



Full Governing Body Minutes

<b>Meeting</b>	Full Governing Body	<b>Date</b>	Wednesday 14 <sup>th</sup> November 2018
<b>Location</b>	SH131, Sheppey College	<b>Time</b>	5.50pm
<b>Membership</b>	Charles Buchanan (Chair), <i>Tim Kent</i> , Graham Razez (Group Principal), Penny Williams, Tom Price, <i>Gail Clarke</i> , Miranda Chapman, Jonathan Clarke, Tony Allen, Peter Wood, Nicola Kelly (Staff Governor) and Omar Walker (Student Governor)		
<b>In Attendance</b>	Anne Leese (Group Deputy Principal) Paul Sayers, (Executive Director – Strategy and Partnerships) Chris Legg (Executive Director – Finance and Commercial Development) Tammy Mitchell (Executive Director Schools and Early Years) Lauren Anning (Executive Director – Student Experience and Wellbeing) Tara Ashman (Clerk) Jamie Weir (Invited Observer)		

\* *Italics notes absence*

	ITEM	COMMENTS	ACTION
1	<b>Welcome and Apologies</b>	The Chair welcomed members to the meeting and thanked GR for the very informative presentation on financial intervention that preceded the meeting.  Apologies were received from Tim Kent and Gail Clarke.	
2	<b>Declarations of Interest</b>	There were no additional declarations of interest at the meeting.	
3	<b>Minutes of the Meeting held on 13<sup>th</sup> October 2018</b>	The minutes of the meeting held on 13 <sup>th</sup> October 2018 were reviewed and approved as an accurate record and duly signed by the Chair.	

4	Matters Arising	There were no matters arising.	
5	Chairs Report	<p>The Chair advised members that Jeremy Licence has resigned from the board with immediate effect and noted a letter has been sent thanking JL for his commitment to the Group and contribution in the merger process.</p> <p>The Chair continues to meet with the Principal and Clerk and notes that GR has been more recently hands on in the oversight of management services bringing the Group back on an even keel.</p> <p>Recognising the demands of time on the board since the changes to the LCB and increase in advisory groups, Search and Remuneration Committee are actively looking to recruit new Governors. Jonathan Clarke and the Clerk are meeting with three new prospective candidates next week. The Chair commented on the particular skill set that Jeremy brought to the board and suggested Governors consider any potential applicants.</p> <p>The table of employer satisfaction within the Principal's paper highlights how enormously well respected the Group is within its core stakeholder group and is the largest College within the table. The Chair would like to note the boards appreciation, a true measure of success with stakeholder recognition and achievement of learners.</p> <p>There were no staff acknowledgments for the meeting.</p>	ALL
6	Principals Report	<p>GR provided an update to the items detailed within the paper.</p> <p><i>This part of the item was considered confidential and will form Part A confidential minutes</i></p> <p><b>National Leader Work</b> – Three Colleges have approached the Group to be an improvement partner with 2 bids being successful. GR is leading on Study Programmes with West Thames College and Lauren Anning is leading on High Needs with Plumpton College. The executive have used the income generated to backfill external to the College so there is no impact on the core business.</p> <p><b>Matrix Accreditation</b> – LA led on the matrix reaccreditation assessment last week, the final draft will be circulated to members outside of the meeting. The Group was successful in its</p>	

		<p>reaccreditation for Independent Advice and Guidance and Careers across the whole organisation, recognising that the biggest challenge remains in the transition from schools.</p> <p><b>ESFA Update</b> – The ESFA have acknowledged EKC WorkHigher as separate to the business which means the work of the Group can be categorised into 6 and will likely lead to an Ofsted inspection of the parts. Members were asked to consider whether there should be a Local Board for EKC WorkHigher in the future although it was noted that trying to match stakeholders against the work of the business unit and not the geographical location could prove more challenging.</p> <p><i>This part of the item was considered confidential and will form Part A confidential minutes</i></p> <p><b>MAT</b> – TM advised that the Group is in consultation with five schools who are all showing an interest however, none of the boards are at the point of signing to date and none have made the declaration to become an academy. GR noted the offer from EKC Group is different in as much as the package will be co-designed with the initial schools and not a presented package, which could be attractive to some schools. A Governor asked what happens if there are no signed schools by December; TM is quietly confident but noted that the date of implementation of the MAT would need to be pushed back as the worst-case scenario.</p> <p>Questions were invited.</p> <p>The Chair commented on the excellent news article in the Times, GR advised that having been more internally focused over recent weeks this has led to other senior team members doing some more of the externally focused work and this is a particularly strong example of this.</p>	LA
7	Clerk and Governor Report	<p>The Clerk reported on recent business undertaken by Governors outside of the Main Corporation meeting:</p> <p><b>Governance Intranet Site</b> – The Clerk reminded Governors that the papers will come via direct links to the intranet site next month and asked that any access issues were communicated to her outside of the meeting.</p>	

		<p><b>Finance Sub-Group</b> – Members met to review the quarter one management accounts, the finance papers will come to the next Full Governing Body meeting for Governor oversight.</p> <p><b>Student Experience Reviews</b> – In the absence of Gail Clarke, the Clerk updated members on her recent experience of this at Canterbury College and remains an advocate of the experience. A Governor asked if the times of the walkthroughs could be added to the development programme, which the Clerk will update and circulate to members outside of the meeting.</p> <p><b>Instrument and Articles of Government</b> – The Clerk highlighted the updates to the Instrument and Articles for Governor review and approval. Members accepted the references to EKC Group and removal of the requirement for Vice Chair and, following some discussion it was agreed that the membership should consist of a maximum of 19 members to allow for development of the board and flexibility within its number. Members discussed the addition of the Local College Boards within the articles; the Clerk noted that other Colleges with a wider structure had retained the statement ‘The Corporation may establish committees for any purpose or function’ and detailed these within the standing orders. The Chair asked that legal advice from Eversheds be sought regarding this addition; the Clerk will bring the Instrument and Articles back to the next meeting as a matters arising.</p>	<p>Clerk</p> <p>Clerk</p>
8	Group Performance Indicators	<p>GR advised the Group Performance Indicators have been amalgamated from the College Performance Indicators and Business Units and are populated where the data is accessible. Some actual figures do not start to come through until November so these will continue to be populated over time.</p> <p>Estates utilisation remains challenging, with changes to the internal structure this will allow the Director of Estates more time to concentrate on achieving the challenging target of 40% at the end of the financial intervention period. Members considered whether an advisory group should be set up for a focus on this or a paper direct to the board and it was agreed that a paper should come to the January meeting. GR noted that one of the LCBs have this as a focus for one of their papers at the next meeting.</p>	<p>Agenda</p>

		<p>The Group is looking to reduce staff absence and working on staff wellbeing in support of this. GR noted that the Colleges will be closed between Christmas and New Year with no deduction from holiday allowance to allow all staff a restful break. The generous sick pay scheme was discussed along with the use of the Bradford factor and rigorous return to work interviews. A Governor commented on their experience with private sick pay policies, GR advised that HR do not currently record patterns of work and this is a development area for the Group.</p> <p>Governors are mindful of the financial and business impact staff absence can have on the organisation and the executive will consider how this can be reported in the future against student experience and staff satisfaction.</p>	
9	<b>Risk Management Report</b>	<p>PS advised Governors that a full review of the register has been undertaken by both the internal Risk, Audit and Compliance Committee and the executive team with the revised scores for recommendation to the board.</p> <p>PS led members through the changes in the scores and invited questions.</p> <p>Governors were assured by the rigorous internal review and felt the concerns had been addressed. The LCBs will reflect the management actions at College level and these will be brought to the board at the January meeting.</p>	
10	<b>Local College Boards Update</b>	<p>GR provided an overview of the recent five LCB meetings to members with the minutes from each presented within the papers. External attendance was good however there were some student absentees which was noticeable in the balance of discussion and this is being addressed for the next meetings. Engagement at the meetings was good and the Co-Chairing worked well with the consistent agenda giving the board assurance that the same level of debate is held at each College. Each College has chosen different themes for its specific papers next meeting relevant to the local concerns and Sheppey College have asked for a development session prior to the next meeting for those unable to attend the strategy session. The Clerk will offer a similar opportunity to the other boards.</p>	

		<p>It was noted that with the resignation of Jeremy Licence a new Co-Chair for Canterbury College would need to be sought from within the Corporation membership.</p> <p>The Co-Chairs agreed that the new LCB structure adds more formality and positive interrogation of each of the Colleges than previous advisory boards with strong social and business representation to support the local communities.</p> <p>A Governor asked how the LCB receives the feedback from the FGB discussion, which was confirmed as being through the Co-Chairs at the next meeting.</p> <p>The Clerk advised members of the updates recommended for the Terms of Reference and Scheme of Delegation and sought approval. Members unanimously supported the changes as presented.</p> <p style="text-align: center;"><b>APPROVED – Governors approved the updated Terms of Reference and Scheme of Delegation for Local College Boards</b></p>	
11	Nursery Update	<p>TM advised members that she now has direct line management of the nurseries and, as these are no longer a College Board responsibility; updates will come directly to the Corporation.</p> <p>TM has made two formal visits to each nursery and implemented a performance review cycle. The standards and process review would demonstrate each nursery is performing at a good Ofsted rating and is confident this could be outstanding in the future. TM is encouraging much closer collaboration both between the nurseries and also the early years curriculum and noted that all the identified areas for improvement in the recent internal audit report have been actioned and addressed.</p> <p>TM invited question and comment.</p> <p>A Governor asked why staff recruitment is a problem. TM advised all the practitioners need to be</p>	

		<p>Level 3 qualified as the Groups base rate salary does not allow for the differential in salary between a Level 2 and Level 3 practitioner, which many other providers offer. The job typically offers more hours than a school would offer including out of term time. TM recognised reputation could be better in some of the nurseries and there is some work to be done in promoting the benefits of working for EKC Group citing pensions, holidays and sick pay as examples. Initial recruitment is the issue however, once staff have been appointed, those individuals are retained.</p> <p>The Chair asked that a focus of the update coming to the March meeting should be on how the curriculum relationships are being developed.</p>	TM
12	HE Self Evaluation and Action Plan	<p>AL provided an update on the performance of Higher Education last year and sought approval for the assurance statement to be signed by the 3<sup>rd</sup> December deadline. AL provided the detailed Quality Improvement Plan for each programme for 2018-2019; Governors recognised that HE numbers have dropped again and a review of the HE strategy will be combined with the curriculum strategy coming to the board later in the year.</p> <p>Members discussed the higher level apprenticeship qualifications and standards and potential future collaborations with the University of Kent.</p> <p>Members considered the performance of HE 2017-2018 and were unanimous in their agreement that the accountability statement be signed on behalf of the Corporation by Graham Razey as Chief Accounting Officer and Governor.</p> <p><b>APPROVED – Governors approved the signing of the Annual Quality Assurance Assessment Statement for HE 2017-2018</b></p>	
13	Commercial Developments Update	<p>[Tony Allen left the meeting at 7.35pm]</p> <p><i>This item was considered confidential and will form Part A confidential minutes</i></p> <p>[Penny Williams left the meeting at 8.23pm]</p>	



14	Draft Agenda for the next Meeting	Members agreed the draft agenda for the next meeting with the inclusion of a paper on a pay award and a potential paper regarding opportunities within Sittingbourne. The Risk Management Report will be alternated with a Finance Update.	
15	Any Other Business	There was no other business at the meeting.	
16	Matters Considered Confidential	Parts of Item 6 and item 13 will be reported under Part A confidential minutes.	
17	Date and Time of Next Meeting	5.30pm, Tuesday 18 <sup>th</sup> December 2018, Canterbury College	

There being no further business the meeting closed at 8.25pm

Signed: .....

Print: .....

Date: .....