



Full Governing Body Minutes v2

Meeting	Full Governing Body	Date	Tuesday 12 November 2019 5.30pm
Location	G3.02 Folkestone College	Status of minutes	Part A
Membership	Charles Buchanan (Chair), Graham Razey (Chief Executive Officer), Gail Clarke, Miranda Chapman, Jonathan Clarke, Tim Kent, Peter Troke, John Korzeniewski, Peter Cheney, Richards Brooks, 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) Sandy Foster (Governance Adviser) Kerry Hickmott (Minute Clerk)		

	ITEM	COMMENTS	ACTION
1	Welcome and Apologies	<p>The chair thanked members for attending the presentation of the Folkestone College Redevelopment by Lee Evans Architects prior to this meeting.</p> <p>The Chair welcomed Sandy Foster as the new Interim Director of Governance and Corporate Services.</p>	

		Apologies were received from Peter Wood and Richard Brooks.	
2	Declarations of Interest	Miranda Chapman declared that she works on the Otterpool Town project on behalf of the Town Council and Ashford Town Council.	
3	Minutes of the Meeting held on 5th October 2019	The minutes of the Full Governing Body meeting held on 5 th October were reviewed and approved as an accurate record which were duly signed by the Chair. The Part B confidential minutes were agreed.	
4	Matters Arising	There were no matters arising not covered by the agenda. Governor outstanding mandatory online training will be picked up by Sandy Foster outside of the meeting along with updates of the standing declaration register of interests.	SF
5	Chair's Report	The Chair reported that Linda Keen had resigned due to an increased workload with her external commitments. It was noted that additional governors are required for the Board. It is important governor has the right skills mix, ideally with a property or education background, to compliment the existing cohort. The Chair advised that he had recently attended the Education & Training Foundation, Chairs Leadership Programme, where he met with a number of other Chairs of similar organisations. The common themes centred around budgetary issues and a focus on good governance. CB will attend follow up sessions which will allow him to share and gain experience from other colleges.	

		<p>The Chair advised that Sandy Foster had been appointed as interim Clerk and Governance Adviser. Any Board issues should be raised through Sandy who will deal with them. A governance review is now underway.</p> <p><u>5.1 Staff acknowledgements</u></p> <p>The Governing Body wished to recognise the staff who had successfully managed the recent ESFA audit, which had been a challenging process. It was noted that recently merged organisations had deliberately been chosen and EKC Group were the first college in the country to be signed off. The Chair is to write to Russell Hardy and the team to congratulate them for this work.</p> <p>It was acknowledged that the work that had been undertaken through the internal audit process was equally as important in the preparation for the audit.</p> <p>NOTED: The Chair’s update was noted by the Board.</p>	<p>CB</p>
<p>6</p>	<p>Chief Executive Officer’s Report</p>	<p><u>Ashford and Spring Lane progress</u></p> <p>The financial health of Hadlow College is now known to be extremely poor, and EKCG will seek warranties and undertake an asset transfer only to de-risk the proposal. The date for transfer being consistency applied is 1st February 2020. This will be challenging due to TUPE and the pension element along with the completion of the due diligence by KPMG.</p> <p>The Group proposal has been re-submitted based on the information available to-date. Jonathan Clarke, Tim Kent and Charles Buchanan have been appointed to sit on a working group. A review may be required based on the due diligence findings. The issues centre around agreement of the timeframe and negotiating a satisfactory deal. A decision is required by mid-December in order to</p>	

		<p>meet a 1st February 2020 deadline. It was noted that there was no sign off required by the Secretary of State, however it was not known whether the powers have been fully delegated. A draft transfer agreement will be required to review as soon as possible. This is still awaited. To note, student recruitment at Ashford College has been satisfactory this year.</p> <p><u>Funding</u> This item was considered confidential and will form Part B minutes.</p> <p>A governor asked what activities are being planned by the Group in advance of the upcoming general election. It was confirmed that activities are taking place with regards to registering to vote and the importance of voting. The hosting of a hustings is also being considered.</p> <p>NOTED: The CEO's report.</p>	
7	Finance Group Update	<p>CL reported that there will be a formal report at the next meeting in January 2020. This report highlights that costs are being controlled well and the Q1 reforecasting is on track. There have been some delays in the payment of suppliers due to the new finance system, however suppliers have all been contacted and informed and this issue has been managed.</p> <p>NOTED: The finance update from Q1.</p>	
8	Local Board Report Updates	<p>Verbal feedback from the Chairs of the Local Boards was provided:</p> <p><u>Folkestone College (MC)</u> MC noted there was full attendance at the last meeting bar one governor who had stepped down. They were currently pursuing three recommendations for a new governor. Teaching and learning was a focus. Two student governors articulated their positivity around start point project bring introduced. Curriculum walkthroughs had been undertaken. There was a good atmosphere throughout the college. Looking at the next agenda, it was planned to add an item on the</p>	

	<p>provision for employers – skills for particular projects such as Otterpool, to give better outcomes for the students.</p> <p>It was noted that the Principal should consolidate their reports into a single report which needs to stay in the realms of the responsibilities of their Terms of Reference from the Board. The remainder of the agenda should be led by the Chair in line with the demographic of the College.</p> <p><u>Dover Technical College (TK)</u> TK advised that student recruitment at Dover is at 350. This is an increase from last year which was 290, and a huge increase from 120 students when we took it over 3 years ago. Creative was a new curriculum area added this year and is already over-subscribed. In most cases, the CPI targets have been achieved. The self-assessment report revealed that Dover was not doing well in Plumbing and Computing and action plans are in place to address this. The self -assessment is graded as 2 (good), as the majority of courses were good. The College is well-received in the local area.</p> <p><u>Canterbury College (JK)</u> JK advised that all governors were in attendance for the last meeting. There was a focus of CPI's and targets particularly around English and maths. The Student union had presented a paper on the environment and a 'global emergency' and requested the buy-in from the Board and other local boards. GR advised that as a Group we are supportive of the student views. All local boards are asked to consider this and consider whether they agree and concur with the views. Practical discussions need to take place particularly in relation to cost. Andrew Stevens will be the executive sponsor to lead this piece of work on behalf of the Group, then the Board will consider a level of investment and resource commitment.</p> <p>A governor asked on this point whether consideration is being given to whether the new build at Folkestone as a carbon neutral/sustainable project. It was noted that there is the opportunity to</p>	<p>Local Board Chairs</p> <p>AS</p> <p>CL</p>
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	<p>expand on the environmentally sustainable proposals in the strategic plan and achieve some planning gains too.</p> <p>The governors were pleased that students were driving this project. It was noted that there is an existing Environmental and Sustainability policy and a number of actions are already taking place which need to be discussed.</p> <p>JK advised that student numbers were below target which had a number of financial implications. The Local Board has asked for a financial report of the impact on the College, which will be provided by CL.</p> <p><u>Broadstairs College (PT)</u> PT advised that he had chaired his first meeting and there was a focus on making the College friendly for the local community. It was noted that the management of the local colleges is anonymous on the website and would like to see a more user-friendly website for the local colleges.</p> <p><u>Sheppey College (AL)</u> There were some challenges to the CPIs. Concern was raised that Sheppey had made excellent progress last year and received a number of early applications however ended up below target on their 16-18 recruitment.</p> <p>It was noted that there were challenges with attendance from students on the island. Some primary schools have a two week school October break, whereas the College has a one week break. It was felt that attendance suffered due to this.</p> <p>There was a focus on the direction of play, and the future curriculum for Sheppey College and support for vulnerable students.</p> <p><u>EKC IntoWork (AL)</u></p>	<p>Principal s</p>
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9	Higher Education Update	<p>9.1 AL advised that the HE regulator is the Office for Students Regulatory Deadlines (OFSRD). Regrettably one statutory deadline was missed – the payment of the annual fee, which was paid late on 8th August and the Group received a letter from OFSRD about this. The Board was assured that arrangements had been made so this does not happen again. No further action is to be taken.</p>	

		<p>NOTED: The Board noted the error and the accepted the assurances on prevention of a reoccurrence.</p> <p>9.2 It was also noted that are required to submit a reportable event to the Office for Students reportable Events in respect to the potential asset transfer of Ashford and Spring Lane.</p> <p>APPROVED: The Board approved the submission of the reportable event.</p> <p>9.3 Governors were asked to review the HEFCE Annual Code of Governance and Statement of Assurance and were asked to note that the Higher Education student numbers are down with 96 new starts and 56 progressing. This is 13 less new starts compared to last year. On a positive, outcomes are good. There are an increased number of higher apprenticeships, with 71 planned by the end of the year.</p> <p>APPROVED: The HE Annual Code of Governance and Statement of Assurance.</p>	
10	Nursery Update	<p>TM advised that improvements had taken place at the Canterbury College Nursery, which is now fully staffed and numbers are increasing. It was confirmed that nurseries are inspected independently and are not inspected as part of the Group inspection. Canterbury was inspected in 2018. All nurseries have to be inspected in a four-year window. Folkestone is therefore overdue an inspection.</p> <p>NOTED: the progress on nursery provision across the Group.</p>	
11	MAT Update	<p>TM advised that formal consultation had now closed. Positive responses had been received. The proposed date at this time is 1st February 2020. A governor asked whether the schools would take on EKC Group branding. TM replied that the schools will not display this brand and will continue with their own branding to continue their individualism.</p>	

		<p>NOTED: the progress in the MAT formation.</p>	
12	<p>Strategic Plan 2020-2024 Update</p>	<p>PS advised that the paper was an update following the workshop at the last strategic event. The Board commended PS and the team for taking the feedback from the day and creating a coherent paper from it. The Board agreed that they would like more time to reflect the points in the paper whilst the consultation with staff and students goes ahead. Consultation with key stakeholders will then commence in the new year. There was a discussion on the importance of attainment and on the impact of T-Levels. It was agreed that the environmental objective needed to be strengthened. It was requested that a capital expenditure investment plan is required to sit alongside this to show the intentions are affordable. PS to issue a refreshed version with additional information and an internal version. Further progress to be given at the next meeting.</p> <p>APPROVED: The board noted the progress of the Strategic Plan draft and approved the next stage of consultation with stakeholders, including Locals Boards.</p>	<p>PS</p>
13	<p>Policy Review</p>	<p><u>Staff Grievance procedure</u> It was agreed that the wording be amended to state that an employee would not be permitted to record a meeting. Meetings can be recorded upon request but will be recorded by the College and a copy provided. APPROVED: subject to the above amendment.</p> <p><u>Student Disciplinary policy</u> It was agreed that a clause be added that a managed move will be considered. APPROVED: subject to the amendment.</p> <p><u>Safeguarding and Prevent policy</u> It was noted that the amendments reflected changes in statutory guidance. APPROVED: the policy was approved as presented.</p>	



14	Draft Agenda for the next Meeting	Members discussed and agreed the draft agenda for the December meeting.	
15	Any Other Business	There was no other business brought to the meeting.	
16	Matters Considered Confidential	Part of item 6 will be reported under Part A confidential minutes.	
17	Date and Time of Next Meeting	5.30pm Tuesday 17 December 2019 – Canterbury College	

There being no further business the meeting closed at 7.55pm

Signed:

Print:

Date: