

Governing Body Minutes

Meeting	Full Governing Body	Date	16 December 2014
Location	The Quad, Ambition Building, Folkestone Campus	Time	5.00pm
Membership	Beverley Aitken (Chair), Graham Razey, Patrick Hollis, Hilary Askew, Jonathan Clarke, Charles Buchanan, Tim Kent, Sarah Kemp, Stephanie Martin, Caroline Hallett, Patrick Finucane, Tom Price, Liz Langton-Way, Gail Clarke, Pauline Solley (Staff Governor), Lewis Waitt (Staff Governor) and Stefan Costen (Student Governor)		
In Attendance	Anne Leese (Officer) Andrew Gower (Officer) Chris Legg (Officer) Paul Sayers (Officer) Tara Ashman (Clerk)		

	ITEM	COMMENTS	ACTION POINT REQUIRED
1	Apologies for Absence	<p>The Chair welcomed Governors to the meeting and congratulated Stefan Costen on the appointment of Student Union President, welcoming him to his first meeting. The Chair thanked AG and Christine Ricketts for the development session on teaching, learning and assessment.</p> <p>Apologies were received from Rupert Bristow. Leyland Ridings was not present.</p>	
2	Declaration of Interests	No additional declarations to those already standing.	
3	Minutes of meeting held 23 September 2014 and EGM held 10 October 2014	The minutes were taken in turn and formally approved as an accurate record of the previous meetings.	

4	Matters Arising	GR was pleased to report the appointment of Head for the 14-16 Technical School, Simon Heaton. All other matters arising are covered by the agenda.	
5	Chair's Report	<p>The Chair reported on what has been a busy start to the year with significant pressures on the executive team and noted that some minutes and papers would be verbal updates at this meeting. The Chair noted that the Governor link scheme will be deferred until the Summer term and the scope and purpose of the visits will be reviewed. Governors queried about existing link schemes booked and whether the commitment should be honoured and it was agreed for these to be postponed until the Summer term. To further support the executive team all queries to go through the Clerk in the first instance which will then be directed to the relevant Lead Officer or Manager where appropriate.</p> <p>The Chair congratulated the team on the Beacon Award for the Progression Curriculum.</p> <p>5.1 Staff acknowledgements - The Chair recommended a letter be sent congratulating Hayley Barden for her drive and determination with the progression curriculum. GR detailed the unique progression curriculum to new Governors.</p> <p>GR requested that acknowledgements be sent to three members of staff who supported students in recent national competitions - Bruce Kerney for training and supporting the runner-up in the National Johnstones Painter of the Year and Zoe Kersley and Joanne Timms for training and supporting the Highly Commended student in the UK Skills Competition for Hairdressing. Governors were in agreement 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 tabled and guided the Governors through the report under the headlines of Local, Regional and National Picture, Successes, Curriculum and Quality, Commercial/Business Development, Finance/Funding, Property and Human Resources and highlighted five particular areas:</p> <ol style="list-style-type: none"> 1. Following the autumn statement the funding position is not good news with an estimated reduction of £700,000 to £1m in core funding for the next academic year. FE has been hit disproportionately harder than other areas of Government and the recommendation is to defer a decision on a pay award to the spring term. There will be some restructuring decisions to have after Christmas and any savings would need to be made before 1 August. A Governor asked when the detail would be 	

		<p>received for the next year, GR speculated end of February 2015 as likely to be before purdah and discussed concerns if it were to follow the election in terms of meaningful consultation.</p> <ol style="list-style-type: none"> 2. Ofsted have consulted on a new single framework from birth to HE. Changes include removing the grade of individual curriculum areas and move the inspection cycle from 5 years to 3 years for good organisations which means the college could be inspected as early as 2016. There is a greater emphasis on safeguarding and broader emphasis on British values. The outcome of the consultation will be known in the Spring and will be discussed within the next cycle of Committees. With a specific focus on English and maths this has become a limiting grade for organisations and the College will look to develop these within the vocational areas as student's attendance is considerably different at these lessons to their programmes of study, although this will not be without challenge. The vocational lecturers are experts in their field but now need to be experts in contextualising English and maths within their areas. Governors discussed this in some depth and agreed this will be a focus for the Education Committee going forward. 3. GR discussed the letter following the recent Ofsted visit and commented on the progress made to date. The action plan will be reviewed at Education Committee with things moving in the right direction. 4. The FE Commissioner visited earlier in the month with the feedback being very positive. Although the follow up letter has not yet arrived it was pleasing to hear that there were no negative comments and there was genuine support for the College to do their job. 5. GR advised that AG had been successful in appointment to Principal at Morley College and congratulated him on his success. GR shared the new structure with the members with the proposal to not replace the Vice Principal role at this stage and detailed the changes to responsibilities within the executive team. GR noted this is confidential until presented to staff on Friday. <p>Further questions were invited. The Chair thanked GR for his report.</p> <p style="text-align: center;">NOTED - The Governing Body noted the Principal's Report</p>	
7	Committee Reports	<p>Audit Committee - In the absence of LR, PS updated the members on the business of Audit Committee at the last meeting with regards to the financial statements and management letter which will be discussed in item 8. PS confirmed a clean bill of financial health for 2013/14. The Chair's Annual Report 2013/14 will be circulated to the Full Governing Body for note.</p>	Clerk

		<p>Business Committee - PH noted the earlier discussion and Business Committee had agreed to recommend that the pay award be deferred until the Spring term. Governors were in agreement with the recommendation. PH reported that the Property Strategy Group had been reinstated as a monthly sub-committee given the number of capital programmes being considered, a more detailed report will be produced in January 2015 to provide assurance to the members and an additional working group has been formed to look at the management accounts in detail to better inform the Committee. The Chair asked about feeding back to the members before the end of March given the deadline pressures and PH advised that any issues would be reported electronically.</p> <p>PH noted the focus for the College following the Government agenda is the unemployed and apprenticeships and to offer more provision for this in house as opposed to increasing the use of sub-contractors. The staff survey was pleasing with 90% satisfaction, the Clerk to circulate a paper to Governors for note. Commercial activity is presented in the accounts showing an increase in revenue in the salon, PH noted the use of Groupon within the restaurant.</p> <p>PH discussed The proposal to increase the floor space at Mill Lane and thereby increase the extent of the lease, although one year would sit within GR’s signing limit the overall amount needs to go to Full Governing Body for approval. The Committee recommend the signing of the lease to the Full Governing Body and Governors were in agreement.</p> <p style="text-align: center;">AGREED - Governors agreed to defer consideration of the pay award to the Spring term</p> <p style="text-align: center;">RESOLVED - Governors agreed to the Mill Lane lease</p> <p>Education Committee - TK discussed the Post Inspection Action Plan and noted the Committee will continue to monitor and review its progress. The academic board will now be cross college which brings in to alignment a number of committees. The College is now working in partnership with Hilderstone College to offer International provision.</p> <p>Annual reports were presented and the Committee highlighted a concern with the number of drug related student disciplinarys. Governors discussed the worrying trend and whether the policy would need to be adjusted to reflect legal highs. PS to discuss at Policy Committee.</p> <p>The Committee recommend the Student Admissions Policy and this will be discussed under item 17.</p> <p style="text-align: center;">NOTED - Governors noted the Committee reports</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">PS</p>
--	--	--	--

8	Finance Report	<p>8.1 Management Accounts Update CL guided Governors through the October 2014 management accounts. Key points worthy of mention were:</p> <ul style="list-style-type: none"> • Fees are down due to planned additional activity that didn't take place, some new activity and some that have run for a number of years. • Pay expenditure was expected to make savings within the first 5 months as holding vacancies although vacancy reserves will be needed to balance the budget as up against increase in NI contributions and employer pension's contributions in year. • Pressure on agency costs, over £100,000 in three months. • No significant causes for concern in non-pay, largely accurate running costs for Folkestone and Dover • Nursery money is starting to come through, challenge is in reporting the flow of money. A Governor asked why there appeared to be such a significant underspend in equipment and consumables and CL advised the costs are front loaded in the budget lines so over the year this should not be the case, it is more of a phasing issue. • Asset base has leapt from £23m to £43m and the College is currently sitting on a large sum of cash although end of year will actually reflect a marginal cash balance. • Commercial developments reported as presented, CL pleased that the contract with Hornby Hobbies has been renegotiated which should provide a break even position. The business plan for the Yarrow Hotel will be presented at the next Business Committee. <p>Questions and comments were invited.</p> <p>[Hilary Askew left the meeting at 7.00pm]</p> <p style="text-align: center;">NOTED - The Management Accounts update</p> <p>8.2 Year End Financial Papers 2013/2014</p> <p>CL noted the joint Audit and Business Committee had discussed the detail in the November meeting and presented the revised documents following the reconciliation statements from the SFA. Regrettably the College did not get the transitional protection and with some other adjustments the final balance stands at a £33,000 deficit as opposed to the initial £16,000 profit.</p>	
---	----------------	---	--

		<p>CL identified that the Audit and Business Committee had recommended that the financial statements & management reports 2013/14 were approved and signed along with the draft post audit management letter 2013/14 and the audit representation letter. Governors agreed to the recommendation.</p> <p>RESOLVED - The Financial Statements & Management Reports 2013/14 were approved and signed</p> <p>RESOLVED - The draft Post Audit Management Letter 2013/14 was approved and signed</p> <p>RESOLVED - The Audit Representation Letter was approved and signed</p>	
9	SFA Capital Application (Folkestone & Dover)	This item was considered confidential and will form Part A confidential minutes.	
10	College SAR 2013/2014	<p>AL presented the final Self-Assessment Review for 2013/14 and advised the newer members of how the SAR process works towards quality improvement strategies and is undertaken against the Common Inspection Framework. The overall picture is that good progress has been made apart from English and maths, which has, given the focus on these by Ofsted, become a limiting grade. It was therefore felt appropriate to reflect this in the Outcomes and Leadership and Management Grades. Questions and challenge were invited.</p> <p>A Governor asked if this is only Broadstairs and AL confirmed this as the review was for the previous academic year. A Governor asked if there was disconnect between the positive picture from the FE Commissioner and the grades. Anne explained that the however the national picture has changed and it feels right to reflect this. The Chair asked whether it had been reviewed externally however given time pressures this had not been done. Governors were happy to approve the SAR as presented.</p> <p>APPROVED - Governors approved the College SAR for 2013/2014</p>	
11	Strategic Plan 2015-2019	AG presented the strategic plan 2015-2019 for approval. Governors commented on the clear layout and values, a Governor asked if it would be accessible to all and this was confirmed. A small number have been printed in advance of the FE Commissioner visit and minor amendments will be made before the final print	

		<p>run. GR thanked AG for taking the lead and advised the plan will be launched at the AGM on 29th January at Discovery Park. Governors were happy to formally approve the document.</p> <p>APPROVED - Governors approved the strategic plan 2015-2019</p>	
12	College Performance Indicators	<p>GR presented the executive summaries and advised the CPIs will be published to the Governors area on a monthly basis. GR alerted to the fact that applications are slow across all three campuses and discussion surrounding possible reasons was held. A Governor suggested a referral scheme although this conflicts with the use of public money, scholarships could be a consideration in the future, PR and Marketing is the focus to improve the applications with the greatest risk being to reputation.</p> <p>NOTED - Governors noted the CPIs for December 2014</p>	
13	Governor Link Scheme Update	<p>AG noted the Chairs earlier discussion with regards to the Governor Link Scheme and thanked the Governors that have already engaged this year. The potential for the scheme for the future is great with an opportunity to focus on the strategic objectives including apprenticeships. This will be revisited in the Summer term 2015.</p> <p>NOTED - Governors noted the deferment of the Governor Link Scheme until the Summer term</p>	
14	Radnor Park Lodge Proposal	<p>PS presented the proposal to work in partnership with Shepway District Council to renovate and convert the Radnor Park Lodge in Folkestone into a community café. Construction students from Folkestone would be involved in the renovation project and students from supported employment would gain valuable work experience. PS was clear that Shepway would provide all the capital and the College would be involved in the day to day running of the café at a peppercorn rent. PS requested approval for the five year lease arrangements and invited questions.</p> <p>Governors asked whether Radnor Estate own the building and any issues with repairs during the term of the lease.</p> <p>PS has no reason to believe it would behave any differently to existing community café projects at Millmead and Deal and any ongoing maintenance costs would be articulated in the lease. PS will send out the lease electronically to provide assurance but the letter to Shepway District Council outlines the Colleges</p>	PS

		<p>understanding in moving forward. Governors were happy to approve the lease subject to it being as presented.</p> <p>RESOLVED - Governors approved the five year lease for Radnor Park Lodge subject to the lease agreement providing assurance as detailed in the letter dated 17 November 2014 to Shepway District Council</p>	
15	Risk Register	<p>PS reported on the existing and updated risk register. As a result of the transfer a number of key risks have increased and the new register includes mitigating actions to provide further assurance. How executive responsibly was highlighted to the individual and managed was discussed.</p> <p>NOTED - Governors noted the revised risk register</p>	
16	Gifts and Hospitality Log 2013/2014	<p>PS presented the annual gifts and hospitality log and invited comment. The log is self-explanatory and is being presented to the Governing Body by way of a control assurance on anti-bribery legislation.</p> <p>NOTED - The Governors noted the Gifts and Hospitality Log 2013/2014</p>	
17	Policy Update	<p>The following policies were approved by the Policy Committee prior to the Full Governing Body approving the revised policy development and review process and were presented for note:</p> <ul style="list-style-type: none"> • Complaints • Safeguarding • Subcontracting • Staff disciplinary • Grievance <p>NOTED - The Governors noted the 5 policies brought for update</p> <p>As discussed in item 7, the Education Committee recommend the approval of the Student Admissions Policy. Debate around Access provision and the requirement for English and maths before enrolment was had and GR noted that although the College decision has been to allow individuals to take one alongside their programme of study he is aware many have gone to external providers to still undertake both. Governors</p>	Agenda

		<p>approved the student Admissions Policy. GR noted that a separate admissions policy for 14-16 will come to the Full Governing Body in March 2015.</p> <p style="text-align: center;">APPROVED - Governors approved the Student Admissions Policy</p>	
18	Clerk's Report	<p>The Clerk presented the report for information and update.</p> <p>The Clerk and PS advised the members that as part of the Internal Audit it has been agreed that the Governing Body will undergo a development programme to review existing Governance. PS provided Governors with an overview of the Learning Board programme and advised that Mike Snell will be attending the next cycle of Committee meetings and a questionnaire will be out to all Governors in the New Year. The Clerk will be in contact to arrange one to one meetings with Mike over the course of the Committee cycle.</p> <p>18.1 New Governor Induction New Governor induction was held on 7th November and with the addition of Stefan Costen as Student Governor to the Governing Body there will be a further induction held in January.</p> <p>18.2 KAFEC Governors Conference May 2015 The KAFEC Governor conference has been postponed until May and the Clerk will advise when a confirmed date is available. The Clerk asked for any volunteers for the Governor Conference in London on 4 March 2015. A Governor noted the clash with Business Committee although feedback will be given at the Full Governing Body on 31st March 2015.</p> <p>18.3 Sub-Committees/18.4 Annual Cycle of Committees Update 2014/15 The Clerk noted the subcommittee of Business Committee and provided a revised calendar of dates. The Clerk advised the Full Governing Body in July has now been moved to Wednesday 1st July 2015 at Discovery Park.</p> <p>The Chair thanked the Clerk for her report and work over the past few months.</p> <p style="text-align: center;">NOTED - The Governors noted the Clerk's Report</p>	

19	Any Other Business	This item was considered confidential and will form Part B confidential minutes.	
20	Matters Considered Confidential	Item 9 - SFA Capital Application (Folkestone & Dover) (Part A) Item 19 - Any Other Business (part B) These matters will be reported under Part A and B confidential minutes.	
21	Date of Next Meeting	Tuesday 31 st March 2015, 5.00pm at Dover Campus	

There being no further business the meeting closed at 8.10pm

Signed:

Position:

Date: