improving picture soon.</p>	<p>AL</p>

		<p>An area of development is Quality Assurance in the apprenticeship provision. Since the entry level and level 1 English and maths has been delivered in the programme area attendance has improved but some staff are struggling.</p> <p>CJ discussed the student conference that happened yesterday and commented on how much the students appreciated the Principal and Deputy Principal giving of their time.</p> <p>Governors discussed staff engagement with pro monitor and the student charter. A Governor asked if the student charter was published on the website, AL was unsure but was happy for this to be published if it wasn't.</p>	AL
11	Risk Management Report	<p>PS noted that some cosmetic adjustments have been made following the last meeting and the columns have been re ordered into risk, target, mitigation, treatment and residual risk. Now the first set of CPIs are available the report will be updated further and will be looking at the register in a more dynamic way with the responsible officer updating the actions as the Risk, Audit and Compliance Committee needs to be able to challenge the risk.</p> <p>A Governor asked if there were any risks to consider with an area review and PS discussed whether the area review process should be treated under a separate register much like the Yarrow. It was agreed that this should be reviewed nearer the time. The Chair suggested that a footnote should be added that there is a separate register for the Yarrow, PS to update.</p> <p>Governors asked about specific risks including failure to recruit staff and Wi-Fi issues. PS noted the recruitment of staff was also identified in the CPIs and the changing nature of staff development coupled with a difficult area to recruit to the area affects this. GR was clear the priority for Wi-Fi was in the key areas for learning.</p>	PS
12	Clerk's Report	<p>Governor Development Programme - GR advised that a form will be circulated in the new year regarding Stakeholder Engagement and links Governors currently have. It is an agenda item for the January meeting and will be part of the strategic afternoon in February.</p> <p>Strategic Working Groups - The majority of the work identified from these groups is now in progress and the Governor Engagement Scheme will be brought to the January meeting.</p> <p>Area Review Questions - These will be reviewed at a later development session in the year to assess whether there are any areas for additional training not already identified.</p>	

13	Audit Committee Report	<p>TK apprised members on the work of the Audit Committee at the last meeting of 25th November 2015 and discussed the financial statements in detail to offer assurance to Governors.</p> <p>TK presented the audit committee annual report for 14/15 for Governors to note.</p> <p>NOTED - Governors noted the Audit Committee Annual Report 14/15</p> <p>Audit Committee agreed to recommend the change in membership number for quoracy. Governors discussed the recommendation and TP volunteered to join the Committee membership which was accepted.</p> <p>APPROVED - Tom Price to join Audit Committee for the period of his term of office</p> <p>TK noted the minor changes to the Internal Audit Plan 2015/16 due to the ILR Audit and the delay in the Yarrow opening. The Yarrow review will now fall under the plan for 16/17. Members agreed to recommend the revision to the Full Governing Body which was accepted.</p> <p>APPROVED - Governors approved the Revised Internal Audit Plan 2015/16</p>	
14	Year End Financial Papers 2014/15	<p>CL noted the Audit Committee had discussed the detail in the November meeting and presented the revised documents following the reconciliation statements from the SFA earlier today. The final settlement has shown an improvement in the accounts distributed within the papers with the deficit now at £385,000 from £524,000.</p> <p>CL confirmed that the Audit Committee recommend that the financial statements & management reports 2014/15 are approved and signed along with the draft post audit management letter 2014/15 and the audit representation letter. Governors agreed to the recommendation.</p> <p>RESOLVED - The Financial Statements & Management Reports 2014/15 were approved and signed</p> <p>RESOLVED - The draft Post Audit Management Letter 2014/15 was approved and signed</p> <p>RESOLVED - The Audit Representation Letter was approved and signed</p>	

15	College Self-Assessment Review 2014/15	<p>AL presented the final Self-Assessment Review for 2014/15 and advised the review now includes Personal Development, Behaviour and Welfare of Learners in line with the revised Ofsted Common Inspection Framework headings.</p> <p>The key strengths are a highly effective senior leadership team and the distance travelled in taking over inadequate provision, the impact of which has been recognised by Ofsted and the FE Commissioner. The College has maintained outstanding progression curriculum and has highly effective performance improvement strategies which has had a significant impact.</p> <p>The key areas of development are identified as: Poor success rates for English and maths functional skills for young people The quality of Apprenticeship programmes Poor work experience and engagement</p> <p>Questions and challenge were invited. Governors discussed ways in which interest and awareness in the value of Maths and English could be developed in collaboration with other organisations.</p> <p>GR added that the decision to grade the College as Requires Improvement was a hard judgement but the College is focussed on the areas of development and is confident this will be at least Good by the end of this academic year. The three areas which require the improvement are the areas where there is significant growth and this self-assessment has to be based on July 2015 results.</p> <p>[CJ left the meeting at 7.48pm]</p> <p>Governors discussed whether there was any additional resource and the challenge in getting students that have previously failed at least once to achieve within the short timescale.</p> <p>By show of hands Governors approved the Self-Assessment Report 2014/15.</p> <p style="text-align: center;">APPROVED - Governors approved the College Self-Assessment report for 2014-2015</p>	
16	Policy Reviews	<p>Complaints Procedure - The main update is for students on HE programmes. CCCUC can now refer the matter to the SFA and the Complaints Adjudicator. A Governor noticed the typographical error of Christ Church being two words not one but happy to approve subject to this minor amendment.</p>	

		<p>Subcontracting Policy - This has been updated to reflect the new structure and subcontracting providers now have to have external audit.</p> <p>Student Admissions Policy - The policy is the same but has been changed to reflect the new structure with links to other polices. A Governor noted that the Technical School could in fact receive applications from 13 years old and this needs minor amendment.</p> <p>Treasury Management - This has been updated to reflect job changes.</p> <p>Financial Regulations - This has cosmetic changes to the College structure and removal of the reference to Business Committee.</p> <p>Whistleblowing - This was up for review and now includes the opportunity for a member of the public to whistleblow.</p> <p>The Chairs asked that for future policies the changes be highlighted for ease of use.</p> <p style="text-align: center;">APPROVED - Governor approved the policies as presented for review</p>	
17	Draft agenda for the next meeting	Governors agreed the development session for January should be around early indicators from the recent Area Reviews. Although the specific items are for PS these are mainly drafted by other College staff so this was felt manageable.	
18	Any Other Business	<p>The Chair asked members for initial thoughts on Carver. GR reflected on the executive perspective and noted the pressure on just the 4 now however felt the balance of the agenda was key to this. Governors felt the overall understanding of College wide business was better and felt more on top of issues so far.</p> <p>GR advised Governors that CL independently submitted a bid to the Savoy trust for £50,000 which was successful, thanks were offered to CL.</p>	
19	Matters Considered Confidential	<p>Item 5 - Chairs' report</p> <p>Item 6 - Principals' report</p> <p>Parts of these items will be reported under Part A confidential minutes.</p>	
20	Date of Future Meeting	Tuesday 19 th January 2016 - Broadstairs Campus at 5.30pm	

There being no further business the meeting closed at 8.08pm

Signed: Position: Date: