



Full Governing Body Minutes

<b>Meeting</b>	Full Governing Body	<b>Date</b>	Tuesday 30 <sup>th</sup> April 2019
<b>Location</b>	Room W3.5, Welcome Building, Dover Technical College	<b>Time</b>	5.41pm
<b>Membership</b>	Charles Buchanan (Chair), Graham Razey (Group Principal), Penny Williams, Tom Price, Gail Clarke, Miranda Chapman, Jonathan Clarke, Tony Allen, <i>Tim Kent</i> , Peter Wood, Linda Keen, Peter Troke, John Korzeniewski, <i>Nicola Kelly (Staff Governor)</i> and Omar Walker (Student Governor)		
<b>In Attendance</b>	Anne Leese (Group Deputy Principal) Chris Legg (Executive Director – Finance and Commercial Development) Tammy Mitchell (Executive Director Schools and Early Years) 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	<b>Welcome and Apologies</b>	<p>The Chair welcomed members and thanked Anne Leese for the development session on the proposed new OfSTED Framework directly before the meeting.</p> <p>Apologies were received from Tim Kent and Nicola Kelly. Tony Allen was in attendance via teleconference. The Chair passed on his congratulations to Nicola on the recent addition to the family.</p>	

2	Declarations of Interest	There were no additional declarations to the meeting than those declared as standing.	
3	Minutes of the Meeting held on 12 <sup>th</sup> March 2019	The minutes of the meeting held on 12 <sup>th</sup> March 2019, including the confidential part A minutes, were reviewed and approved as an accurate record and duly signed by the Chair.	
4	Matters Arising	There was a further parliamentary debate recently and it was noted that none of the local MPs were in attendance.	
5	Safeguarding Report	<p>[Kate Young joined the meeting at 5.45pm]</p> <p>KY and LA tabled the updated statistics discussed at the recent safeguarding meeting and apologised for the delay in the distribution of the paper. KY is satisfied the Principals are dealing with incidents appropriately but noted the recording remains a work in progress. Promonitor now allows for the submission of data but it still needs testing. Until the end of the academic year both sets of data will be run.</p> <p>KY led members through the statistics and contextualised 'one incident, one student.' If it covers more than one incident the highest level of incident is recorded. There have been 245 incidents reported between 1 January 2019 to 1 April 2019 which represents 2.5% of the entire cohort. Mental health was distorting the figures and the safeguarding board took the decision to focus on some of the other issues that were being lost along the way. Wellbeing centres are full to capacity and the top 5 incidents are reflected across the Group although some in a different order to others. A Governor noted the significant bias in female reporting. A Governor asked if nationally this was a similar picture and KY advised domestic abuse is most recognisable nationally with a much higher proportion of women reporting incidents.</p> <p>A Governor asked if Sheppey was disproportionately high given the size of the College and LA advised there was a particular issue with domestic violence and deprivation factors that were notable in this College.</p>	

		<p>A Governor sought clarification on the difference between emotional abuse and psychological/emotional abuse. KY advised that the definitions were set out in the white paper with examples of emotional abuse being low-level name calling and psychological/emotional abuse being deeper and more ingrained.</p> <p>[Penny Williams joined the meeting at 5.58pm]</p> <p>The Student Governor was concerned about the level of sexual abuse reported and KY provided assurance that the figures are not specifically incidents on campus.</p> <p>It was agreed that the individual College data should be considered at a Local Board level next academic year now there is a developing historical picture to understand how patterns are changing.</p> <p>Members noted that numbers may increase but the importance is how the Group is dealing with incidents and ongoing vigilance remains a key focus.</p> <p>Members discussed the complexity of internal and external disclosures with many cases often blurring the lines however; members agreed that the leadership teams address behaviours and conduct.</p> <p>[Kate Young left the meeting at 6.05pm]</p>	<p>LCB Agenda</p>
6	Chairs Report	<p>The Chair reported that it has been a busy time for Governance since the last meeting noting in particular the recent meeting with the FE Commissioner and Department for Education last week regarding the Hadlow Group. Further detail will be provided within the Principals Report and the Chair asked that the external Governors remain behind for a confidential item at the end of the meeting.</p>	

		<p>The Chair advised the board that a complaint had come to the Clerk purporting to be Whistleblowing regarding recruitment and employment practices, which was investigated and resolved with the complainant satisfied with the outcome.</p> <p>The Chair and Clerk attended the recent Association of Colleges (AoC) Governance summit where items including the new inspection proposals, the insolvency regime and the role of effective Governance were presented and discussed.</p> <p>The Chair continues to have regular meetings with both the Clerk and the Principal.</p> <p><b>6.1 Staff acknowledgements</b> – TM advised that the Nursery at Broadstairs College had a positive Ofsted visit earlier this week. TM asked that thanks be given from the board to the manager and staff at the nursery for this achievement; members were in agreement with this recommendation.</p> <p style="text-align: center;"><b>AGREED - The Clerk will write on behalf of the Chair and the Governing Body to Michael Simpson and the Broadstairs College Nursery team</b></p>	
7	Principals Report	<p>GR invited questions from his report.</p> <p>A Governor asked about the brand launch of IntoWork; GR advised that this was an internal launch to staff within the area to obtain feedback on the vision and strategic documents before final publication. Once confirmed this will be shared with the board. AL noted that there is nothing new proposed for the vision at present but IntoWork has been extracted from the previous WorkHigher strategy.</p> <p>A Governor sought clarification on the Strategic College Improvement Fund (SCIF), GR advised that a minimum of 25% of the application is match funded, normally in time and resources, and the Group is using any additional monies from this work to fund the Improvement Team.</p> <p><i>Part of this item was considered confidential and will form Part A confidential minutes</i></p>	AL



9	Teaching, Learning and Assessment	<p>AL reported concern on consistency of assessment grades with a number of new Principals requiring development and standards are being drafted in support of this. It recognised that a consistent grading approach is necessary across the Colleges and Governors were minded that this might affect the data reported in the short term. This report shows the separation of IntoWork and WorkHigher which has disrupted the figures however AL assured members there has been no significant movement overall.</p> <p>TM advised that an Education Services Team has been brought together from existing improvement roles across the Group to improve Teaching, Learning and Assessment. AL noted the Group is currently looking to recruit a Director of English. GR commented that this is the start of the next phase of improvement to bring everyone together with core common and systematic improvement strategies. A Governor asked how long it would take to start seeing improvements in this area, GR advised it would need an annual cycle to really evidence any changes however there would be improvement in monitoring and evaluation in year which will start to test the strategies.</p> <p>A Governor asked how Teaching, Learning and Assessment and the rapid improvement process impact at a Local Board level. GR advised that rapid improvement is an intervention from the executive team to support the local College senior management over a period of 3 months.</p>	
10	Risk Management Report	<p>PS presented the Risk Management report and highlighted a couple of key points to the board. Audit Committee have asked for a review of risk from a Local Board level and would like to see richer conversation and deeper understanding coming out from this.</p> <p>The impact of Hadlow Group has now been included in the register, a Governor asked why this had not increased the risk and GR advised this may be affected further down the line.</p> <p>The internal Risk, Audit and Compliance Committee have looked at the impact of Brexit with some further analysis needed in this area. The biggest impact at the moment would be at Dover with 9% of learners non UK EU Nationals, primarily adults. ESL provision within IntoWork would</p>	

		also be affected. Members discussed the impact of learners mid-year if current funding ceased with immediate effect and concurred this remained a risk for the Group	
11	<b>Estates Utilisation</b>	<p>GR invited questions on the report as presented. The strategies to improve utilisation are clear with the current utilisation at 35.5%. GR noted that without significant growth in student numbers or other demonstrable actions across the sites it will remain challenging to achieve 50% utilisation against a sector average of 30% and a Government target of 40%.</p> <p>The Chair sought clarification that there would be no sanctions against the Group should the target of 50% utilisation not be achieved by 2021 and GR confirmed this to be the case. A Governor asked if the commercial utilisation is excluded from this figure and GR concurred.</p> <p>Governors were pleased with the progress on utilisation to date.</p>	
12	<b>Policy Review</b>	<p>PS presented the updated staff disciplinary and staff grievance procedures for approval. Both procedures now include further detail on data protection to comply with legislation and clarity for staff in terms of what their data is used for.</p> <p>A Governor commented on previous experience with similar policies, noting that they are normally considerably longer in length. Members discussed the length of EKC Group policies and were reminded that the policy statement at the start states who it is for and what its purpose is. It was noted that previously there was a link to similar or connected policies as a footer to some for reference as each organisation determines their policies differently and PS will take this back to the Policy Committee for consideration and discussion.</p> <p>Members considered both procedures and, by a unanimous show of hands, approved the publication and implementation of each.</p> <p><b>APPROVED – Governors approved the Staff Disciplinary Procedure and Staff Grievance Procedure for publication and implementation</b></p>	PS

13	HE Action Plan Update	<p>AL reminded members of the responsibilities of the board under the HE regularity body, the Office for Students. Although the HE provision for the Group is small, the requirements remain the same irrespective of the size.</p> <p>AL noted the reduction in HE provision for 2019/2020, which is only delivered at Broadstairs and Canterbury College.</p> <p>GR noted that there might be changes to consider for HE provision in FE Colleges once the Augar Review (review of post 18 education) is concluded however, this has been delayed due to Brexit.</p> <p>Governors were asked to note the progress made against the 2018/19 Quality Improvement Plan for HE.</p> <p style="text-align: center;"><b>NOTED – Governors noted the progress made against the 2018/2019 QIP for HE</b></p>	
14	Annual Equality Report	<p>LA advised the report is still in draft and tabled an infographic of the data presented within the paper. The workforce is slightly higher in a female to male split, which is out of kilter with the FE sector but not the local community.</p> <p>Members discussed the ethnicity staffing figures and queried the 10% of staff declared as 'unknown', this was thought to be a mixed picture of some staff choosing not to declare and some record cleansing needed post-merger.</p> <p>Members considered the gender profile of the student cohort and discussed the ongoing work needed to attract more females into construction and engineering. LA agreed that statistically there were a couple of things to adjust to make it an easier read and this would be revised internally before a final draft was accepted for distribution.</p> <p>The Chair thanked LA for the report noting that there is some work to be done before publication.</p> <p style="text-align: center;"><b>NOTED – Governors noted the Annual Equality Report</b></p>	





15	Draft Agenda for the next Meeting	Members discussed the draft agenda for the next meeting and agreed to the removal of the Principals report in this instance to allow an increased time to the Local College Board update, which would also include a summary of the year from each respective Chair. The Clerk will make the necessary amendments.	Clerk
16	Any Other Business	<p>The Chair asked for an update on the Staff Wellbeing Fund. AL advised that mental health first aid for staff would come from this fund and described some of the small changes across the Colleges, which have improved wellbeing and morale. The Staff Consultation Forum has been very well received by staff.</p> <p>The Chair asked that the external Governors remain behind for a confidential item; the Clerk noted her objection to leaving the meeting.</p> <p>[Omar Walker, Jamie Weir, Paul Sayers, Chris Legg, Anne Leese, Tammy Mitchell, Lauren Anning and Tara Ashman left the meeting at 7.49pm]</p> <p><i>Part of this item was considered confidential and will form Part B confidential minutes</i></p>	
17	Matters Considered Confidential	Part of item 7 will be reported under Part A confidential minutes. Part of item 16 will be reported under Part B confidential minutes.	
18	Date and Time of Next Meeting	5.30pm, Tuesday 4 <sup>th</sup> June 2019, Canterbury College	

There being no further business the meeting closed at 8.31pm

Signed: .....

Print: .....

Date: .....