



Full Governing Body Minutes

Meeting	Full Governing Body	Date	Saturday 5 October 2019
Location	Alfred Yarrow Function Room, Yarrow Hotel, Broadstairs	Time	10-00am
Membership	Charles Buchanan (Chair), Graham Razey (Chief Executive Officer), Gail Clarke, Miranda Chapman, Jonathan Clarke, Tim Kent, Peter Wood, Linda Keen, Peter Troke, John Korzeniewski, Peter Cheney, <i>Richards Brooks</i> , Joanna Worby, Nicola Kelly (Staff Governor) and Lucas Hammond (Student Governor)		
In Attendance	Anne Leese (Deputy Chief Executive Officer) Chris Legg (Chief Finance and Commercial Officer) Tammy Mitchell (CEO EKC Schools Trust) Paul Sayers, (Chief Strategy Officer) Andrew Stevens (Chief Operating Officer) Jamie Weir (Invited Observer)		

* *Italics notes absence*

	ITEM	COMMENTS	ACTION
1	Welcome and Apologies	<p>The Chair welcomed members to the meeting and thanked them for their contribution to the strategy event yesterday. The chair welcomed new Governors; Joanna Worby and Lucas Hammond as well as the new member of the executive Team - Chief Operating Officer Andrew Stevens.</p> <p>Apologies were received from Richard Brooks.</p> <p>It was noted that Tony Allen and Penny Williams had both resigned as Governors, thanks have been sent on behalf of the Governing Body for their respective contributions.</p>	

		It was also noted that Tara Ashman would not be attending and in her absence John Korzeniewski was elected to act as Clerk for this meeting.	
2	Declarations of Interest	Joanna Worby declared her connection as a partner with Brachers, who had advised the Group on the terms of its contract with EKC Schools Trust.	
3	Minutes of the Meeting held on 4th June 2019	The minutes of the Full Governing Body meeting held on 9 July were reviewed and all approved as an accurate record which were duly signed by the Chair.	
4	Matters Arising	There were no matters arising not covered by the agenda.	
5	Chairs Report	<p>The Chair reported that he continues to have regular meetings with both the Clerk and the Principal and had met this week with Kate Young our Independent Safeguarding Chair.</p> <p>Kate had confirmed that the Group was addressing its duties in respect to the safeguarding of our students and that issues were being fully and appropriately managed. A number of recent cases were shared and it was noted that Ofsted continues to have a significant focus on safeguarding.</p> <p>One concern highlighted was the continuing lack of information being provided by some schools in respect to the challenges and needs of students coming to the College. Given the concerted effort last year to highlight to schools the importance of sharing information as early as possible there has been an improvement, however there remains too many who are not sharing key pieces of information. This is being picked up with the respective schools.</p> <p>The Chair also flagged that Governors needed to ensure they had completed the necessary training modules and that if anyone was having trouble accessing them to contact Kerry Hickmott either by e-mail on Kerry.hickmott@eastkent.ac.uk or phone 01843 605002. All training was expected to be completed by 31 October 2019.</p>	

		<p>The request for a Governor mandate for a single expenditure transaction of £320,000 for Stagecoach Services Ltd was considered and approved. Governors noted that this represented a saving on the previous year but most importantly ensured we could continue to support students with their travel needs despite changes in the approach across Kent. Officers were praised for their work on achieving this deal with Stagecoach, which significantly reduces the administrative burden on staff and students.</p> <p>Approved – Governors noted the single expenditure transaction with Stagecoach Services Ltd of £320,000.</p>	
6	Chief Executive Officer's Report	<p>Governors noted the Chief Executive's report and in addition that 16-18 recruitment was down by around 104 against full year allocation. The Group will continue to recruit throughout the year and given earlier indications this was considered to be a positive position at this stage. Dover Technical College has exceeded target for the first time and apprenticeships were also ahead of target. Advanced learner loans were higher than last year with adult recruitment looking to be on track.</p> <p>Outcomes for 2018-19 were generally strong and whilst there were some ups and downs outcomes were up overall by over 1%. Functional skills had not performed as well with level 2 performing particularly poorly. GCSE high grade outcomes had performed very well and sat above national rates for both English and maths.</p> <p>Governors noted that for 2019-20 phonics related learning was being introduced for English. Introducing phonics can be challenging particularly if students have not used phonics previously, which will be the case for a significant number of our students.</p> <p>A full suite of outcome reports will be available to Governors in due course.</p>	GR
7	Clerk and Governor Report	<p>Members were updated on the following items:</p> <p>Finance Sub-Group – Members of the Finance Sub-Group met on 1 October and undertook a comprehensive review of the 2018/2019 budget outturn and reported that our health score had</p>	

		<p>improved and was now a solid “good”. Governors recognised the excellent achievement this represented given the Group’s original position when it took on Canterbury College and the hard work that had resulted in us achieving good financial health so soon. Chris Legg was thanked for the significant part he has played in achieving this.</p> <p>Governors agreed that whilst our aim was to continue to invest in new developments we did want to build reserves (cash) to ensure greater stability in an ever changing financial landscape.</p> <p>Approved – to build EKC Group reserves (cash) to £500,000</p> <p>Search and Governance – Jonathan Clarke reported that a significant amount of work had been undertaken to establish appropriate skill sets for the full governing body and local college boards with EKC WorkHigher’s Board now in place.</p> <p>Action point log - The Governing Body noted the action point log for 2018-19.</p> <p>Governor self-evaluation – the results for the self-evaluation were noted and will be used to inform a self-assessment of Governance. The Board noted that now could be the right time to review its meeting structure and to consider whether the Carver Model was indeed the right approach going forward.</p>	CB
8	Draft GCSE Achievement (2018-19)	<p>Governors noted the latest report in respect to the high grade (grade 4 and above) GCSE outcomes for 2018-19.</p> <p>The significant increase in 16-18 achievement rates for both maths (+7%) and English(+3.9%) were noted with both now sitting above national rates – maths being 12.7% above. 19+ achievement rates had similarly increased in English by +7.7% (1.2% above national rate) but decreased in maths by -4.6%, which now sat at national rate.</p>	
9	Annual Reports	The following reports were noted by Governors:	

		<p>Exclusion Summary - Whilst the number of level 3 student disciplinary hearings had increased significantly in 2018-19 the number of exclusions had decreased. This was due to Canterbury and Sheppey Colleges adopting the same attendance policy as other Colleges which resulted in more students receiving final warnings due to non-attendance.</p> <p>Enrolments – 16-19 ESFA enrolments report was noted and discussed. The predictability of application patterns had changed and was difficult to gauge given the current landscape. Sheppey College for example had received significantly more early applications with reduced late applications representing a sea change in the pattern of previous years.</p> <p>Use of College Seal during 2018-19 – the Seal had been used once in the previous academic year and was noted by the Board</p> <p>Governor attendance log 2018-19 - Governors noted the overall attendance at full Governing Body for 2018-19 had been 81.21% against a target of 85%. It was confirmed that attendance via Skype/Telephone link is counted in attendance figures. Against sector averages the attendance rate was in line with the average of 81.74%.</p> <p>Gifts and Hospitality Log 2018-19 – the two gifts received over £50 were noted</p> <p>Staff Survey Results 018-19 - Governors noted the summary of staff survey outcomes and in particular the increases in levels of satisfaction in all but two questions. Significant increases were pleasing to see in respect to staff well-being and workload and staff being proud to be members EKC Group. The low comparison against other Colleges in the benchmark were noted and it was agreed that staff wellbeing will continue to be a high priority for 2019-20. Governors asked for an update in February 2020.</p> <p>Summary of Complaints for 2018-19 – Governors noted the summary provided and agreed that the more detailed list of individual complaints was not required in future as it provided an unnecessary level of operational detail.</p>	<p>AL</p>
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10	MAT Contract	<p>The Regional Schools Commissioner has approved, with no conditions attached, the formation of EKC Schools Trust and in doing so requested that a formal partnership contract be put in place between EKC Group and the Trust.</p> <p>Governors were therefore asked to agree to the legal agreement drawn up by Brachers LLP to ensure that the two organisations have an agreed framework for working together in the long term. The agreement sets out the formal arrangements for service provision and the allocation of key roles within the Members, Trustees and Leadership Team of the Trust. The period of the agreement is for an indefinite period.</p> <p>Governors noted that there are four primary schools who will join the Trust in early 2020 which will then be fully operational from this point.</p> <p>It was confirmed that the commitment from EKC Group amounted to £250k, which included the CEOs salary with the role also covering FE work within EKC Group. Jonathan Cresswell EKC Group's Director of Finance and Business Improvement will also act as Chief Financial Officer for the Trust.</p> <p>Approved – Governors agreed to the proposed legal agreement which would now be signed by the Chair of EKC Group and Chair of Trustees for EKC Schools Trust</p>	CB
11	Draft Agenda for the next Meeting	Members discussed and agreed the draft agenda for the November meeting	
12	Any Other Business	There was no other business brought to the meeting.	
13	Matters Considered Confidential	Part of item 6 will be reported under Part A confidential minutes.	



14	Date and Time of Next Meeting	5.30pm Tuesday 12 November 2019 – Folkestone College	

There being no further business the meeting closed at 12-10pm

Signed:

Print:

Date: