

Governing Body Minutes

Meeting	Full Governing Body	Date	23 rd September 2014
Location	Board Room First Floor Inspire Building	Time	5.25pm
Membership	Beverley Aitken (Chair), Graham Razey, Patrick Hollis, Hilary Askew, Rupert Bristow, Jonathan Clarke, Charles Buchanan, Tim Kent, Sarah Kemp, Stephanie Martin, Pauline Solley (Staff Governor), Caroline Hallett, Patrick Finucane and Tom Price.		
In Attendance	Anne Leese (Officer) Andrew Gower (Officer) Chris Legg (Officer) Paul Sayers (Officer) Tara Ashman (Clerk) Sara Woodward and Christine Ricketts (item 10)		

	ITEM	COMMENTS	ACTION POINT REQUIRED
1	Welcome and Apologies	The Chair welcomed Governors to the first Full Governing Body meeting of the academic year and welcomed Rupert Bristow who has joined the Governing Body and will be a member of the Education Committee. Apologies were received from Leyland Ridings and Liz Langton-Way. Lewis Waitt was not present.	
	Membership	Item 5.1 was brought forward to this point in the agenda. Following the recent Search Committee and subsequent Chairs Committee, the Chairs recommended the appointment of Tom Price to Business Committee for a term of 4 years, Caroline Hallett to Education Committee for a term of 4 years and Patrick Finucane to Education Committee for a term of 3 years. By a show of hands all members were happy to approve the appointments and terms of office. There is still a skills gap within accounting and finance and it is hoped that this position would be filled soon taking the Full Governing Body membership to 19. Stephanie Martin and Sarah Kemp were offered and have agreed to a further term of office and the revised Committee structure will be presented at the next Governing Body meeting in December.	Clerk

		<p>APPROVED - To appoint Tom Price to Business Committee for a term of 4 years, Caroline Hallett to Education Committee for a term of 4 years and Patrick Finucane to Education Committee for a term of 3 years To increase the Full Governing Body membership to 19</p>	
	14-16 Direct Recruitment	<p>Item 10 was brought forward to this point in the agenda. This item was considered confidential and will form Part B confidential minutes.</p> <p>[SW and CR left the meeting 5.55pm]</p>	
2	Declaration of Interests and Annual Declarations	No additional declaration of interests. The Clerk asked for any outstanding declarations for 2014/2015 to be with her before the next cycle of Committee meetings.	Clerk
3	Minutes of meeting held 9 July 2014	The minutes were formally approved as an accurate record of the previous meeting.	
4	Matters Arising	There were no matters arising not covered by the agenda.	
5	Chair's Report	<p>5.1 Membership. This was taken earlier in the agenda.</p> <p>5.2 Staff acknowledgements. There are none to report at this meeting.</p>	
	Principal's Report	<p>GR guided the Governors through the report under the headlines of Local, Regional and National Picture, Successes, Curriculum and Quality, Commercial/Business Development, Property and Human Resources and highlighted three particular areas:</p> <ol style="list-style-type: none"> 1. This item was considered confidential and will form Part B confidential minutes. 2. There is a further complication around the capital funding. The SFA have sent a very strongly worded email that is clear that any money not spent by March 2015 the College will have to return. This is a 	

		<p>concern for the Yarrow project in particular. There is no flexible arrangement so contingency will be to look at smaller projects in Dover and Folkestone. A Governor commented on the timing from December 2015 to March 2015 in line with the general election. GR advised CL will be developing a proposal on the use of a payment bond for the existing Yarrow works.</p> <p>[CH left the meeting at 6.35pm]</p> <p>3. This item was considered confidential and will form Part B confidential minutes.</p> <p>The Chair thanked GR for his report.</p> <p>NOTED - The Governing Body noted the Principal's Report</p>	
7	<p>Draft Internal Audit Plan</p>	<p>PS presented the draft internal audit plan for 2014/2015 and provided new Governors with the background around the JACOP removing the mandatory requirement for an internal audit service, however internal audit plans must be considered by the Audit Committee and subsequently approved by the Full Governing Body. The plan has been viewed by the Audit Committee for comment and Chairs Committee and the Training Hotel was included as an additional area to consider with the budget increased as a consequence. The flexibilities allow better opportunity to add value in the areas determined by the College. PS noted the plan allows for the audit service to be undertaken in the specific areas but recommendations and any cost implication involved with these would need to be considered by the relevant Committee and invited questions and comments.</p> <p>The Chair commented on its relevance and value for money and was pleased to see its content however asked how the external auditors viewed the step away from a complete internal audit service. PS and CL were in agreement of the external auditors comfort in the plan and Leyland had already discussed the addition for an extra day to be in the plan for external audit which has already been reflected in the plan.</p> <p>The Governing Body were happy to approve the internal audit plan on this basis.</p> <p>APPROVED - The Governing Body approved the Internal Audit Plan 2014/2015</p> <p>The Chair thanked PS, CL and LR for their work.</p>	

8	Finance Report	<p>8.1 Management Accounts Update</p> <p>CL reported on the Management accounts as presented. The external auditors are currently undertaking the regulatory audit and all is progressing well at the time of the meeting. Key points of note were:</p> <ul style="list-style-type: none"> • Apprenticeships should be in the same position as quarter 3, deficit of £150k remains unchanged. • FRS17 changed in light of KCC net deficit, predicted £330k-£340k. The pension deficit has increased to just under £5.8 million due to life expectancy, discount rates, revalued assets and liability. • Asset base has increased with a £3.5 million net asset base. • Cash levels are high but these are committed to be spent on capital programmes by March 2015. • Debtors and creditors increased with the 24+ advanced learner loans. • Core business is largely the same as reported in quarter 3. <p>Questions and comments were invited.</p> <p>A Governor asked if the water leak charges are the same for commercial as domestic and a couple of Governors had pursued Southern Water to greater and lesser success suggested CL should look into Leak Relief.</p> <p>The Chair asked about the final balance and whether there would still be a small surplus. CL advised that once the final claim is submitted on October 24th the College should know but worst case scenario is presented at £49k deficit with a likelihood of a small surplus of £16k.</p> <p>Governors asked about commercial income and whether an improvement will be seen in the restaurant and salon this year. CL agreed the areas have struggled but will be different when moved to the Training Hotel however this will not be reflected until 2016/2017 figures.</p> <p>The Chair thanked CL for his report and looks forward to seeing the final position.</p> <p style="text-align: center;">NOTED - The Management Accounts update</p> <p>8.2 Report on future of Apprenticeships</p> <p>CL was asked to present a report to Governors on the current direction of travel for Government policy on apprenticeships which in essence is captured under four key outcomes:</p>	CL
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9	<p>Proposal for increase of the annual student fee for full-time Higher Education study</p>	<p>AG took the Governors through the paper proposing to increase the annual student fee for full-time Higher Education study. AG noted the figure on page 1 as a foot note should read £5,940 and not £5,490. The proposal to increase the fee to £6,000 has been considered as charging more than the basic fee would then bring the need for bursaries and the College doesn't currently feel the administrative burden balances the additional charge.</p> <p>A Governor asked for the existing numbers currently on the HE provision and AG advised 65 FTE and no international students. Another Governor asked about the risk in increasing the fee as a barrier to progression and as the current student loan system stands AG felt confident this would not be seen as a barrier. A Governor asked about the reason for no international students, AG advised the border regulations became very restrictive and discussed the current partnership arrangements that have been agreed with Hilderstone College in offering a Foundation year with a vocational element.</p> <p>The Chair invited further questions and if the Governors were pleased to approve the increase. Governors were unanimous in the resolution to increase the annual student fee for full-time HE study for 2015/2016.</p> <p style="text-align: center;">RESOLVED - To increase the annual student fee for full-time Higher Education study to £6,000 for the academic year 2015/2016</p>	

10	14-16 Direct Recruitment	This was taken earlier in the agenda.	
11	Student Union Constitution	<p>In the July meeting AG was asked to undertake a review of the SU constitution and having engaged with Leyland Ridings presented the document for consideration by the Governing Body. Additionally AG asked the Governors to endorse a Governance review of the constitution during 2014/2015.</p> <p>The Chair thanked AG and Leyland for a coherent and balanced document and invited questions.</p> <p>A Governor asked about item 1.4 and indemnifying the assets of the Students' Union and whether there were any assets. AG advised it was a statement from the original constitution and whilst the Union currently did not have any assets it might in the future.</p> <p>A Governor asked about the performance management of the paid posts, GR advised Lucy McLeod will have executive oversight and day to day management of the SU Coordinator. The Chair noted the SU President remains the Student Governor and asked about the requirement to attend meetings. AL was clear it is an expectation.</p> <p>Following further discussion the Governors were happy to approve the constitution and agreed to a Governance review of the Students' Union during 2014/15.</p> <p style="text-align: center;">APPROVED - The Students' Union Constitution AGREED - The review of the Students' Union during 2014/15</p>	
12	Governor Link Scheme programme 2014/15	<p>AG thanked the Governors for engaging with the link scheme and presented the proposed structure to the scheme for this year. Governors can focus on specific curriculum areas and these would then be booked in liaison with Alison Stanbury and support areas have been booked for the year. For the benefit of new Governors AG discussed the process from arranging a visit to feedback to the Governors.</p> <p>A Governor asked if there were specific areas that the executive felt should be a focus. GR highlighted the priority in English and Maths but the link scheme has been developed in such a way that all areas would benefit from a visit to foster links and greater depth of understanding between the College and the Governing Body.</p>	

		<p>The Clerk asked Governors to express their interest by the end of November in order that the programme can be planned effectively with staff.</p> <p style="text-align: center;">NOTED - The Governors noted the Governor Link Scheme Programme for 2014/15</p> <p>[TK left the meeting 7.20pm]</p>	Governors
13	Clerk's Report	<p>13.1 Annual Reports 2013/14 Use of College Seal - The Clerk presented the log of the use of the College seal for 2013/2014 and noted that it had been used 3 times. Governor Attendance - The Clerk reported on Governor attendance for 2013/14 noting overall attendance at 83%, 2% under CPI target of 85% but higher than the sector average of 80.17%.</p> <p>13.2 Governor Mentorship Scheme and AoC Webinars The Clerk proposed the introduction of a Governor mentorship scheme for new Governors and existing Governors on new Committees. The letters to go out next week. Chairs Committee viewed the Webinars being quite heavily focused on the remit of the Education Committee and this will be discussed as an agenda item at their next Committee.</p> <p>13.3 Strategic Away Event - 10/11 October The Clerk reminded Governors of the Strategic event being held at the Hythe Imperial Hotel on Friday 10 and Saturday 11 October and advised the programme will be out shortly.</p> <p style="text-align: center;">NOTED - The Governors noted the Clerk's Report</p>	
14	Public Value Statement	<p>AG presented the Public Value statement which has been updated to include the East Kent focus and three campus College, Governors were happy to approve the revisions.</p> <p style="text-align: center;">APPROVED - The revised Public Value Statement</p>	
15	Policy Review	<p>PS apologised for the draft watermark on the cover sheet and presented the options for the approval of College polices as:</p>	

		<ol style="list-style-type: none"> 1. To continue with the current arrangement of the current delegated authority to the College Policy group for approving key policies. 2. Policies are considered initially by the Policy Committee and those requiring Full Governing Body approval are then considered and approved by the appropriate Committee with the responsibility for final approval resting with the Full Governing Body. 3. One or two Governors are nominated as members of the Policy Committee, with delegated authority remaining with the Committee for approving policies. <p>The Chair opened discussion and felt the members were probably not fulfilling obligations by delegating to the Policy Group. GR clarified that the Governing Body are responsible for the 22 policies as identified and the group considered operational policies and procedures in addition to this. PS was asked to consider the frequency of the reviews and will review the cycle on that basis.</p> <p>The Governors were happy to approve option 2 moving forward.</p> <p style="text-align: center;">APPROVED - The Governors approve that the College policies which require Governing Body approval are considered and recommended for approval by the appropriate Committee, with the responsibility for final approval resting with the Full Governing Body</p>	PS
16	Any Other Business	GR provided the Governors with contact details for the executive team, the Clerk to upload to the resource library for those members not present.	Clerk
17	Matters Considered Confidential	<p>Item 10 - 14-16 direct recruitment Item 6 - Areas 1 & 3</p> <p>These matters will be reported under Part B confidential minutes.</p>	
18	Date of Next Meeting	Tuesday 16 th December 2014, 5.00pm at Folkestone Campus	

There being no further business the meeting closed at 7.40pm

Signed:

Position:

Date: