

Governing Body Minutes

Meeting	Full Governing Body	Date	26 th May 2016
Location	Room G3.02, Trust Building, Folkestone Campus	Time	5.00pm
Membership	Beverley Aitken (Chair), Graham Razey (GR) (Principal), Patrick Hollis, Tom Price, Jonathan Clarke, Sarah Kemp, Tim Kent, Miranda Chapman, Charles Buchanan, Charmaine Jacobs (Student Governor), Joanna Brown (Staff Governor) and Joanne Timms (Staff Governor)		
In Attendance	Anne Leese (AL) (Officer) Paul Sayers (PS) (Officer) Chris Legg (CL) (Officer) Tara Ashman (Clerk) Jamie Weir (Invited Observer)		

	ITEM	COMMENTS	ACTION POINT REQUIRED
1	Welcome and Apologies for Absence	<p>The Chair welcomed members to the meeting and noted that Jamie Weir, who is the Corporate and PR Events Officer at the College, has been invited as an Observer to the meetings. Jamie was welcomed to the meeting.</p> <p>Apologies were received from Hilary Askew, Patrick Finucane, Gail Clarke, Stephanie Martin and Rupert Bristow.</p>	
2	Declarations of Interest	There were no other declarations of interest identified.	
3	Minutes of meeting held on 26th April 2016	The minutes of meeting held on 26 th April 2016, including part A and part B confidential minutes, were approved and signed as an accurate record of the meeting.	

4	Matters Arising	<p>Charmaine Jacobs noted the date for the EU referendum event is now Friday 10th June at the Folkestone campus. The intention is to live stream the event to the Broadstairs auditorium and transport any student to the Folkestone campus that are particularly keen on the debate.</p> <p>The Chair raised a concern about the 49 unaccompanied asylum seekers and whether noting the increase was sufficient for Governors. GR advised that every one of the vulnerable students have a mentor assigned to them and is mindful that any safeguarding issues to date have been well managed. AL advised that the results from the functional skills test had come back from Folkestone with a 92% pass rate for this cohort.</p> <p>[Miranda Chapman joined the meeting at 5.09pm]</p> <p>The item discussed here was considered confidential and will form Part A confidential minutes</p>	
5	Confidential Item	<p>It was agreed that this be moved to later in the meeting.</p>	
6	Chair's Report	<p>The Chair advised the meeting with the Kent College Chairs has been deferred to 27th June and noted that GR and she met with the Canterbury College Chair and Principal to discuss the current collaboration arrangements. The monthly meetings between the Clerk, Principal and executive also took place.</p> <p>6.2 Staff acknowledgements - GR noted that Ofsted visited the Nursery last week and would like to recognise the work of the Nursery staff in this process. Governors were supportive of this recommendation and the Clerk will write on their behalf.</p> <p>AGREED - The Clerk will write on behalf of the Governing Body to Nursery staff members.</p>	
7	Principal's Report	<p>GR provided a verbal update on the following areas:</p> <p>Part of this item was considered confidential and will form Part A confidential minutes</p> <p>Successes - GR was pleased to report that the College were placed first and second at the recent enterprise competition at Canterbury College, both students were from the Peter Jones academy in Broadstairs. At the Wessex catering competition the College were awarded 1 gold, 3 silver and 5 bronze medals and received 3 gold, 4 silver and 3 bronze at the regional Skills Build finals. The supported learners won gold at a</p>	

		<p>horticulture completion held at Hadlow and today there is a student competing in the plumbing regional finals. The College is leading on the pilot for the world skills UK across the South East LEP area and funding has been received for 16/17. A Governor asked what they could do to support this in terms of stakeholder engagement, GR commented that employer endorsement in each of the competition areas would be welcome.</p> <p>CPI - retention continues to remain high and there is a good spike in apprenticeship starts with the other indicators relatively stable. A Governor challenged the impact of Achievement Tutors for maths and English, GR advised that the support for English and maths has been reviewed with a number of different options being tried; the next stage is to evaluate them. There is an inconsistent use of Pro-Monitor which is a critical part of the development and evaluation. Some departments have embraced its use better than others and the cultural shift needs to happen.</p> <p>Yarrow - Practical completion was due last Friday however WW Martin have not been able to provide a comprehensive list of the outstanding works in order to sign this off. Practical completion will not be given until GR and Stewart Haywood are assured. Governors discussed any security risks before this was given however CL assured members that from an insurance perspective it does not become out building until practical completion is granted and the campus security have included the building on their rounds. The Clerk advised the move of the Governor Dinner to Wednesday 6th July to allow for this to be in the Yarrow Hotel, Governors agreed to move the strategic event and next meeting from the 5th to the 6th for practical purposes.</p> <p style="text-align: center;">AGREED - Governors agreed to the Strategic Event and Full Governing Body Meeting, including the Governor Dinner be moved to Wednesday 6th July 2016 in the Yarrow Hotel</p> <p>SFA - Following the letter sent to Nick Boles regarding the further year's protection a response was directed to the Chair which, although recognising the challenges in FE, could not offer any further protection at this stage. GR, PS the Chair and respective colleagues from the Hadlow group are going to meet Ministers on Tuesday 7th June to pursue this further. The 18-21 work skills pilot is still being challenged.</p> <p>The Chair thanked GR for his report.</p>	
8	Governor Feedback	The Clerk invited additional comment to the reported business:	

		<p>Technical School and Early Years Advisory Board - The focus of the meeting was around preparation for Ofsted for both the Nursery and the Technical School. The Nursery has been visited as previously reported and the Technical School is imminent.</p> <p>ETF Prevent Training - Members are encouraged to undertake the certificated course on prevent training offered by the Education and Training Foundation.</p> <p>Stakeholder Engagement - Miranda Chapman updated Governors on the recent meeting regarding a stakeholder newsletter and a briefing sheet which will be sent out to all Governors shortly. The Chair asked if there is anything that Governors should be doing to prioritise the Yarrow opening in July, MC commented that the first newsletter would have a Yarrow focus and GR commented that there has already been a Yarrow specific newsletter which he will ask Jamie to circulate. Miranda also noted that following the executive link visit last week she will be making contact with the Edge to make an introduction to Eurotunnel le Shuttle in regards to filming projects in the future.</p>	GR
9	Finance Report	<p>CL reported overall a small deficit by year end; recruitment, HE and the work skills pilot is still affecting the income however some of this is balanced out with the savings in pay costs.</p> <p>A Governor challenged how the lack of income is compensated in pay costs, CL clarified that staff have not been appointed for areas that have not run, notably the work skills pilot. GR offered assurance that the College Performance Indicators are a good indicator on finances (part B) having a direct impact on the student experience (part A) if attendance and retention were on a downward spiral this would raise concern. CL noted that the numbers are not improving for future recruitment so the next phase will be to look at what curriculum is offered. GR reflected that open days have historically not been very successful and the College are looking at other ways to engage the local community with the campuses.</p> <p>A Governor asked why, if currently the budget reports a £1.5 million surplus, the final position is a deficit. CL discussed the FRS17 and the actuaries' assessment before the end of the financial year. Another Governor asked if this could be broken up over the year for a more balanced report or shown below the line and CL will look at how this could be reported for next year.</p>	CL
10	Risk Management Report	<p>PS highlighted the updated risk register which has taken into account the management action plan (32 steps) and updated mitigating actions. A review of the document for 16/17 was proposed.</p> <p>Governors discussed whether a review of the risk register should be an audit function and after some debate it was agreed that audit were responsible for the controls and processes being in place and the board responsibility was to challenge the executive that the actions are taking place.</p>	

		Governors agreed to form a small task and finish group to review the risk register with PS and CL and Tom Price and Miranda Chapman volunteered to take represent the board. The Clerk to facilitate a meeting.	Clerk
11	Clerk's Report	The Clerk highlighted the outstanding action points from the year and discussed some of the carry forward items from previous years. The amendments to the action point log will be made and any that are carried forward will be discussed at the first Full Governing Body of the next academic year.	Agenda
12	Folkestone Property Master Plan	This item was considered confidential and will form Part A confidential minutes	
13	Subcontracting Update	<p>AL presented the report prepared by Jane Hughes on the subcontracting activity to date. The general approach to subcontracting this year has been to plug the gap in what we can provide or to develop a link within the community, unfortunately due to having not met the target on the adult skills budget some additional subcontracting work has been taken on to meet this. The budget is by and large where the College planned to be but not how it planned to get there, there may be some more subcontracting work before the end of the academic year but not outside of the budget. A Governor clarified the position in clawback should the College fail to meet the adult skills budget, the biggest concern would be an Ofsted inspection where we were not meeting our funding agreement.</p> <p>The Chair thanked AL for the report and noted its content.</p>	
14	Draft Agenda for the next meeting	<p>The draft agenda for the meeting now due to be held on Wednesday 6th July was agreed with the inclusion of:</p> <ul style="list-style-type: none"> • A report on the performance of students receiving free school meals and high needs funding (What the College is doing to improve their outcomes) • HE Update • Student Union Constitution • Folkestone extension contractor appointment 	

15	Any Other Business	<p>Miranda Chapman advised of two available tickets for the KEIBA awards (Thursday 23rd June) which would be a good opportunity for stakeholder engagement and asked that should anyone be able to attend to email her directly.</p> <p>Joanna Brown asked about progress regarding potential sponsorship with Charles Dickens, GR advised that they will be sponsored by Barton Court Grammar School and noted that there was no ambition to open a sixth form.</p> <p>Tim Kent advised that he and the Clerk had met with a potential co-opted member as requested by the Search and Governance Committee. Tracey Pearcey has audit and accountancy experience and is practicing at a local accountancy firm which will strengthen the Audit Committee. As a co-opted member Tracey would not be required to attend the Full Governing Body meetings however would be invited to the strategy events over the year. Tim sought agreement from members to co-opt Tracey Pearcey to the Audit Committee for a period of 12 months in the first instance. Members were happy to approve the appointment.</p> <p style="text-align: center;">APPROVED - To appoint Tracey Pearcey as a co-opted member to Audit Committee for 12 months in the first instance</p> <p>The Chair asked for a volunteer from within the Governing Body to care take the role of Safeguarding Lead during Stephanie's period of absence and reminded members that the responsibility for safeguarding is that of the whole board. Patrick Hollis volunteered for the interim period and the Clerk will arrange for a briefing meeting with AL and the team.</p>	Clerk
16	Matters Considered Confidential	<p>Item 4 - Matters Arising Item 7 - Principals' Update Item 12 - Folkestone Property Master Plan Part of item 4, 7 and 12 will be reported under Part A confidential minutes.</p> <p>Item 5 - Confidential Item Item 5 will be reported under Part B confidential minutes.</p>	

17	Date of Future Meeting	<p>Wednesday 6th July 2016 - Yarrow Hotel</p> <p>The Chair thanked the Staff and Student Governors and Lead Officers for their time.</p> <p>[Joanna Brown, Joanne Timms, Charmaine Jacobs, Anne Leese, Chris Legg, Paul Sayers and Jamie Weir left the meeting at 6.42pm]</p>	
	Confidential Item	<p>This item was discussed at this point in the agenda.</p> <p>The item discussed here was considered confidential and will form Part B confidential minutes</p>	

There being no further business the meeting closed at 7.35pm

Signed: Position: Date: