

## Governing Body Minutes

<b>Meeting</b>	Full Governing Body	<b>Date</b>	26 <sup>th</sup> April 2016
<b>Location</b>	Room W3.3, Welcome Building, Dover Campus	<b>Time</b>	5.27pm
<b>Membership</b>	Beverley Aitken (Chair), Graham Razez (GR) (Principal), Patrick Hollis, Rupert Bristow, Tom Price, Jonathan Clarke, Sarah Kemp, Patrick Finucane, Tim Kent, Miranda Chapman, Charles Buchanan, Charmaine Jacobs (Student Governor), Joanna Brown (Staff Governor), Joanne Timms (Staff Governor) and Gail Clarke		
<b>In Attendance</b>	Anne Leese (AL) (Officer) Paul Sayers (PS) (Officer) Chris Legg (CL) (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 them for their contribution in the Stakeholder Engagement session prior to the meeting.</p> <p>Apologies were received from Hilary Askew and Stephanie Martin.</p>	
2	<b>Declarations of Interest</b>	There were no declarations of interest other than the standing declarations.	
3	<b>Minutes of meeting held on 23<sup>rd</sup> March 2016, including confidential minutes</b>	The minutes of meeting held on 23 <sup>rd</sup> March 2016, including confidential minutes, were approved and signed as an accurate record of the meeting.	

4	<b>Matters Arising</b>	<p>The Clerk reminded Governors to return the signed Wi-Fi and IT acceptable use documents and noted the Guest Speakers policy is now available on the SharePoint site.</p> <p>Charmaine Jacobs advised members that the provisional date for the EU referendum event is Wednesday 18<sup>th</sup> May at both the Broadstairs and Folkestone campuses and is waiting on confirmation of speakers at the Folkestone event. Rupert Bristow noted that the Churches Together are holding a separate Hustings Event on Friday 17<sup>th</sup> June in Folkestone that could be advertised in the absence of suitable speakers for May.</p> <p><b>The item discussed here was considered confidential and will form Part A confidential minutes</b></p> <p>[Gail Clarke joined the meeting at 5.50pm]</p>	
5	<b>Chair's Report</b>	<p>The Chair advised she is meeting with the Kent College Chairs, with the exception of North Kent College on Wednesday 25<sup>th</sup> May and a meeting is booked for the Chair and the Principal to meet with Colin Carmichael and Alison Clarke from Canterbury College to discuss existing collaboration arrangements on Thursday 5<sup>th</sup> May.</p> <p><b>The item discussed here was considered confidential and will form Part A confidential minutes</b></p> <p>5.2 Staff acknowledgements - There were no specific staff acknowledgements for this meeting.</p>	
6	<b>Principal's Report</b>	<p>GR provided further information in addition to the report on the following:</p> <p><b>Successes</b> - GR reported two recent good news stories; the College won the TES Further Education Award - Contribution to the Community, last Friday evening recognising the 80,000+ hours of volunteering over the last 4 years. East Kent College is the only College that hold community day events as a whole College wide initiative and this is something GR is passionate about delivering. On the same evening the third annual Teenage Cancer Trust dinner was held, raising over £5,000 as part of an ongoing fundraising drive for the charity.</p> <p><b>Area Review</b> - Feedback from the first wave of Area Reviews is now coming out with the clear message in managing the process at Governing Body level, the difficulty has been in the differences between the level of information given to different boards.</p> <p><b>Student Destinations</b> - GR proposed a detailed report be brought to the Full Governing Body in July as some illuminating data has come out of the recent final survey, the College has achieved 100% of destination</p>	<b>Agenda</b>

		<p>collection with an average of 89% achieving a positive destination. Governors discussed how the destination of students is tracked on an individual basis and what defines a positive destination. A positive destination is further education or employment and GR is keen to work on reporting the relevance of the employment as that is not currently captured. The new Customer Relationship Management (CRM) database has the capacity to work with the Standard Industry Codes (SIC) to report the relevance of the destination but this will involve some work and GR would like to be brave in publishing the destinations of each programme area to have some cross College comparators.</p> <p><b>18-21 Work Skills Pilot</b> - The College have now received a response which was an emphatic no, should the College wish to pursue the case further the Secretary of State will robustly defend the treasury position. Cripps assures the College this is not unusual and will work with the mediators which will continue to delay a final outcome.</p> <p><b>Safeguarding and Prevent</b> - GR advised the 49 new cases are from the Virtual Campus and are the new unaccompanied asylum seekers; looked after children are deemed vulnerable from the outset.</p> <p><b>The item discussed here was considered confidential and will form Part A confidential minutes</b></p> <p>The Chair thanked GR for his report.</p> <p><b>NOTED - Governors noted the Principals' Report</b></p>	
7	Governor Feedback	<p>The Clerk invited additional comment from the respective Governors that have engaged in Governing Body matters external to this meeting:</p> <p><b>Link Visit to Discovery Park Science</b> - Sarah Kemp was very pleased with her recent visit to the Science provision at Discovery Park commenting 'it is how I always imagined it might be'. Her thanks go to Maggie Rickerby and the team for taking the time out to meet with her. Students were happy to be there, links had been made with a number of companies on site and the department has benefitted from a recent donation of some excellent equipment. The student numbers are concerning as is the partnership with Canterbury Christchurch University, GR sees no reason why the collaborative work with CCCUC can't continue on a department by department basis and will encourage Maggie to do so.</p> <p>The Chair thanked Sarah Kemp for her visit and feedback.</p>	

		<p><b>Yarrow Task and Finish Group</b> - Patrick Hollis advised members of the appointment of the new General Manager, Andrea Whigham, who will be joining the Yarrow Hotel team on 1<sup>st</sup> July.</p> <p>The property itself is progressing, although the exterior work may delay the 20<sup>th</sup> May deadline. The task and finish group reviewed the business plan earlier today which is taking shape and is a good document to assist Andrea in the early stages. The group recognised the work that Shane Godwin has done to date. A Governor asked what the new Manager's driving force for the project was, PH was on the interview panel and articulated her passion and previous experience in the business and the unique opportunity being presented. Due to the start date there is some slippage in terms of the opening and this is now proposed to be the third week of July with bookings being taken from the end of May. Governors were unanimous in their agreement of this.</p> <p>A Governor asked about the history of the Yarrow and the Clerk will circulate copies of the College history in photographs after the meeting.</p> <p style="text-align: center;"><b>NOTED - Governors noted the Yarrow task and Finish report with the revised opening date w/c 18<sup>th</sup> July 2016</b></p>	Clerk
8	College performance Indicators	<p>GR commented that with a bi-monthly CPI report he has additionally produced an executive summary to highlight particular areas of note; as of today CM3 - apprenticeship success rates stands at 55.6 with 207 apprenticeship starts.</p> <p>GR invited questions and advised members that the College Performance Indicators by campus are available on the Governor SharePoint area.</p> <p>The Chair commented on the positive distance travelled in most areas, Governors were pleased with the executive summary and had no further questions.</p>	
9	Teaching, Learning and Assessment	<p>AL presented the report on teaching, learning and assessment which included feedback from the recent Ofsted visit, some of their findings have already been implemented including the number of times staff record their reflections. The student survey is currently being undertaken, the outcome of which is included in the overall judgements made by the Campus Principals.</p>	

<p>AL noted the monthly QA judgments have been changed this month to include apprenticeship frameworks and study programmes as opposed to judging the individual. Support continues to be offered to staff where improvement is needed.</p> <p>A Governor asked for clarification on understanding how an individual knows their own judgement 'grade' if they are no longer recognised individually. AL advised it is one element of the overall grade for the study programme and an individual lecturer would know their own strengths and weaknesses by what has been identified for areas to improve. A Governor asked whether lecturers are ever judged against the additional areas of the role, including pastoral guidance and AL agreed this forms part of the overall judgement however this is usually a team approach in line with other teaching staff, progression mentors etc. so would be hard to quantify on an individual basis; lecturers would be assessed on how well the students are engaged and progressing within the study programme however.</p> <p>A Governor asked for a definition of a learner walkthrough compared against a student experience, AL advised a learner walkthrough makes a judgement of teaching, learning and assessment through observation and a student experience is where the team stop a class and ask the students a series of questions based on their experience, this was where the Prevent agenda was picked up as an area for more work to be done which has now been implemented.</p> <p>A Governor challenged whether a target would be set for the number of areas requiring improvement by the end of the year, AL noted one had not been set as yet however the aim would be for no inadequate and the majority to be good or better. GR noted to be secure in a Good Ofsted rating the College would need to be around 80% good or better with no inadequate.</p> <p>A Governor was concerned about the Principal judgement being absolute and if there was a basing exercise to be done. AL advised these judgements are quality assured and some have already been undertaken; they are also robustly challenged by the Performance Review Committee. A Governor queried the Virtual Campus being so far ahead of the others, AL noted that there are very few study programmes in the area and the adult education and professional learning are short courses, it is only brought down by ESOL which is currently inadequate.</p> <p>The current prediction of overall success on apprenticeships is 78% up from 66% last year.</p> <p>The Chair thanked AL for her comprehensive report.</p>
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10	Clerk's Report	<p>The Clerk presented the highlighted standing orders which had been reviewed in light of the move to the Carver model and have been brought for formal resolution. The Chair noted D1 still refers to Chairs Committee however with the amendment was happy to approve the changes; by a show of hands Governors were unanimous in the approval of the proposed cosmetic changes to the Standing Orders.</p> <p style="text-align: center;"><b>RESOLVED - Governors approved the changes to the Standing orders 2015/16</b></p>	
11	College Plans to Improve English and maths	<p>AL commented on the key change in accountability and delivery of English and maths with the lower levels being delivered by the main programme lecturer. The College has been successful in reducing the margin between attendance on the main programme and English and maths to 5.6% and it is hoped the impact of this will significantly improve results. The report also detailed improvements to be made for the coming year and AL invited questions.</p> <p>A Governor asked whether students seemed more engaged with English and maths this year, AL feels students are more understanding to the need for English and maths now but the change in teaching staff still significantly impacts on the students.</p> <p>A Governor asked what Governors could do to help the improvement plan, AL advised any business endorsement to inspire young people to believe in the value of the subjects would be of great benefit and would welcome any support in this regard.</p> <p>A Governor was concerned about the number of lecturing staff that may not have one level above the qualification they are teaching and the Colleges' response to this. GR advised that some staff have taken up the voluntary scheme however ultimately this may need to become more contractual in the future.</p>	
12	Implementation of Study Programmes	<p>AL outlined the definition of a study programme and how the College delivers them with the discretion offered to Colleges within the funding conditions. AL highlighted the report on work experience and how the planned hours now appear on the Individual Learner Record (ILR) at the start of the programme. The arranged hours are set on pro monitor against the planned hours and the actual hours are accurate to what has been done to date. The condition of funding is in the planned hours.</p> <p>A Governor asked whether the planned hours report would mask under provision in some areas, AL agreed however the reports can be drilled down to an individual student level.</p>	

13	Pay Award Review	<p>[Paul Sayers, Chris Legg, Joanne Timms, Joanne Brown and Charmaine Jacobs left the meeting at 7.25pm]</p> <p><b>This item was considered confidential and will form Part B confidential minutes</b></p> <p>[Paul Sayers, Chris Legg, Joanne Timms, Joanne Brown and Charmaine Jacobs re-joined the meeting at 7.40pm]</p>	
14	Draft Agenda for the next meeting	<p>The draft agenda for the meeting due to be held on Tuesday 24<sup>th</sup> May was agreed, PS noted that AL now has responsibility for subcontracting and will provide the update report.</p>	
15	Any Other Business	<p>PS presented the updated Safeguarding and Preventing Extremism and Radicalisation policy for approval by the Governors, the updates having been highlighted in red. PS noted that the internal Policy group are looking at certain polices, including this one, to see what is policy change for approval and what is useable guidance given the length of some of the documents. Governors were content to approve the changes to the policy.</p> <p><b>APPROVED - Governors approved the updated Safeguarding and Preventing Extremism and Radicalisation policy</b></p> <p>Rupert Bristow advised Stephanie Martin and he attended a Parents Forum at the Technical School last week and very positive comments were received from both the parents and the students.</p> <p>Charmaine Jacobs advised the NUS highly praised the College following the Green Impact Audit on Friday, a great accolade, Governors gave their congratulations.</p> <p>The Clerk advised Stephanie Martin is having to take a leave of absence from her Governor duties due to health reasons and the Chair asked for Governors to consider volunteering for the Lead Safeguarding on an interim basis. Governors wished Stephanie a speedy recovery.</p>	
16	Matters Considered Confidential	<p>Item 4 - Matters Arising          Item 5 - Chair's Report          Item 6 - Principal's Report</p>	

		Parts of item 4 and 6 will be reported under Part A confidential minutes.  Item 13 - Pay award review Item 13 will be reported under Part B confidential minutes.	
17	<b>Date of Future Meeting</b>	Tuesday 24 <sup>th</sup> May 2016 - Folkestone Campus at 5.30pm	

There being no further business the meeting closed at 7.46pm

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