

## Governing Body Minutes

<b>Meeting</b>	Full Governing Body	<b>Date</b>	3 <sup>rd</sup> October 2015
<b>Location</b>	Courtyard Room, Ashford International Hotel	<b>Time</b>	10.35am
<b>Membership</b>	Beverley Aitken (Chair), Graham Razez (Principal), Patrick Hollis, Hilary Askew, Stephanie Martin, Rupert Bristow, Caroline Hallett, Miranda Chapman, Charles Buchanan, Tim Kent, Tom Price, Jonathan Clarke, Sarah Kemp, Patrick Finucane, Joanna Brown (Staff Governor) and Joanne Timms (Staff Governor)		
<b>In Attendance</b>	Anne Leese (Officer) Chris Legg (Officer) Paul Sayers (Officer) Christine Ricketts (Officer) Lucy McLeod  Tara Ashman (Clerk)		

	ITEM	COMMENTS	ACTION POINT REQUIRED
1	<b>Welcome and Apologies for Absence</b>	<p>The Chair welcomed members to the first meeting of the year with a particular welcome to the new Governors. The Chair thanked the Clerk for organising the strategic event.</p> <p>Apologies were received from Gail Clarke and Charmaine Jacobs.</p>	
2	<b>Declaration of Interests and Annual Declarations</b>	The Clerk asked for any outstanding declarations of interest for the new year. MC declared that her company works closes with EMC Corporate Finance Limited (item 11) and one of the Directors is a non-executive of her business.	
3	<b>Minutes of meeting held 1 July 2015</b>	The minutes of the previous meeting held on 1 <sup>st</sup> July 2015 including the confidential minutes were formally approved as an accurate record and duly signed by the Chair.	

4	<b>Matters Arising</b>	<p>The staff survey results and technical school update will be reported under GR's report.</p> <p>PS advised that the ILR (Individual Learner Record) audit is almost complete. A sample of EFA, SFA and 24+ loan learners have been taken with a few queries being cleared. To date there hasn't been anything systematic to result in a claw back but until the final report is produced this cannot be confirmed. The end of the process results in the 14/15 reconciliation statement which should be towards the end of the month.</p>	
5	<b>Chair's Report</b>	<p>The Chair provided a précis of the work undertaken in the role over the past 12 months and advised members of the appraisal review form for completion and the importance of such a review. With some big decisions to consider the Chair asked Governors to be brave and bold in the journey ahead.</p> <p><b>5.1 Staff acknowledgements</b> - The Early Years Advisory Board recommended that formal thanks be sent to Nicola Wingrove (Boswell) for her support and guidance in developing the nursery over the past 12 months. The Chair recommended that congratulations be sent to student Emily MacKay for receiving the Principal's award for Excellence and Highly Commended in the AoC student of the year. Governors were supportive of these recommendations and the Clerk will write on their behalf.</p> <p><b>AGREED - The Clerk will write on behalf of the Governing Body to College staff and student members.</b></p>	
6	<b>Principal's Report</b>	<p>GR elaborated on the work of the Chair including extensive contact with the Principal, Clerk and executive team and thanked her for her commitment to the College in such demanding times.</p> <p>GR provided a verbal update to the Governors on the following items:</p> <p><b><u>Ofsted</u></b> The letter arrived yesterday evening regarding the recent Ofsted visit to Dover and Folkestone campus. The report overall was positive in terms of outcomes but recognised the pace of middle management needs to increase. GR will circulate the letter following the meeting.</p> <p><b><u>Capital Projects</u></b> The LDD building in Folkestone failed building control however the designer has admitted liability and is taking steps to rectify this with the students in after half term. GR is mindful that some of the works were unable to go ahead at Folkestone due to financial constraints and this will form part of item 10.</p>	GR

		<p><b><u>Staff Survey</u></b> Overall staff morale is up with a collective 94% happy to be working at the College. The happiest campus is Dover and Folkestone is the least with 82%. A Governor commented on the good news story of Dover campus with the Office of National Statistics ranking Dover as a miserable place to live. Health and Safety is up with students feeling safe. Service areas have taken another hit this year and a review of the resources, managing expectations and the communication about the service offered will be undertaken over the coming year.</p> <p><b><u>Technical School</u></b> 22 young people have been enrolled this year, 9 in early years and 13 in catering. After some initial teething issues the students have embedded in very well and all have been retained.</p> <p><b><u>Recent Successes</u></b> The College have 9 representatives in the UK Skills Final in November at the NEC in Birmingham which is more entrants than any other College in the South East. East Kent College is recognised as the South East Plastering College and 3 students from Dover have reached the final of the European Space Programme Competition.</p> <p>Questions were invited.</p> <p>The Chair thanked GR for his update.</p>	
7	<b>College Performance Indicators</b>	<p>GR advised members that the final data has not been signed off for 14/15 so the final CPIs are yet to be produced however broadly the distance travelled has gone up but the targets relating to income have been particularly affected. The targets for 15/16 will come to the next meeting for Governor discussion and sign off with a much more detailed contribution.</p> <p>Governors discussed the new facilities and the areas of focus for the coming months, GR advised there is work to do in terms of a capacity study which will come back to the full governing body in due course.</p>	
8	<b>Capital Investment</b>	<p>CL detailed the proposed capital investment strategy for the remainder of the current strategic plan under its four main outcomes:</p> <ol style="list-style-type: none"> <li>1. Spend to Earn</li> <li>2. Spend to Save</li> </ol>	

		<p>3. Quality improvement 4. Remedial works to the College estate</p> <p><b>This part of the item was considered confidential and will form Part A confidential minutes</b></p> <p>The current arrangements for Capital investment is for the Principal to approach the Governing Body for any expenditure, GR has asked that a £150,000 working capital budget be approved for use within the existing financial regulations for any minor remedial estates works. This is a working budget to be used in emergency circumstances and Governors were happy to approve.</p> <p><b>APPROVED - Governors approved a £150,000 capital budget for the Principal to authorise any remedial estates works</b></p> <p>Item 11 will discuss the first proposal for the Spend to Earn initiative and Governors were supportive of the new Capital investment Strategy.</p> <p><b>APPROVED - Governors approved the new Capital Investment Strategy</b></p>	
9	Yarrow Hotel	<p>AL advised the report took Governors on the journey of the Yarrow project and some of the rationale why there is now a request for an additional £790,000 for completion of the project. The hope is this will come in nearer to £500,000 although there are still a number of unknown quantities.</p> <p>GR presented a diagram of the journey and costs to date.</p> <p>[JC left the meeting at 11.30am]</p> <p>A Governor queried the type of contract as JCT or NEC and GR confirmed JCT as it is a design and build contract. The Chair asked about the Project Management and GR advised an independent project manager was appointed but the College is less than satisfied so this will be reviewed next week. A Governor asked if there was anything that could be deferred in regards to spending until the final settlement from WW Martin, GR noted that instructions to WW Martin will be as little as possible but only where the instruction will not cause any further delay.</p>	

		<p>Governors agreed to approve the increase of £790,000 in budget to the Yarrow project with the anticipation that the final costs will be lower and payments can be deferred wherever possible.</p> <p><b>APPROVED - Governors approved an additional £790,000 investment into the Yarrow Hotel project</b></p>	
10	<b>Dover Campus Development</b>	<p>In view of the College's change to the financial strategy and the agreement to the additional investment of the Yarrow, AL asked for approval to postpone the link build at the Dover campus. The approved LEP funding was based on a significant College contribution which would now be unaffordable. A Governor asked how the staff at Dover would feel about the building and GR felt that staff are acutely aware that the existing buildings have not been filled. Governors discussed the long term strategy and felt the approval was to cancel the link building for the foreseeable future.</p> <p>AL advised that the College would like to go back to the LEP to ask for monies to improve the facilities at Folkestone that were previously untouched and Governors were supportive of this. A Governor asked if the LEP has any limitations on a 100% grant and GR advised this is yet untested although the benefit to the LEP would be meeting the skills shortage in Folkestone particularly in construction and catering.</p> <p><b>APPROVED - Governors approved the amendment to the property strategy</b></p>	
11	<b>Heathercroft Training</b>	<p>The Clerk noted agenda item numbering was misaligned at this point and has adjusted subsequent numbering onward in the agenda for reporting purposes.</p> <p><b>This item was considered confidential and will form Part A confidential minutes</b></p>	
12	<b>Clerk's Report</b>	<p>The Clerk presented her report for information and approval.</p> <p><b>12.1 Annual Reports 2014/15</b> The Clerk presented reports on the use of the College seal and Governor attendance for 2014/15 for information.</p> <p><b>12.2 Changes to the Standing Orders and Instrument and Articles</b></p>	

		<p>The Clerk reported on the proposed changes to the instruments and articles and standing orders to include video and/or telephone conferencing in exceptional circumstances and some minor cosmetic adjustments in line with the English Colleges' Foundation Code. Governors approved the changes as described.</p> <p><b>APPROVED - Governors approved the changes to the Standing Orders and Instruments and Articles for 2015/16</b></p> <p><b>12.3 Role description for the Chair</b> As part of the succession planning considered by the Search Committee it was agreed that a Role description for the Chair be produced for the additional statutory duties and implicit responsibilities as Chair of Governors.</p> <p><b>12.4 Chairs Performance Review 2014/15</b> In order to comply with the English Colleges' Foundation Code a review of the Chair needs to be undertaken. The Clerk asked that all Governors complete the review form for 14/15 if they were a member at the time and return by 16<sup>th</sup> December 2015. The responses will be collated and the Chair will have a peer evaluation meeting with the Chair of Mid Kent College in the early part of next year with a brief report coming via the Clerk to the March meeting.</p> <p><b>12.5 Governor/Executive Link Scheme</b> Governors were happy to approve a trial of the Governor/Executive link scheme up to the Christmas break to provide an insight into the role of the senior executive team members and how strategic decisions influence at an operational level.</p> <p><b>AGREED - The Governors agreed to trial the Governor/Executive Link scheme until the end of the calendar year</b></p>	
13	Risk Management Report	<p>PS advised the Risk, Audit and Compliance internal committee are due to meet next week where the risk register will be reviewed in light of recent changes and discussions during the meeting. The 16 actions will be reviewed and any mitigating actions and new risks will be detailed by the next meeting.</p> <p><b>NOTED - Governors noted the risk register</b></p>	

14	<b>Any Other Business</b>	<p>Following discussions at the strategic event the proposal to move to a Carvel model of Governance was proposed by GR and fellow Governors with a move to full e-governance by the next meeting. There will not be a reduction in Governor numbers at this stage but ultimately a reduction in Committee size over the coming terms of office will be considered. By a show of hands Governors were unanimous in their approval.</p> <p><b>APPROVED - Governors approved a move to a Carvel Model Governance structure and e-governance with immediate effect</b></p> <p>AL tabled three policies for the Technical School, namely:</p> <ul style="list-style-type: none"> <li>• Written Statement of Behaviour Principles</li> <li>• Sex and Relationship Education Policy</li> <li>• Supporting Students at School with Medical Conditions</li> </ul> <p>The policies have been through the internal policy committee and the advisory board on which RB and SM sit on as Governor representatives however require approval by the Full Governing Body. Governors approved the policies and would refer any comments to the representatives for further meetings if necessary.</p> <p><b>APPROVED - Governors approved the Technical school policies as presented</b></p>	
15	<b>Matters Considered Confidential</b>	<p>Item 8 - Capital Investment.          Item 11 - Heathercroft Training.          These will be reported under Part A confidential minutes.</p>	
16	<b>Date of Future Meeting</b>	<p>To be confirmed under the new model of Governance</p>	

There being no further business the meeting closed at 12.35pm

Signed: .....

Position: .....

Date: .....