



Full Governing Body Minutes

Meeting	Full Governing Body	Date	Saturday 13 th October 2018
Location	Business Centre Boardroom, Broadstairs College	Time	10.13am
Membership	Charles Buchanan (Chair), Tim Kent (Vice-Chair), Graham Razey (Group Principal), <i>Penny Williams, Tom Price, Jeremy Licence, Gail Clarke, Miranda Chapman, Jonathan Clarke, Tony Allen, Peter Wood, Nicola Kelly (Staff Governor) and Omar Walker (Student Governor)</i>		
In Attendance	Anne Leese (Group Deputy Principal) Paul Sayers, (Executive Director – Strategy and Partnerships) Chris Legg (Executive Director – Finance and Commercial Development) Lauren Anning (Executive Director – Student Experience and Wellbeing) Tara Ashman (Clerk) Jamie Weir (Invited Observer)		

* *Italics notes absence*

	ITEM	COMMENTS	ACTION
1	Welcome and Apologies	The Chair welcomed members to the first meeting of the academic year and thanked the executive team for their contributions at the strategy away day. Apologies were received from Penny Williams, Tom Price, Jeremy Licence and Tony Allen.	
2	Declarations of Interest	Miranda Chapman declared a new interest regarding her company involvement with Otterpool Garden Town Project in Folkestone, particularly in relation to her role as Co-Chair of Folkestone College LCB. There were no other additional declarations.	

3	Minutes of the Meeting held on 11 th July 2018	The Chair invited comments on the minutes of the EKC Group Full Governing Body meeting held on 11 th July 2018. The minutes were reviewed and approved as an accurate record and duly signed by the Chair.	
4	Matters Arising	The Chair advised members that, following the recent meeting of the Search and Remuneration Committee and the changes to the structure of Governance for the Local College Boards, the Student Union Consultation Committee would no longer form part of the Governance structure. With 2 student representatives at each local board, one of which being the Student Union Vice-President, and bi-annual reports from the Student Union coming direct to the board this was felt sufficient.	
5	Chairs Report	<p>The Chair continues to meet with the Principal and Clerk on a regular basis and recently met all Governors to discuss the changes to the Local College Board (LCB) structure. The induction for all new LCB Governors held yesterday was positively received and the shared vision and values of the Group is integral to the delivery and success of the boards. The Chair invited Governors to feedback any comments or concerns as this new structure develops.</p> <p>The Chair expressed his disappointment in recent attendance, recognising although volunteer posts the commitment needs to be demonstrated at meetings as well as outside of the formal setting.</p> <p>The Chair commented on the challenging financial year ahead and members discussed the recent publicised cases of the removal of some Principals in the sector. It was suggested that Governors have a session on the current financial landscape and safeguards the Group is making in this regard to ensure the board is critical and robust in its testing of finances. GR will facilitate a development session before the next FGB meeting.</p>	GR
6	Principals Report	GR highlighted that the Group has been selected to be a maths centre for excellence, there has been some interesting press around the league tables of the 21 Colleges identified in the scheme with EKC Group coming 4 th out of 21. Being a named centre for excellence attracts funding to share best practice to improve basic maths provision and the Group is currently recruiting a	

		<p>Director of Maths to lead on this.</p> <p>The AoC Campaign ‘Love our Colleges’ runs next week and the Group is supporting the campaign across the business units and raising the issues with the local MPs. Funding continues to be an issue and it is not expected that much will come from the forthcoming budget to improve this picture.</p> <p>GR led members through the business plan items and highlighted an update to the MAT since the report. TM and GR met with the Regional Schools Commissioners Aide who has requested that 3 schools join initially not the 1 originally thought, although this complicates things slightly there is confidence in this remaining achievable.</p> <p>GR clarified since the withdrawal of students from the Swales Skills Centre the practical work for the affected students will be at Eastchurch and study will be at Sheppey College.</p> <p>GR advised members that there is an open consultation on the proposed merger of West Kent and Ashford College early next year. The Chair and GR will discuss what the Group response may be to this; any views are welcome and should be directed through the Chair.</p> <p>GR was delighted to report that the Group has 8 students through to the UK World Skills Finals, which is the most of any College in the South East.</p>	
7	<p>Clerk and Governor Report</p>	<p>The Clerk reported on recent business undertaken by Governors outside of the Main Corporation meeting:</p> <p>Search and Remuneration Committee – The Committee met on Thursday 4th October 2018 and asked the board to note the following: <i>Local Board Update</i> – Members are assured with the updated LCB structure with the terms of reference mirroring the scheme of delegation.</p>	

		<p><i>Succession Planning</i> – Membership has been reviewed and some board members have been reallocated. The Chair thanked Tim Kent for his work as Chair of Audit Committee over recent years and noted that Tony Allen has agreed to take on the role going forward.</p> <p><i>Skills Audit</i> – The identified gaps in education and safeguarding will be supported through the Local College Boards this year. It was noted that the Committee are reviewing current membership and considering the addition of a couple of Governors to allow for more flexibility.</p> <p><i>Policy Update</i> – The Committee reviewed the updated policies for Senior Postholders and recommend the board approve their use. Members were unanimous in their agreement.</p> <p style="text-align: center;">APPROVED – Governors approved the Disciplinary Policy, Capability Procedure and Grievance Procedure for Senior Postholders for implementation</p> <p>Finance Sub-Group – Members met to review the draft year-end management accounts for 2017-2018. The first set of management accounts for the new academic year will be reviewed at the next meeting.</p> <p>Education and Partnership Sub-Group – Members were invited to comment on the most recent meeting. The Clerk noted that the terms of reference and cycle of business were updated and approved for 2018-2019.</p> <p>Governor Engagement Scheme – Governors are encouraged to participate in student experience reviews and learning walks this academic year. The link scheme partners for this term will be sent by email outside of the meeting.</p> <p>Governor Self-Evaluation – The summary data was presented for information and comments were invited. The Clerk noted that this had been previously reviewed by the Search and Remuneration Committee.</p> <p>Action Point Log – There are no red actions and 8 amber actions to be brought forward for the action point log 2018/2019.</p>	
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8	Group Performance Indicators	<p>GR presented a draft set of end of year part 1 Group Performance Indicators, inviting comment. Once the final return has been submitted, the final set will be published with the exception of apprenticeships where it is expected timely achievement rates to increase over the next 90 days. The College targets for 2018-2019 will be agreed at the LCBs and aggregated up following the meetings to Group Performance Indicators to be presented at the next meeting. Part 2 indicators will fall in cycle with the year-end final accounts.</p> <p>GR highlighted the increase in staff absence, attributing this to the recent restructure and members discussed the estates utilisation. The Group has reallocated some of the space for commercial activity, which should help bridge the gap for the coming year. A Governor asked if there is scope for the space to be reabsorbed back into education should it be necessary, GR confirmed that much of the space is on a short-term lease which would make this possible.</p> <p>GR advised that health and safety incidents and the vulnerable risk register would not have a target against them moving forward but would be RAG rated for distance travelled for monitoring purposes.</p>	
9	Subcontracting Update	<p>AL reported on the subcontracting work of the Group for 2017-2018 and proposed subcontractors for 2018-2019. AL noted the Group undertook significantly more subcontracting towards the end of last year than anticipated to preserve the adult education budget. Subcontracting for the coming year would only be to fill gaps in provision and AL cited Aspire as an example.</p> <p>The recent internal audit highlighted the need for explicit Governor approval in the use of subcontractors and any in year changes would be need to come back to the board for explicit consent.</p> <p>Governors supported using in house expertise wherever possible but recognised the need for some specialist subcontractors.</p> <p>APPROVED – Governors approved the use of Aspire, KMS and Runway Training as subcontracting partners for the academic year 2018-2019</p>	

10	Policy Review	<p>PS presented the updated fees policy for approval. The move to a single fees policy now incorporates apprenticeships and HE. Members discussed the practicality in publishing every fee and the nuances in individual applications. A Governor challenged whether there was scope for misuse in not publishing a fees table, PS assured Governors that there is no flexibility in the reduction of fees but merely there were individual circumstances that could alter the total fee payable by the individual, citing examples with learner loans and bursaries.</p> <p>Members reviewed and considered the policy and approved its publication and implementation.</p> <p style="text-align: center;">APPROVED – Governors approved the Fees Policy for publication and implementation</p>	
11	Group Strategy Approval	<p>The following Group strategies were presented to the board in their final draft following scrutiny and discussion at the strategy event in July:</p> <ul style="list-style-type: none"> • Organisational Development • Student Experience • Financial & Investment <p>Governors approved the updates as presented and confirmed the strategies for 2018-2022 and their use.</p> <p>It was noted that further strategies would be brought to the board at the December meeting.</p> <p style="text-align: center;">APPROVED – Governors approved the Organisational Development, Student Experience and Financial & Investment strategies as presented</p>	
12	Annual Reports	<p>Complaints</p> <p>LA advised there has been a significant reduction in complaints for 2017-2018 however noted there is no previous data for Canterbury and Sheppey pre-merger. There are no particular patterns or themes to the complaints and a large number of curriculum and quality complaints relate to two particular HE courses which have since been resolved. A Governor queried why</p>	

		<p>some complaints remain open but not upheld, LA commented that the complaint remains open until any appeal is heard but the current judgment remains during this time.</p> <p>A Governor asked if there is any information on the timeliness of resolution from the date of the original complaint. LA is aware of two complaints outside of the timeline to allow for further investigation. A new process and workflow is being implemented this year to make the process clearer. The Office for Student Affairs is now live and will be the final right of appeal in the process.</p> <p><u>Exclusion Summary</u></p> <p>LA reported a reduction in stage 3 disciplinaries across East Kent College from 92 in 2016-2017 to 68 in 2017-2018 however noting the reasons for exclusion were for more serious reasons with an increase in disciplinaries within supported learning. There is a safeguarding and prevent action plan which recognises the increase in drugs and violent behaviour and proactive strategies to manage this at each College.</p> <p>Members considered how sometimes a number of students in one area over one incident can skew data figures however recognises the information engenders discussion.</p> <p>[Gail Clarke left the meeting at 11.30am]</p> <p><u>Enrolments</u></p> <p>AL provided early indicative enrolment figures against target, noting that the figures to date are not that different to those presented within the papers. The data is broken down by College and demonstrates the target for the full year. The Group does expect some in year recruitment but that notwithstanding Dover Technical College has some rapid development plans to meet the shortfall against target. Questions were invited.</p> <p>It was agreed that the recruitment concerns should be raised at the Dover Technical College LCB.</p> <p>A Governor sought clarification on the 42 day qualifying period which was confirmed as an individual student qualifying period from the day the student starts.</p>	
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13	Draft Agenda for the next Meeting	Members agreed the draft agenda for the next meeting, CL noted that there is likely to be a paper ready for the next meeting on commercial developments that will be included once confirmed.	
14	Any Other Business	There was no other business at the meeting.	
15	Matters Considered Confidential	There were no items considered confidential at the meeting.	
16	Date and Time of Next Meeting	5.30pm, Wednesday 14 th November 2018, Sheppey College	

There being no further business the meeting closed at 12.15pm

Signed:

Print:

Date: