

Governing Body Minutes

Meeting	Full Governing Body	Date	11 th November 2015
Location	Boardroom, Yarrow Executive Suite, Broadstairs	Time	5.30pm
Membership	Beverley Aitken (Chair), Graham Razez (Principal), Patrick Hollis, Hilary Askew, Stephanie Martin, Rupert Bristow, Charles Buchanan, Tom Price, Jonathan Clarke, Sarah Kemp, Patrick Finucane, Joanna Brown (Staff Governor), Joanne Timms (Staff Governor) Tim Kent, Gail Clarke and Miranda Chapman		
In Attendance	Anne Leese (Officer) Paul Sayers (Officer) Tara Ashman (Clerk)		

	ITEM	COMMENTS	ACTION POINT REQUIRED
1	Welcome and Apologies for Absence	The Chair welcomed members to the meeting in the new boardroom at Broadstairs and thanked them for their attendance. Apologies were received from Chris Legg, Caroline Hallett and Charmaine Jacobs.	
2	Declarations of Interest	There were no additional declarations of interest.	
3	Minutes of meeting held on 3rd October 2015, including confidential minutes	A Governor noted that the discussion around security with the capital investment (item 8) should be made a confidential item and this was agreed. Subject to this amendment, the minutes of the previous meeting held on 3 rd October 2015 including the confidential minutes were formally approved as an accurate record and will be duly signed by the Chair.	

4	Matters Arising	GR noted that following discussion with Heathercroft training they have pursued other interests in the need for a quick sale. This opportunity is no longer available to the College.	
5	Chair's Report	<p>The Chair discussed the new Carver arrangements and e-governance and asked for feedback on both to come direct to her or via the Clerk.</p> <p>[Tim Kent joined the meeting via teleconference at 5.35pm]</p> <p>The Chair noted the new format of agenda identifying the items for discussion, information or resolution. These are to keep the pace of the meeting and to encourage greater discussion assuming a 'pre read'.</p> <p>The Chair detailed her recent meeting with the Chair of Governors of the Coastal Academies - Dr Virginia Austin. The two main items of discussion were if the student chose to come to College could a history of the previous 5 years education be sent to better inform the transition and if students chose technical education to encourage them to stay local, both of which were received well. In order to understand more about each other's organisations a mutual exchange is being planned and the Chair asked if there was anyone who would like to visit the school to advise her accordingly. The Chair suggested similar opportunities with Dover and Folkestone and asked for any volunteers in these regions.</p> <p>The Chair invited GR to update the Governors on a recent letter sent to the Prime Minister in advance of the spending review. GR advised members of the content and the Clerk will circulate to all following the meeting for information.</p> <p>[Gail Clarke joined the meeting at 5.40pm]</p> <p>5.1 Staff acknowledgements - GR formally recognised the work done by Paul Sayers and Alan Howe in the recent ILR Audit. GR noted the significant work that went in to receiving an unqualified opinion and bringing two data processes together in under 12 months and congratulated both of them in this achievement. 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>	<p style="text-align: center;">Governors</p> <p style="text-align: center;">Clerk</p>
6	Principal's Report	GR presented the new template for papers to report to the Full Governing Body with an anticipation that the summary would be no more than 3 pages.	

		<p>GR updated members with the current picture since the production of the report:</p> <p>Comprehensive Spending Review - David Collins' speech on Monday spoke about University or apprenticeships being the only sustainable routes. There is a drive for an additional 10,000 apprenticeships for 16-18 year olds and the College currently has 2,700. The implication by March 2018 is that for adult funding the learner will either pay or the employer pays, it is likely there will be no adult funding budget. The apprenticeship levy is expected to be 0.5% of the payroll for a large employer which is suggested be somewhere around 250-1000 employers or more.</p> <p>Area Review - A Government priority is for all 16-18 years old to be prepared for work, GR reported 91% of new students last year did not have Maths or English. The area review process has commenced in the areas of greatest need but there will be a significant reduction to the number of FE Colleges in the country. GR will circulate David Collin's latest letter following the meeting.</p> <p>National Strike - 11 staff went on the UCU strike yesterday due to the proposed cuts.</p> <p>[MC joined the meeting at 5.55pm]</p> <p>UK Skills Competition - There is a media campaign on Heart FM to promote technical education. It is a good recruitment opportunity with a different message.</p> <p>Skills & Jobs Fair - PS has been working with Dover District Council to promote a jobs fair which is taking place next week. Shepway are looking at something similar.</p> <p>Funding Allocation - negotiations are taking place to secure protected funding for year 3 with discussions going well with the EFA. The SFA have advised nothing will be finalised until after the spending review announcement.</p>	GR
7	College Performance Indicators	<p>GR advised that the team that worked on the ILR Audit generate the CPI's so they are not yet finalised but will come to the next meeting. GR suggested that a task and finish group be formed to consider each campus' targets in advance of the next meeting. Members were in agreement and the Clerk will circulate dates for Governors to confirm attendance.</p>	Clerk
8	Finance Report	<p>GR discussed the current financial position in the absence of CL. GR advised it was too early for the quarter 1 position although identified the pressure on income from 24+ loans and reported the position was looking as if it would be balanced overall.</p> <p>GR noted a good start to apprenticeships although this won't show until the first return.</p> <p>The reorganisation of the senior roles will effect a saving of approximately £200,000 next year and will help in some regard this year.</p>	

		<p>A Governor asked for an explanation of the figures on the executive summary with the cumulative total for non-pay being lower than the monthly total. GR will get CL to clarify at the next meeting.</p> <p>GR reminded Governors that the accounts will be presented at the meeting in December with the overall financial health score of 170 which is satisfactory. It was noted that a score of 171 or more would mean the college was in good financial health.</p> <p>The financial statements will be presented to the Audit Committee later in the month but GR noted that they were unqualified.</p>	CL
9	Teaching, Learning and Assessment	<p>AL advised that the Self-Assessment report has graded Teaching, Learning and Assessment as ‘Requires Improvement’. The last Ofsted support and challenge visit highlighted some inconsistencies and the drive is to get back to the basics and maintain the high standards detailed with the Professional Enhancement Framework appendix.</p> <p>Governors challenged AL on the framework and what was different to previous initiatives. The quarterly performance reviews for each area have been instrumental in drilling down to the detail with some of the areas and the new framework allows the walkthroughs to be a more holistic approach to the more traditional classroom observation. The walkthroughs would be announced with the Learning Coaches and Senior Innovators focused on the areas to improve for each area. A Governor was concerned that the removal of a formal observation grade with three areas for each teacher to improve would have a detrimental effect on morale. Governor’s discussed the comparisons within the corporate field and AL commented that staff have been very willing and responsive to the new framework.</p> <p>A Governor asked about the level of development for Programme Area Managers that had previously been identified, AL detailed the professional development for the middle manages for the coming year.</p> <p>The Chair thanked AL for an informative report.</p> <p>[Tim Kent left the meeting at 6.40pm]</p>	
10	Risk Management Report	<p>PS advised the Risk, Audit and Compliance internal committee have met and updated some of the mitigating actions against the existing risks as highlighted. Given the spending review there may need to be some consideration to the risks and additionally the CPI targets will need to be considered also.</p> <p>PS invited comments.</p>	

		<p>A Governor commented that following an advisory board meeting there were some risks that weren't apparent or specific to the areas of concern for example the school and the nursery. Members debated the level of detail within the register and the risk to reputation should the process not be considered and agreed that specific business needs to flow from any high risk areas identified which can be picked up when drafting the next agenda given the increased frequency of Full Governing Body meetings. Governors agreed that with the Carver model more Governors will be aware of the wider remit of Governance which was previously discussed at the separate committees.</p>	
11	Clerk's Report	<p>11.1 Action Point Logs 2014/15 The Clerk noted the cleared actions for 2014/15 and identified the actions carried forward from the previous year. Some actions are to be combined to not lose sight of any items previously agreed or considered by Governors and some are no longer of relevance and will be removed.</p> <p>11.2 Governor Development Programme The agenda for the next meeting is now included as a final item on the meeting agenda to enable feedback from the Governors and early agreement of items in advance. The development session will now be agreed at this point in the meeting however Governors had already identified a number of funding sessions to include funding methodologies, funding policy and funding sources and these will be included within a development session or strategy event.</p> <p>11.3 Strategic Event Evaluation The strategic event was again well attended and well received by Governors. It was identified that in the Carver model and, due to its success, additional strategy events would be included over the year which has been reflected in the new calendar of meetings. Governors were keen to look at statutory duties of the board under the Carver model with a review later in the year and some training on and e-governance which should be considered as part of the development programme.</p>	
12	Annual Reports	<p>Complaints PS advised that a total of 28 complaints were made in 14/15 compared to 21 at just Broadstairs alone the year before. 17 complaints were not upheld, 9 were upheld and 2 were upheld in part. PS minded Governors of the detail within the report and the significance of one complaint over another as opposed to a pure statistical breakdown of numbers.</p>	

	<p>A Governor asked whether anything should be read in to the larger number of complaints at the Broadstairs campus and GR thought perhaps this was due to the students and staff having a better understanding of the complaints procedure and a larger student body rather than any underlying concerns. A Governor commented on the correlation between complaints and health and safety incidents.</p> <p>A Governor had experienced the process recently in respect to their niece and was pleased to report to the Governors that a thorough investigation was undertaken and the whole process worked well on behalf of the students as well as the College.</p> <p>[Gail Clarke left the meeting at 7.00pm]</p> <p><u>Gifts and Hospitality</u> PS advised the report relates to the period 1 August 2014 to 31 July 2015 and is a requirement for Governors. Members discussed the monetary value to items detailed in the report and although this could be subjective agreed to err on the side of caution given the number of items logged. PS reflected that this could be written in to the policy for clarification.</p> <p><u>Exclusions</u> AL reported 60 stage 3 hearings resulting in 26 exclusions over the year. AL noted the significant number of hearings within Construction at Folkestone and this area is the only area in the College in rapid improvement at present.</p> <p>The Chair asked AL to clarify what a stage 3 disciplinary was, AL advised this was an exclusion hearing and likened the process to a gross misconduct disciplinary hearing for staff. Governors discussed the male/female ratio and with Construction removed the figures are broadly similar. A Governor asked how 26 exclusions compared nationally and although this is not recorded AL will take to the next KAFEC meeting for local comparisons. A Governor sought clarification in the detailed report whether upheld referred to the appeal or the exclusion and AL noted this was the decision to exclude was upheld. Another Governor was concerned about the drug related exclusions and whether the students were offered support post College, AL assured members that some students were already on a programme and others would always be referred but a zero tolerance approach is the college standpoint balanced with a commitment to care leavers.</p>	<p>AL</p>
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13	Property Report	<p><u>Michael Wright Centre</u> The Michael Wright Centre was handed over on 4 November 2015 with approximately £36,000 of LADs being claimed from Walkers due to the delay. The music and sound issues have now been completed to specification however they are still not fit for purpose and the College will now be in discussions with the architects concerning the original specification.</p> <p><u>Yarrow Hotel</u> A letter has now been sent to the Project Manager relieving him of his services and Stewart Haywood will now project manage on behalf of the College with GR continuing to take the senior lead. The task and finish group have asked for a specific risk register for the Yarrow as the concern going forward is more due to the hotel operation rather than the actual build. JC commented that much of the discussion was around how the hotel would function as an educational establishment and how the curriculum can work with the commercial department to retain its education purpose.</p> <p>A Governor asked if there were any media opportunities in being the first of its kind and opportunities were discussed, GR was mindful of date certainty before any commitment would be made.</p> <p>[Tom Price left the meeting at 7.40pm]</p> <p><u>LDD</u> Students are now in the building following practical completion and the snagging issues have been resolved. Urban operated outside of the remit of the project and a letter has also been sent to Jenner's who, in good faith, undertook the work as instructed however Urban will need to confirm liability. The College has received no response to date.</p>	

		<p>Future Projects The LEP will only accept one bid per site and to combine construction and catering would constitute most of the LEP budget so the proposal is to make one bid for construction at Folkestone. The Chair asked on a timescale for completion and GR advised September 2016. Governors agreed to the proposal.</p> <p style="text-align: center;">AGREED - Governors agreed to the proposed LEP bid for construction at Folkestone</p>	
14	Structure Update	<p>GR confirmed the appointments made and the detailed the recruitment process. GR presented a structure chart operational from 2 November and some initial impact from the changes has already been seen. PS is undertaking a review of every service area and the critical tasks undertaken with a Service Level Agreement being drawn up for each area by the end of January.</p> <p>A Governor asked whether there was opportunity for shared services, GR advised preliminary discussions were held with Hastings College but the distance was too great. The issue is the need to have willing partners and a meeting has been arranged with Canterbury College for some early discussions in December.</p>	
15	Draft agenda for the next meeting	<p>Governors discussed the draft agenda with a balance of reports from the executive given the timescale between meetings. Property would now be GR however it was agreed that the task and finish group would have the focus for the Yarrow and any additional property requests would come under a separate paper where necessary. SM asked for a minuted item in regards to safeguarding and it was agreed that a safeguarding and prevent update would form part of the Principal's update. Members considered how to present the work of the Governors in between meetings including any training opportunities, stakeholder events, link visits, advisory boards and task and finish groups of the meetings and it was agreed that this would be a short standing agenda item with any reports as appendices to the item.</p>	
16	Any Other Business	<p>In light of discussion around the Governor role as an ambassador of the College at external events, SM noted she has been invited to a Kent Ambassadors dinner. SM will get further detail in respect to attendees and discuss with GR outside of the meeting.</p> <p>GR noted that the WorldSkills finalists are having a welcome home event on Monday 30th November between 6pm and 8pm and an invitation will be out to Governors shortly.</p>	

17	Matters Considered Confidential	There were no matters considered confidential.	
18	Date of Future Meeting	Tuesday 15 th December - Dover Campus at 5.30pm	

There being no further business the meeting closed at 8.00pm

Signed:

Position:

Date: