

## Governing Body Minutes

<b>Meeting</b>	Full Governing Body	<b>Date</b>	19 <sup>th</sup> January 2016
<b>Location</b>	Boardroom, Yarrow Business Centre, Broadstairs Campus	<b>Time</b>	5.50pm
<b>Membership</b>	Beverley Aitken (Chair), Graham Razez (Principal), Patrick Hollis, Hilary Askew, Rupert Bristow, Tom Price, Jonathan Clarke, Sarah Kemp, Patrick Finucane, Charles Buchanan, Caroline Hallett, Stephanie Martin, Miranda Chapman, Joanna Brown (Staff Governor), and Joanne Timms (Staff Governor)		
<b>In Attendance</b>	Anne Leese (Officer) Paul Sayers (Officer) Chris Legg (Officer)  Tara Ashman (Clerk)		

	ITEM	COMMENTS	ACTION POINT REQUIRED
1	<b>Welcome and Apologies for Absence</b>	<p>The Chair welcomed members to the meeting and thanked Paul Sayers for a very detailed introduction into the Area Review process.</p> <p>Apologies were received from Gail Clarke and Tim Kent. There were no apologies received from Charmaine Jacobs.</p>	
2	<b>Declarations of Interest</b>	There were no additional declarations of interest.	
3	<b>Minutes of meeting held on 15<sup>th</sup> December 2015</b>	The minutes of the meeting held on 15 <sup>th</sup> December 2015, including the confidential minutes, were formally approved as an accurate record and were duly signed by the Chair.	

4	Matters Arising	<p><b>Yarrow Hotel visit</b> - the Clerk circulated a registration sheet for Governors that are able to attend the tour on Tuesday 23<sup>rd</sup> February at 1pm, due to the health and safety regulations all visitors will need the required PPE.</p> <p><b>KAFEC Feedback</b> - AL advised that the reporting of exclusions was raised at the last meeting and no further information was available to compare like for like in reporting mechanisms.</p> <p><b>Construction Intervention</b> - AL reported there is now a new manager in place in the area but it is very early days to comment further at this stage.</p>	
5	Chair's Report	<p>The Chair advised that she has undertaken the annual review of the Principal and Clerk and will report to the Remuneration Committee next week. The Chair provided an update on the additional work undertaken outside of the meeting including separate monthly meetings with the Principal, Executive Team and Clerk to discuss issues, progress and matters arising and regular contact with the Clerk and Principal via email and telephone. There has been a networking opportunity with the Federation of Small Business locally but no further progress to date with Chairs' of local schools.</p> <p><b>5.1 Staff acknowledgements</b> - There were no staff acknowledgements for the meeting.</p>	
6	Principal's Report	<p>In addition to the report as presented GR provided further information on the following:</p> <p><b>Pent Valley School</b> - Pent Valley School are now in formal consultation to close at the end of the academic year. The proposal is years 7, 8 and 9 will be reallocated schools, year 10 will remain, year 11 will be given suitable options and year 12 will be guided to the College. There is a possible 20 students transferring in-year to courses at the College and a potential current 60 level 2 students joining next year. Paul Manning is leading on the process on behalf of the College. There will need to be discussion on a Technical School at Folkestone and whether this is the opportunity to offer this for a September start; a full proposal will come to the Governing Body should this be the way forward. RB attended the consultation meeting at Pent Valley and will direct his feedback to Paul Manning as the lead.</p> <p><b>Westgate College</b> - The bungalow has been refurbished into a secure area for students by RAP interiors with 8 young people joining the College on Monday 25<sup>th</sup> January. KCC are funding the support costs and the facility can cater for 20 students which gives the College room for future growth.</p> <p><b>Safeguarding and Prevent Data</b> - There are currently 50 live cases across the campuses and there has been one issue of prevent. Comparative data will be available for the next report however 25 cases of emotional (mental health) issues is a significant increase. CH advised the staff at Imago are on site at Folkestone and can offer Assist training to College staff. AL to liaise with CH outside of the meeting.</p>	<p>RB</p> <p>AL</p>

		<p>GR advised Glen Wadsworth is the Director of Sawyer and Fisher, not Glen Sawyer as reported.</p> <p>The Chair thanked GR for his report.</p> <p><b>NOTED - Governors noted the Principals' Report</b></p>	
7	<p><b>Governor Feedback</b></p>	<p>The report has been produced to update Governors on the other business undertaken outside of the meeting and the Clerk and Governors updated on the additional points:</p> <p><b>Yarrow Task and Finish</b> - The working group met earlier today and a full report will come to the next meeting. Members identified that the focus of the group would move to the more commercial operation aspects from the physical build and sought approval for the membership to remain the same, inviting other interested Governors to join. SK would like to attend where possible and the Clerk will circulate the dates going forward. Governors were happy to approve the continuation of the task and finish group to see through the opening of the Yarrow and for membership to remain the same with the invitation of Sarah Kemp.</p> <p><b>APPROVED - Governors approved the continuation of the Task and Finish group with existing membership</b></p> <p><b>Governor Engagement Scheme</b> - Governors were invited to register their interest for any of the engagement activities via the Clerk in the first instance. Governors were happy to approve the updated scheme as presented.</p> <p><b>APPROVED - Governors approved the updated Governor Engagement Scheme</b></p> <p><b>Governor/Executive Link Scheme</b>- Governors were pleased to approve the link scheme for the rest of the academic year and feedback from the links will be reported under this item of the meeting going forward.</p> <p><b>APPROVED - Governors approved the Governor/Executive Link Scheme for the rest of the Academic Year</b></p> <p>The Technical School and Early Years Advisory Board meets tomorrow and the management accounts working group meet next week. Barry Boden will attend the March meeting to deliver training on SharePoint and has offered a drop in session for any IT queries prior to the meeting to support e-Governance.</p>	<p>Clerk</p>

8	College Performance Indicators	<p>The annual targets were scrutinised within the task and finish groups that met at the end of last term. The final report for 14/15 was presented alongside the targets for 15/16. Governors commented on the layout being easier to review. GR advised the targets can be split by campus for further detail and will be available on SharePoint. Governors approved the targets for 15/16.</p> <p style="text-align: center;"><b>APPROVED - Governors approved the Annual College Performance Indicator targets for 2015/16</b></p> <p>GR was pleased to report the positive movement in the part 1 indicators however recognised the challenge and the need to accelerate further. Governors discussed how the message of the value of apprenticeships can be delivered with over 30 apprenticeship vacancies with no applicants and the College is continuing to look at career pathways leading to apprenticeships. A Governor asked how many apprentices the College directly employ and AL reported 5. GR advised CM14 - staff absence rate was under reported last year due to a problem with the way the system reported long term absences, the figure for 14/15 was in fact 10.3 and not 7.1 as reported. The target for this year has been approved so will therefore remain.</p> <p>The part 2 indicators are mainly driven by the College finances which will be covered in the finance report.</p>	
9	Finance Report	<p>CL led Governors through the executive summary and highlighted the key variances with the College being in 'good' financial health overall. CL noted:</p> <ul style="list-style-type: none"> <li>• The College is in formal contract dispute in regards to the 18-21 work skills pilot;</li> <li>• The weakened cash position for 15/16 has been supported by the authorised overdraft agreed at the last meeting and the College has capacity to generate a stronger cash position over the next 2-3 years;</li> <li>• Following the quarter 2 review Governors will be asked to consider the further 0.5% pay award</li> </ul> <p>CL invited questions.</p> <p>A Governor asked when the Folkestone salon would be back contributing and CL advised the Salon manager has been appointed so this should be generating income soon. The Folkestone Harbour Arm is looking for pop up restaurants which may be something Shane Goodwin could explore for the Folkestone restaurant, CL will feed this back to SG.</p> <p>Another Governor asked why there is no income in August for the Nursery, CL advised August and September are combined in September.</p>	CL

		<p>A Governor suggested that to generate interest in the Yarrow Hotel for existing restaurant customers, tasting menus could be offered as part of the marketing plan. This will be taken forward to the Yarrow Task and Finish group.</p> <p>The Chair thanked CL for his report.</p>	Clerk
10	<b>Teaching, Learning and Assessment</b>	<p>AL remarked that it had only been 2 working weeks since the last meeting but the College have commissioned an independent scrutiny of the Broadstairs campus next week, the reports will be fed through the performance review committee. Folkestone and Dover have undergone similar scrutiny through the Ofsted support and challenge visits with another visit scheduled for March.</p> <p>AL noted the examination re-sit figures within the paper apply to maths only as English re-sits include controlled assessments.</p> <p>The Chair thanked AL for her report.</p>	
11	<b>Risk Management Report</b>	<p>PS highlighted the review of the risk register and realignment of risk owners to provide greater assurance at executive team level. PS cited IT moving under his management from 1 February as an example and this will be reflected in the risk register from next month.</p> <p>PS discussed the changes to the register with 6 risks having changed from the last report, 4 of these have decreased and two (risks 14 and 16) now include reference to the Yarrow Hotel.</p> <p>Questions were invited.</p> <p>A Governor queried the assurance from subcontractors and how the College are confident they are conforming to the relevant protocols. PS advised for larger contractors, WW Martin for example, the site is under their management until it is handed over to the College and there is no student access allowed. Health and Safety incidents are reported at the College property meetings and the Disaster Recovery Plan is in place for all campuses.</p>	

		<p>A Governor commented that in their own organisation additional work has been undertaken regarding 'blind spots' in relation to safeguarding. This work should be considered by the Technical School and Early Years advisory Board in the first instance.</p> <p>The Chair thanked PS for his report.</p>	AL
12	<b>Clerk's Report</b>	<p>The Clerk presented the results of the skills audit and self-evaluation 2014-2015 for information and invited comment.</p> <p>The Chair noted that work has been done in filling some of the skills gaps identified within the report and that work is still ongoing in sourcing an auditor/accountant to further support the Audit Committee.</p> <p>Work has already been undertaken following the self-evaluation feedback to allow more time for discussion at meetings and for the papers to be of a more manageable size.</p>	
13	<b>Health and Safety Annual Report and Action Plan Update</b>	<p>PS presented the annual report for health and safety and noted 8 out of the 12 programme areas inspected at Broadstairs had improved on the previous year.</p> <p>There have been a higher number of accidents reported and it has been agreed that for 15/16 there will be a weighting attached to the incident to measure its significance. There was a greater focus on training last year to focus on business obligations with a RAG rating following the outcomes from inspection.</p> <p>PS invited questions.</p> <p>Governors asked how the target for accidents was reached, PS advised these were based on last year's trends and all staff are encouraged to report incidents.</p> <p>TP as Lead Governor for Health and Safety has been encouraged with his recent meetings with Alison Gray and is planning visits to each of the campuses.</p> <p>A Governor asked about the current 4 star environmental health rating, CL fully expects a 5 star rating at the Yarrow Hotel, a Governor commented from personal experience to consider speaking to the council as to whether the rating can be transferred and not assessed as a new business.</p>	

14	<b>Disaster Recovery Plan Review</b>	<p>In light of recent terrorist events the Disaster Recovery Plan has been updated to reflect current best practise based on those scenarios. Aspects of the plan have been tested in a desktop exercise with the proposal to test the updated procedure at one of the campuses in the future. Key staff received training delivered by the South East Counter Terrorism team in October and all staff received training at the last information day.</p> <p>A Governor reflected that although access to counsellors and such was available there was no reference to priests or local faith leaders and felt this should be included. PS will take this back to Alison Gray for inclusion.</p>	PS
15	<b>Policy Review</b>	<p>PS advised members that the Safeguarding Policy for the Nursery had been to the internal Policy Committee and the updates in red took account of the changes in policy to include such items as Prevent. PS invited comment.</p> <p>A Governor asked whether all the safeguarding policies had been reviewed to include Female Genital Mutilation (FGM) as this process was something that had recently been undertaken in their organisation, PS would take this forward to the next Policy Committee for consideration across the safeguarding policies. Governors approved the policy as presented.</p> <p>The Technical School Admissions Policy was brought forward from any other business to this point in the agenda. AL advised the policy had been reviewed by the Advisory Board which Governor representatives sit on and Governors were happy to approve the changes.</p> <p style="text-align: center;"><b>APPROVED - Governors approved the Safeguarding Policy for the Nursery and the Technical School Admissions Policy for publication as presented</b></p>	PS
16	<b>Stakeholder Engagement</b>	<p>MC and PS discussed the background of the report and the key message that Governor stakeholder engagement is still important going forward. This item is to set the scene for the Governing Body and ask members to consider how the information, as ambassadors of the College, can be presented to stakeholders with one clear message. The first part of the exercise is to identify key stakeholders already known to the Governors to assist the College in three main areas:</p> <ol style="list-style-type: none"> <li>1. Increase income</li> <li>2. Increase student recruitment</li> <li>3. Promote the Yarrow Hotel</li> </ol>	

		Governors discussed the Power Interest grid and opportunities for future engagement including a stakeholder event, business breakfasts and Yarrow opening. The Clerk will amalgamate the information provided by Governors in advance of the strategic afternoon in February to enable progressive discussion and Governors were asked to submit their personal Power Interest grids to the Clerk by 5 <sup>th</sup> February 2016.	Governors
17	Draft agenda for the next meeting	The draft agenda for the next meeting was agreed with the Property Report changed to a discussion item.	
18	Any Other Business	To maintain good housekeeping the Clerk asked for confirmation from members that the minutes of the last Business Committee and Education Committee prior to the adoption of Carver were an accurate reflection and could be signed by the relevant Chairs of the time. Governors agreed that this was the case.  <b>APPROVED -Governors approved the Business Committee Minutes, including confidential minutes of the 3<sup>rd</sup> June 2015 and the Education Committee Minutes of the 8<sup>th</sup> June 2015 were an accurate record of the meeting and can be signed by the respective Chairs</b>	
19	Matters Considered Confidential	No items were considered confidential at the meeting.	
20	Date of Future Meeting	Tuesday 23 <sup>rd</sup> February 2016 - Broadstairs Campus at 5.30pm	

There being no further business the meeting closed at 7.54pm

Signed: ..... Position: ..... Date: .....