

Governing Body Minutes

Meeting	Full Governing Body	Date	31 st March 2015
Location	Albion Room, Confidence Building, Dover Campus	Time	5.35pm
Membership	Beverley Aitken (Chair), Graham Razey, Patrick Hollis, Hilary Askew, Rupert Bristow, Leyland Ridings, Jonathan Clarke, Charles Buchanan, Tim Kent, Sarah Kemp, Stephanie Martin, Patrick Finucane, Tom Price, Liz Langton-Way, Gail Clarke, Lewis Waitt (Staff Governor)		
In Attendance	Anne Leese (Officer) Chris Legg (Officer) Paul Sayers (Officer) Lucy McLeod (Officer) Christine Ricketts (Officer) Mike Snell (Invited Observer) Tara Ashman (Clerk)		

	ITEM	COMMENTS	ACTION POINT REQUIRED
1	Welcome and Apologies for Absence	<p>The Chair welcomed members to the meeting and informed them that Stefan Costen has recently left the College so there is currently no student representation on the board. The members discussed the possibility of the Vice President attending as an alternate for the remainder of the year and LM will approach her on behalf of the Governors. A Governor asked if the constitution allowed for an in year election but given the timescale this would not be pursued. A revised constitution will be brought to the next Education Committee.</p> <p>Apologies were received from Andrew Gower, Pauline Solley and Caroline Hallett.</p>	LM Agenda
2	Declaration of Interests	Sarah Kemp had previously declared to the Clerk that her husband is standing as a local councillor for one of the political parties in one of the wards for Broadstairs.	

3	Minutes of meeting held 16 December 2014	The minutes of the previous meeting including the confidential minutes were formally approved as an accurate record and duly signed by the Chair.	
4	Matters Arising	<p>English and maths Pilot - PS advised the pilot has been going well but still in an early stage to make an informed assessment. PS will provide a further update in regards to funding at the next meeting.</p> <p>Radnor Park Lodge - PS gave an updated position on the proposal and advised further detail would be coming forward in the next couple of weeks. Once he is in receipt of the lease and it has been checked by the legal advisors he will circulate for information.</p> <p>Policy Update - The Chair asked whether there had been an increase in the rate of drug related incidents and how the policy had been updated. PS advised that legal highs were now included in the policy but the College is satisfied that no further change was needed. There has been no further incidents reported.</p> <p>The Chair asked about the separate admissions policy for 14-16 students and GR advised that discussions were being held with Sara Woodward and this would go through the next Education Committee.</p> <p>[TK joined the meeting via teleconference at 5.50pm]</p>	<p>PS</p> <p>PS</p> <p>Agenda</p>
5	Chair's Report	<p>5.1 Governor Link Scheme - The Chair was pleased to confirm the reinstatement of the Governor Link Scheme and invited LM to comment on any changes to the scheme as LM now has the executive oversight. LM noted the only change was a meeting with herself prior to a link visit to support the Governor to answer any early questions. The Chair reinforced the aims of the scheme to raise awareness in subject areas and the College environment and reminded Governors that it is not an audit of the area or to deal with operational issues that may arise. If Governors feel there is anything of significance that needs reporting then this should be done through the Clerk in the first instance. Governors were led through the process of arranging a visit and asked if there could be a training session with examples of completed feedback sheets. LM will arrange a session at the start of the next academic year. Governors also requested greater involvement in curriculum walks and this will be considered in forming the scheme next year. Further questions were invited.</p> <p>5.1 Terms of Reference (Early Years Advisory Board) - The terms of reference as presented were agreed by the Governors and AL confirmed there would be something similar going forward for the technical school.</p>	LM

		<p>The Governors would report in to the Education Committee and agreed representation as Stephanie Martin and Hilary Askew.</p> <p style="text-align: center;">AGREED - Governors formally agreed the terms of reference of the Early Years Advisory Board</p> <p>5.1 Staff acknowledgements - GR recommended that formal acknowledgement be sent to Dr Andrew Gower for his contribution to the College and to Jo Campbell as Head of Student Support and Assessment whose efforts have seen the College recently be awarded the Inclusion Quality Mark. Governors were in support of these recommendations 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>	
6	Principal's Report	<p>GR presented his report and updated the Governors on the following items:</p> <ol style="list-style-type: none"> 1. This item was considered confidential and will form Part B confidential minutes 2. The cuts to adult funding have been fairly well publicised nationally and campaigns are being run alongside lobbying of MPs however with the Government now in purdah there is likely to be no change until after the election. It is therefore prudent to plan for the cut. The College has made a request for additional in-year funds as an exceptional case due to the transfer costs but this has not yet yielded any results. Governors were asked whether things should be left or whether the Chair should pursue the matter further with the Minister. Governors were in support of pursuing this and felt it important for the sector to get the backing of MPs locally. It was agreed that following the meeting with the SFA in April if the Chair is still not satisfied she would write to the Minister on behalf of the Governing Body. 3. GR discussed changes to the structure following the departure of Dr Gower and retirement of Jayne Walker in July. HE will now fall under the remit of CR and Safeguarding under LM. The advisory boards will offer a stronger focus to the new areas of College business. A Governor asked where International students would sit and GR advised this would be under the relevant campus when we recruit. 4. The Chair noted the change in AL's job title to Deputy Principal (Chief Operating Officer) to reflect the business environment. <p>Further questions were invited.</p>	Chair

		<p>A Governor asked if the recruited numbers for the technical school remained would the College continue with its plan to open in September. GR confirmed it would commence from September 2015 as advertised. Another Governor asked what the ideal start numbers would be, GR advised it would run with the 14 applicants but the ideal target would be 16 in each area.</p> <p>The Chair thanked GR for his report.</p> <p style="text-align: center;">NOTED - The Governing Body noted the Principal's Report</p>	
7	<p>Committee Reports</p>	<p>Governors had previously received draft copies of the Committee minutes and the Chair invited the Committee Chairs to provide an update on the key points of the meetings:</p> <p>Audit Committee - LR provided an update from the Audit Committee and identified the following key points:</p> <ul style="list-style-type: none"> • The Committee has been looking closely at the value of external auditors and how the College can best use the money allocated to internal audit to its best advantage. • CB had offered expertise to the officers on board assurance and this will be pursued. • LR noted the Committee will be meeting the Director of Technology at the next meeting to seek assurance from him in regard to the IT strategy. • It was noted that AL will now have the executive sign off for payroll as an additional control measure. • Due to time constraints the review of subcontracting has been removed from the internal audit plan this year. <p>Business Committee - PH advised the minutes reflected the content of the meeting with the introduction of three reports from Alison Gray. Business Committee asked that Audit Committee look at the Disaster Recovery Plan to test the controls, this will be added to the agenda for the next meeting. The Committee put forward the recommendation that Tom Price be appointed Lead Governor for Health and Safety and the members agreed.</p> <p style="text-align: center;">AGREED - Tom Price be appointed Lead Governor for Health and Safety</p> <p>The Chair acknowledged the College's financial position but was pleased to report that the financial controls remain strong and this has been acknowledged by both the SFA and the FE Commissioner. The executive summary provides a good overview to all Governors and this has been well received.</p>	<p style="text-align: center;">Agenda</p>

		<p>This item was considered confidential and will form Part B confidential minutes</p> <p>Following the last Property Group meeting the Chair reported the Yarrow Hotel has now been pushed back to a completion date of 7 December, a designated Project Manager is to be appointed to oversee the project. The business plan was reviewed at the Business Committee and would be further developed following the appointment of the Hotel Manager who is due to start in May. The Michael Wright Centre for Creative Industries is still in negotiation for a completion date however Walkers is currently advising 7 September with any delay costs borne by Walkers. AL advised the College is hoping to negotiate a completion for August with access to the existing building from May.</p> <p>AL advised the discussion within the Business Committee minutes regarding the SELEP grant. Although there is still some work regarding affordability sought approval to submit the full application at cost of £23,500. This money would cover the plans so even if this could not be pursued presently the plans would be ready for a future development. Governors approved the submission of a full application and the obligation of loan and contribution going forward.</p> <p>RESOLVED - The Governing Body confirmed its approval and full support for the SELEP Skills Capital Fund detailed application and the proposed £3,560,256 project for the Dover campus. The Governing Body also approved the funding arrangements for the project, including the College's contribution of £973,506 and loan finance of £1.4m.</p> <p>PH noted that the Property Committee has been presented with the outstanding list of contracts requiring a payment bond and recommended the opinion that:</p> <ul style="list-style-type: none"> (a) having regard to the factors relevant to the decision, entering into the Facility would be most likely to promote the success of the College as a whole; (b) the execution and delivery of the Facility and the performance of its obligations thereunder do not contravene any agreement or any obligations binding on the College; and 	
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8	Management Accounts Update	<p>CL presented the February 2015 management accounts highlighting the detail from the executive summary. Key points of note were:</p> <ul style="list-style-type: none"> • Income is being received in line with the budget. • Headline figure of £331,000 deficit as opposed to the small surplus last reported. • Increase in subcontracting due to under recruitment of adult students. A Governor asked why this was the case. GR thought anecdotally this was due to slightly better employment in the area with less investment in training and University's locally reducing entry criteria which has dramatically impacted on the Colleges HNC pathways. • A Governor asked what the impact of term time only nursery placements had on the bottom line for the commercial activity and CL noted this has been factored into the business case and even with this it is anticipated a break even position in year two. • All banking covenants are being met, a Governor asked about the one day breach and CL reported no concern. <p>The Chair asked whether the existing strategy in spending the cash generated is still the way to go in the future and CL confirmed this is the case. It was suggested the College's sustainability forms part of the discussions at the strategic away event next year.</p> <p>Further questions and comments were invited.</p> <p style="text-align: center;">NOTED - The Management Accounts update</p>	Agenda
9	Insurance renewals 2015	<p>CL advised the Full Governing Body needs to approve any single item of expenditure over the threshold of £75,000 and given the expansion of the College the insurance now requires such approval. Governors discussed the tendering process and were comfortable with the renewal comparisons as presented. In view of the competitive pricing and timescales Governors were happy to approve by a unanimous show of hands.</p> <p style="text-align: center;">APPROVED - Governors approved the renewal of insurance with Marsh Insurance Brokers at a cost of £102,179.30</p>	
10	Subcontracting Update	<p>PS advised a similar paper was presented to the Business Committee who were happy to recommend the additional sub-contracting in order to meet the College funding targets. PS asked the Governors to note the performance to date where most areas are on target to achieve.</p>	

		<p>A Governor asked how guaranteed this additional sub-contracting would be in achieving the targets, PS assured the Governors this would be from existing partners and the College has a high level of confidence with their previous delivery as testimony.</p> <p>Governors were minded to approve the subcontracting increase.</p> <p>APPROVED - Governors approved the £857,319 addition to subcontracting to support the achievement of the College based funding targets</p>	
11	Risk Register	<p>PS reported on the risk register with the major risks having been connected and discussed through the meeting. PS identified risk 1 being the greatest risk (funding cuts against Government) and the mitigating risks were discussed. Risk 11 being the only risk that has moved (failure to manage College finances) and this is directly related to the move from a surplus to a deficit position.</p> <p>A Governor asked whether items on the register would be likely to reduce in risk going forward and another asked how risks were identified. PS hoped some risks would reduce in year and advised new risks could come through in a variety of ways. A Governor identified Prevent as perhaps being a standalone risk for the future.</p> <p>NOTED - Governors noted the risk register</p>	
12	College Performance Indicators	<p>GR presented the executive summaries and reminded Governors the detailed CPIs are published to the Governors area on a monthly basis. The new Annual Performance Indicators were also presented and are all in the new methodology including performance in GCSE Maths and English. The distance travelled remains positive and although there still remains limited historical data at Folkestone and Dover the College expects to exceed performance.</p> <p>A Governor noted the spike in health and safety and GR reported an increase in incidences within the carpentry area at Folkestone.</p> <p>Governors discussed the position of CPIs within the agenda and agreed these should be brought more towards the beginning. The Principal offered to produce a short executive summary highlighting the key</p>	

		<p>indicators for the specific committee but Governors, after discussion, rejected this in favour of their own analysis.</p> <p>NOTED - Governors noted the CPIs for February 2015</p>	
13	Clerk's Report	<p>The Clerk presented her report for information and update on recent events.</p> <p>13.1 Governor self evaluation The statistics from the Governing Body performance evaluation were shared with the members and individual training requests will inform the development programme for 2015/16.</p> <p>13.2 Dates for the Diary and Draft Dates 2015/2016 Given the changes to the calendar over the next couple of months Governors were presented with diary dates to the end of the academic year and an early draft calendar for 2015/16. Governors were asked to report any known commitments to the Clerk by Monday 8th June 2015.</p> <p>13.3 Governor Events Feedback</p> <ul style="list-style-type: none"> • PF and JC reported on a successful mock interview day at the Dover campus with good student participation. • PF, JC and RB attended the recent AoC Governance summit with good feedback from the different breakout sessions. The summit was recommend to Governors for next year. Highlights were the range of Colleges and colleagues in attendance, the discussion around the Code of Good Governance and the Prevent agenda in line with Ofsted expectations. • SM also attended a Safeguarding event and had reported on this earlier in the meeting. <p>NOTED - The Governors noted the Clerk's Report</p>	All
14	Any Other Business	<p>The Chair advised the process following the Learning Board review would be for the report to come via herself, the Clerk and the Principal with the findings being discussed at the Full Governing Body in July to work through any recommendations.</p> <p>A Governor asked if there is scope in the future to swap senior team members, perhaps with a focus on English and Maths, to not only develop relationships within schools but to share best practice. GR advised there has been some partnership working with Grimsby College and a developing link with Sussex Coast</p>	

		<p>College Hastings but has found this challenging locally. The KAFEC Governor conference in June may be an opportunity for a link with another Kent College. Potential for a Governor exchange with partnership Colleges was also considered.</p> <p>The Chair thanked the members for their attendance and asked for the officers and staff Governors to leave the meeting for a confidential item.</p> <p>[PS, GR, CL, AL, LM, CR and LW left the meeting at 8.10pm]</p> <p>This item was considered confidential and will form Part B (2) confidential minutes.</p>	
15	Matters Considered Confidential	<p>Item 6 - Principal's Report (Item 6.1)</p> <p>Item 7 - Reports from Committee Chairs (Business Committee)</p> <p>Item 14 - Any Other Business</p> <p>These matters will be reported under Part B confidential minutes.</p>	
16	Date of Future Meeting	<p>Tuesday 1st July 2015 at Discovery Park</p> <p>2.00pm - 5.00pm Strategic Workshop</p> <p>5.30pm Meeting</p>	

There being no further business the meeting closed at 8.35pm

Signed:

Position:

Date: