

Governing Body Minutes

Meeting	Extraordinary General Meeting of the Full Governing Body	Date	10 th October 2014
Location	Oak Room, Mercure Hythe Imperial Hotel	Time	10.45am
Membership	Beverley Aitken (Chair), Graham Razey, Patrick Hollis, Hilary Askew, Patrick Finucane, Jonathan Clarke, Charles Buchanan, Tim Kent, Sarah Kemp, Liz Langton-Way, Stephanie Martin, Pauline Solley (Staff Governor), Gail Clarke		
In Attendance	Anne Leese (Officer) Andrew Gower (Officer) Chris Legg (Officer) Paul Sayers (Officer) Tara Ashman (Clerk)		

	ITEM	COMMENTS	ACTION POINT REQUIRED
1	Welcome and Apologies	The Chair welcomed the members to the meeting and discussed the content of the strategic weekend and reason for calling the EGM. Apologies were received from Leyland Ridings, Lewis Waitt, Caroline Hallett, Rupert Bristow and Tom Price.	
2	Declaration of Interests	None apart from the standing declarations.	
	Membership	Membership was brought forward to this point in the agenda. The Search Committee had met earlier that morning and were pleased to recommend Gail Clarke for appointment to the Full Governing Body serving on the Business Committee as the financial specialist needed within the board. By a show of hands the Governing board were unanimous in their approval. APPROVED - the appointment of Gail Clarke for a term of 4 years of office from 10th October 2014 as a member of the Business Committee [GC joined the meeting 10.50am]	

		The Chair confirmed Gail’s appointment and formally welcomed her to the Governing Body.	
3	Letter of Intent for Yarrow Training Hotel	<p>AL led the Governors through the paper as presented. The Colleges’ ability to draw down SFA grant capital funds for Broadstairs is dependent on the unmoveable deadline of 31 March 2015 and as such the Governing Body is being asked to approve the signing of the letter of intent for WW Martin, the preferred contractors following interviews during the Summer.</p> <p>The Chair asked if the letter of intent will cover the remainder of the money. AL advised the letter only agrees to that specific amount of the contract, there is no tie in following the preliminary works. The Clerk had previously circulated the letter of intent and canvassed Governors opinion; Governors were happy to approve the letter of intent.</p> <p style="text-align: center;">RESOLVED - To approve the signing of the letter of intent (valued at £920,095.20 inclusive of VAT) for preliminary works to the Yarrow Training Hotel</p>	
4	Folkestone and Dover capital plans and mandate to progress works	<p>AL detailed the capital grant awarded from the SFA as part of the transfer agreement originally for Folkestone but now agreed across Folkestone and Dover. The schedule for capital works has been revised taking full account of:</p> <ul style="list-style-type: none"> • The need to complete all projects by the end of March 2015 • The lack of new curriculum in Dover resulting in a static recruitment position for 2014-15 and thereby the critical need to invest • The loss of Biggin Street (High Street Dover hair salon) • The curriculum areas identified for growth in 2015-16 • The need to significantly improve the overall student experience across both campuses <p>The Governors are being asked to agree the revised schedule of works and approve delegated authority to the Chair of Business, the Chair of the Governing Body and the Principal to authorise expenditure on capital works up to a threshold of £500,000 until 31st March 2015.</p> <p>GR explained the change of direction from HM Treasury since a recent meeting in London with BIS, the Governors should be in no doubt that the SFA will reclaim any unspent money by 31st March 2015.</p>	

	<p>The Chair asked if the centre for LLDD in Folkestone will still be going ahead. GR confirmed and advised it is from a different funding source (the Education Funding Agency).</p> <p>Governors understood the path needing to be taken but asked if there were any significant points in the project where works could be completed at a later date. AL confirmed there would be, for example the project could get to a point where kitchens, salons etc. are completed and bedrooms could be undertaken by the Colleges' own internal trade's team.</p> <p>AL noted the consideration for payment bonds and PS is undertaking work as to the legitimacy of these and options which will be presented to the Property Committee initially. A Governor asked on penalty for non-completion with contractors and although this is a risk the major concern is the deadline and spending the money within the timescale. GR agreed points needed in November/December and early next year to report to the Governing Body to review works and completion deadlines.</p> <p>The Chair reassured the Property group would resume meeting again this year and will keep this under review to give comfort, the challenge is always going to be the winter weather and the 'unknown unknowns'.</p> <p>By a show of hands the Governing Body were unanimous in their support of the resolution to agree the approval process for capital project expenditure until 31st March 2015.</p> <p>RESOLVED - That the Governing Body approve delegated authority to the Chair of the Business Committee, the Chair of the Governing Body and the Principal to authorise on behalf of the Full Governing Body expenditure up to a threshold of £500,000 for capital works.</p> <p>Two authorized individuals being either the Chair of the Governing Body or the Chair of the Business Committee along with the Principal can approve expenditure of £75,000 to £150,000 (including VAT). Expenditure of £150,000 (including VAT) to £500,000 (including VAT) to be approved by all three authorised individuals being the Chair of the Governing Body, the Chair of the Business Committee and the Principal. This delegated mandate is given for efficacy reasons on that the funding agreement conditions require funds to be utilized prior to 31st March 2015. Therefore this mandate will be effective until 31st March 2015 at which time it will be reviewed.</p>	
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		<p>During this period, the process for appointing contractors will be based on quotes from potential contractors and due diligence without the need for the implementation of a full tender process. In view of this, the College will look to limit quotes from organisations who have worked with us before.</p> <p>All expenditure subject of this delegated approval will be reported to the following Business Committee and Full Governing Body meetings.</p> <p>The Chair thanked AL and GR for the reports and the Governing Body for their challenge and support.</p>	
5	Membership	This was discussed following declaration of interests earlier in the meeting.	

There being no further business the meeting closed at 11.15am

Signed:

Position:

Date: