



Full Governing Body Minutes

Meeting	Full Governing Body	Date	Tuesday 29 th January 2019
Location	Alfred Yarrow Room, Yarrow Hotel, Broadstairs	Time	5.35pm
Membership	Charles Buchanan (Chair), Graham Razey (Group Principal), <i>Penny Williams</i> , Tom Price, Gail Clarke, Miranda Chapman, Jonathan Clarke, <i>Tony Allen</i> , Tim Kent, <i>Peter Wood</i> , Linda Keen, Peter Troke, John Korzeniewski, Nicola Kelly (Staff Governor) and Omar Walker (Student Governor)		
In Attendance	Anne Leese (Group Deputy Principal) Chris Legg (Executive Director – Finance and Commercial Development) <i>Tammy Mitchell (Executive Director Schools and Early Years)</i> Paul Sayers, (Executive Director – Strategy and Partnerships) Lauren Anning (Executive Director – Student Experience and Wellbeing) Kate Young (item 5 only) Tara Ashman (Clerk) Jamie Weir (Invited Observer)		

* *Italics notes absence*

	ITEM	COMMENTS	ACTION
1	Welcome and Apologies	The Chair welcomed members to the meeting with a particular welcome to the three new Governors. Apologies were received from Tony Allen, Peter Wood and Penny Williams. Tammy Mitchell gave her apologies and was not in attendance.	
2	Declarations of Interest	There were no declarations of interest at the meeting.	

3	Minutes of the Meeting held on 18 th December 2018	The minutes of the meeting held on 18 th December 2018, including the confidential part A and part B minutes, were reviewed and approved as an accurate record and duly signed by the Chair.	
4	Matters Arising	The Chair confirmed that the next strategy afternoon and Full Governing Body meeting date would remain on Tuesday 9 th July 2019.	
5	Safeguarding Report and Update	<p>[Kate Young joined the meeting at 5.41pm]</p> <p>The Chair thanked KY for her earlier development session and invited her to present the safeguarding update. KY highlighted two particular areas within the report:</p> <p>Data – The spreadsheet, which details incidents by category, is not as complete as hoped for a number of reasons. The descriptor of the incident can be subjective, the incident could fall into more than one category and the reporting at each College is not yet standardised. The safeguarding board are confident in the categories being reported against and assured Governors that there have been no incidents without action but the reporting of the incidents is not as expected. Members debated the inconsistency of the data collected; PS advised there is now an internal reporting group which will look at system issues such as this. KY advised that the incident report is for deeper analysis to understand any themes and developing issues, there is no concern with the reporting of the vulnerable risk register. GR assured the board that the Group meets its statutory obligations in regards to safeguarding.</p> <p>Risk Assessments – There was a safeguarding issue that gave rise to an internal issue and subsequently a standardised risk assessment has been drafted for all staff to use. The concern is that although this has been rolled out not all staff have embedded the practice to date which is not acceptable.</p> <p>There is a real will from the safeguarding board to do the absolute best for the students and incidents have been acted upon swiftly with a culture of vigilance across the Group.</p>	

		<p>PS advised that the safeguarding policy is for review under item 15 and invited any questions of KY whilst in attendance. A Governor commented on the similarity to other policies they have seen and had no concerns.</p> <p>The Chair thanked KY for her report.</p> <p>[Kate Young left the meeting at 6.15pm]</p>	
6	Chairs Report	<p>The Chair noted the new Governance structure discussed and approved at the earlier strategy session to include local boards for EKC WorkHigher and EKC IntoWork. To facilitate the new boards some Governors have moved onto different Committees.</p> <p>The Chair confirmed the appointment of the three new Governors, which had been approved by electronic resolution outside of the meeting.</p> <p style="text-align: center;">APPROVED – The Chair confirmed the appointments of Linda Keen, John Korzeniewski and Peter Troke to the Full Governing Body</p> <p>As the point of contact and conduit between the Independent Safeguarding Chair and the board, the Chair confirmed himself as the safeguarding point of contact for Governance within the policy.</p> <p>The Chair will continue with the one to one meetings with Governors started last year and will be undertaking this process over the coming weeks.</p> <p>6.1 Staff acknowledgements – GR requested that a letter go to the teaching staff on the Maths pilot from the Governing Body thanking them for their commitment and hard work. These staff had to work very differently in terms of the usual contractual arrangements and different models of delivery and worked very intensively during the period, going the extra mile. Governors were unanimous in their agreement of this.</p>	

		<p>AGREED - The Clerk will write on behalf of the Chair and the Governing Body to Monique Beecham, Richard Ellis and Ryan Prescott</p>	Clerk
7	Principals Report	<p>GR provided an update on the following areas from his report:</p> <p>Love Our Colleges – College funding was debated in parliament last week, it was disappointing to note that after briefing local MPs there was no local representation. Over 50 MPs across the political spectrum attended and continue to raise the issue for FE.</p> <p>Centre for Excellence – the new Director for Maths joins EKC group on 4th February; as one of the 21 centres for excellence nationally, part of the extended action plan agreed is the set up of a maths hub in Kent.</p> <p>MAT – The Group remains confident in meeting its deadline to the Regional Schools Commissioner with a target date of 1st August 2019. Two Governing Bodies are in the consultation phase, with one more being targeted before submission of the MAT application.</p> <p>Mental Health and Wellbeing Charter – GR circulated some recent literature distributed to students around this issue and detailed the successful internal campaign. Working with limited resources the support of the student union and staff engagement was really important to the campaign. A Governor asked whether it targeted any specific vulnerable areas, LA advised this would be part of the follow up campaign. A Governor commented on their work with the Headstart Campaign and suggested the use of students; as the role would be remunerated, LA will discuss this further outside of the meeting and check against any conflict of interest with the Groups current engagement with Headstart.</p> <p>Group Systems – GR commented on a number of data systems that are proving ineffective in the size of Group and has appointed a Business Analyst on a 6-month contract to look at processes. There is significant challenge and little time to implement change at the pace it is required. The Group continues to be under constant scrutiny from external organisations and although the willingness is there the capacity and time to develop swiftly is limited. A Governor challenged the</p>	LA

		<p>coaching and development of middle managers, GR discussed the developing framework in the structure and the support for managers at this level. A Governor asked what the biggest risk was at present, GR detailed the challenge with the application portal and the lack of time in the testing phase before it had to be rolled out to students as an example. The Executive Team are working at a more detailed level, which consequently, has put a number of the business plan items on hold. Governors were mindful of the challenges and expressed their willingness to support the Executive Team in managing the expectations of the business to 'steady the ship'.</p>	
	<p>Subsidiary Company Proposal</p>	<p>This item was taken at this point in the meeting.</p> <p><i>This item was considered confidential and will form Part A confidential minutes</i></p>	
8	<p>Clerk and Governor Report</p>	<p>[Tim Kent left the meeting at 7.17pm]</p> <p>The Clerk reported on recent business undertaken by Governors outside of the Main Corporation meeting:</p> <p>Finance Sub-Group – Due to unforeseen circumstances the sub-group were unable to meet this month however the management accounts were circulated and any queries directed to Chris Legg offline.</p> <p>Governor Development Programme – The Clerk reinforced the importance of Governors being able to access their office 365 accounts and reminded all members of the outstanding GDPR training to be completed. Following this afternoon's development session Governors will also have links to safeguarding and prevent training circulated outside of the meeting for completion. Members are encouraged to participate in the learner walkthrough dates, which have been provided, and feedback from the Governor and Senior Leadership link scheme remains positive.</p>	
9	<p>Teaching, Learning and Assessment</p>	<p>AL reported the current standard of teaching, learning and assessment for the Group at good or better is 79% and reminded Governors that the assessment is made on the programme of study</p>	

		<p>and not the individual lecturer. EKC WorkHigher was noted as having eight programmes requiring improvement.</p> <p>AL led members through the key developments and focuses within teaching, learning and assessment including:</p> <p>Maths Pilot - AL was pleased to report that 45% of students who re-sat maths GCSE through the maths pilot achieved against 29% who were not in the pilot. There was a clear correlation between attendance (over 85%) and achievement rates and the Group is now moving into phase 2 of the maths pilot. AL clarified that the new Director for maths is funded through the pilot and the Director of English is a redeployment from another role internally.</p> <p>Development of Learning Coaches – Workshops have been run for learning coaches with a focus on value added.</p> <p>Best Practice – EKC Group is attending a TLA conference arranged by Kent Further Education (KFE) on 6 March, which brings all of the Kent Colleges together in the sharing of best practice.</p> <p>Induction – There is a new induction for lecturers new to teaching and additional support for those coming direct from industry as this has been recognised as an area for development</p> <p>A Governor asked whether there was a performance indicator specifically for Value Added, AL advised the principles are embedded throughout the teaching, learning and assessment strategy but the number of eligible level 3 students against the DfE performance tables and relevant qualifications for the Group is minimal.</p>	
10	Risk Management Report	PS reminded Governors of the assurance controls in place in reviewing the risk register, noting the changes to the report following the process. At the next Risk, Audit and Compliance meeting the College Leadership teams will be feeding back on the risk register process at the recent local boards.	

		<p>There was discussion around the position of risk on the agenda with the view of some members that it should be higher on the agenda and others with the view that it should be last to reflect the level of risks of the items discussed at the meeting.</p> <p>Members felt the register should be reviewed given some of the challenges identified post-merger discussed at today's meeting and PS will take this feedback to the next Risk, Audit and Compliance meeting to ensure the level of detail is captured sufficiently.</p>	PS
11	Subsidiary Company Proposal	This item was taken earlier in the meeting.	
12	Annual Health and Safety Report	<p>LA thanked Alison Gray for her work on health and safety for the Group. There has been a comprehensive review of the health and safety policy post-merger with all incident forms and reporting forms updated and rolled out to all staff.</p> <p>LA noted that there is no longer a target for health and safety incidents as a performance indicator; it is now reported for monitoring purposes. There have been 6 incidents reportable under RIDDOR ranging in severity and measures have been put in place to address these issues including training for specific staffing groups.</p> <p>The health and safety action plans were presented for information and Alison Gray will be writing some bespoke health and safety training for the Group.</p> <p>A Governor challenged the external validation of the work, LA advised that the Group contract an external company to support our work in this area. The reports from this go to Risk, Audit and Compliance Committee internally and these minutes are presented to the Audit Committee at each meeting.</p>	
13	Destinations Report	LA reported the summary and data collected for destinations for 2017-2018 from October 2018 to date. The proportion of learners that have recorded positive destinations has increased by 1.9% with a small number still to be collected. There has been a significant positive change in students continuing with the Group or returning to a new programme of study.	

		<p>LA will be undertaking some further analysis on some of the subsets of learners however High Needs is likely to be attributed to the changes to the curriculum model and how destinations for these learners is reported.</p> <p>LA noted the management actions following the report and advised the final report will be tabled at a later meeting for information.</p>	LA
14	Search and Remuneration Committee Update	<p>Jonathan Clarke as Chair of Search and Remuneration gave a verbal update of the meeting held earlier in the day. Agenda items included terms of reference, local board membership, succession planning and the Senior Postholder Remuneration Code. The performance review of the Corporation Chair also took place. The Clerk reminded members that all papers and minutes for the Committees are available through the Governors intranet site.</p> <p>Committee members agreed that Search and Remuneration should be separated and the Clerk will be working through updated terms of reference before the next meeting.</p> <p>JC advised that the Committee would be looking to recommend the adoption of the Senior Postholder Remuneration Code which will be circulated in advance of the next meeting and endorsement sought under the Clerk and Governor update item in March.</p> <p>JC noted that there is still a skills shortage of an individual with legal expertise within the board and asked for members support in sourcing a suitable candidate.</p>	Clerk
15	Policy Review	<p>PS presented the updated safeguarding policy and subcontracting procedure for review. Changes to the safeguarding policy to reflect the updates to keeping children safe in education as described earlier in the meeting by Kate Young and the subcontracting procedure has been updated to reflect internal changes.</p> <p>Members considered both the policy and procedure and approved the publication and implementation of each.</p>	



		APPROVED – Governors approved the Safeguarding Policy and Subcontracting Procedure for publication and implementation	
16	Student Union Accounts	It is a statutory requirement for the Governing Body to monitor the students' union accounts, CL advised that the Group finance team have been unable to audit the accounts with accessing the detail proving a challenge. The Chair asked that this item return to the next meeting for review.	Agenda
17	Draft Agenda for the next Meeting	Members agreed the draft agenda for the next meeting with the inclusion of the updated teaching learning and assessment, commercial development and curriculum strategies discussed this afternoon. It was agreed that AL would provide a development session 30 minutes prior to the meeting on the proposed changes to the Ofsted framework.	AL
18	Any Other Business	There was no other business at the meeting.	
19	Matters Considered Confidential	Item 11 will be reported under Part A confidential minutes.	
20	Date and Time of Next Meeting	5.30pm, Tuesday 12 th March 2019, Folkestone College	

There being no further business the meeting closed at 8.05pm

Signed:

Print:

Date: