



**Business Committee Minutes**

<b>Meeting</b>	Business Committee	<b>Date</b>	2 June 2020
<b>Location</b>	Virtual Meeting via Microsoft Teams	<b>Time</b>	3pm
<b>Membership</b>	Tim Kent (Chair), Charles Buchanan, Gail Clarke, Joanna Worby, Graham Razey, Gregg Skinsley-Stephens		
<b>In Attendance</b>	Chris Legg, Chief Financial Officer Andrew Stevens, Chief Operating Officer Sharon Hollingsworth, interim Director of Governance  Tracy Flower, Director of Commercial Services - Item 6 only		
<b>Minutes Clerk</b>	Nicole Leader – Executive Support Officer		

*(Italics denotes absence)*

	<b>ITEM</b>	<b>COMMENTS</b>	<b>ACTION</b>
<b>1</b>	<b>Appointment of Chair of Business Committee</b>	<p>The interim Director of Governance opened the meeting and advised members that the Search and Governance Committee had delegated authority to consider and approve the membership of the Business Committee, including the recommendation of the Business Committee’s chairpersonship.</p> <p>It was reported that the Search and Governance Committee had met on 19 May. The Committee agreed to recommend to the Business Committee the appointment of Tim Kent as Chair of the Committee.</p> <p>Members accepted the recommendation.</p> <p style="text-align: center;"><b>AGREED - The appointment of Tim Kent as Chair of the Business Committee.</b></p>	
<b>2</b>	<b>Welcome and Apologies</b>	<p>The Chair welcomed members to the Business Committee.</p> <p>There were no apologies received.</p>	
<b>3</b>	<b>Declarations of Interest</b>	<p>There were no additional declarations to the meeting other than those declared as standing.</p>	



		<p>CL advised that at the next Full Governing Body meeting a capital budget of £3 million will be proposed with 20% being withheld as a cash contingency, subject to in-year delivery against financial KPIs.</p> <p>CL clarified that a total of £8 million will be required to complete the Folkestone College re-development project if no grant is received from Government.</p> <p>A Governor commented that the Group must build a budget strategy that is within its limit. The strategy needs to be strong so that the Group continues to be assessed by the ESFA as “good” financial health and we must ensure that we deliver an excellent education for students.</p> <p>A Governor raised concern whether the Group had planned sufficient contingency to deliver the budgets considering the uncertainty of the year ahead.</p> <p>CL clarified that several assumptions had been built into the budgets. In particular CL referred to the expected reduced apprenticeship starts and further noted that there is contingency built into the budgets to cover any unexpected costs particularly with the two new sites, Ashford College and Spring Lane Campus, Canterbury.</p> <p>A Governor commented whether the £1 million set aside for contingency is adequate. CL advised that due to the Group’s ‘good’ financial health position he had not been as cautious as he had been in past years however, the Group does have additional contingency. CL referred to the thirty points advantage that the Group has above the threshold for ‘requires improvement’ financial health score. CL also noted that although this is something the Group would want to avoid, he had built an affordable budget and there is flexibility to adjust the £3.5 million put aside in the budget for short term liquidity and the capital budget spend.</p> <p>A Governor asked what Government grant funding is available. CL responded that we are currently preparing a bid for Dover Technical College.</p> <p>GR commented that the grant for the local college estates is still on track however, the criteria of the grant may widen to allow the local colleges to bid for support for Technology.</p>	
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6	<p><b>Commercial services – COVID19 response and planning</b></p>	<p>[Tracy Flower joined the meeting at 15.39]</p> <p>TF provided a summary update on the Commercial Services response to COVID 19 and invited questions from the Committee.</p> <p>A Governor asked why Commercial Services had not been able to respond to letting enquiries. TF clarified that this applies to ad-hoc bookings which are on hold, such as the Sports Centre and room hire services. It was noted that it does not apply to long term lease hires which have continued with direction from the Commercial team.</p> <p>A Governor asked about the capacity impact on Nurseries. TF responded that this mainly depended on the number of staff available to work. One nursery had a high level of staff not available to work. The remaining two nurseries had good staffing levels. Overall, the nurseries currently have around 50% of children returning and predict that numbers will remain low until September 2020.</p> <p>A Governor commented on community feedback he had received that the nursery was closed during the lockdown period. TF reported that nurseries remained open and only shut if there was no demand from key workers and vulnerable children. TF noted that there is a closure planned for Broadstairs nursery at the end of July due to staff annual leave.</p> <p><b>NOTED - The report on Commercial services – COVID19 response and planning.</b></p> <p>[TF left at 15.50]</p>	
7	<p><b>The next steps for Technology – emerging</b></p>	<p>AS presented his paper which reflected on the legacy of lock down and how we use technology going forward and invited questions.</p>	

	<p><b>thoughts from the current situation</b></p>	<p>A Governor asked if he could have some clarity on the ratio of part time staff and the average amount of hours a part time member of staff would work weekly. AS replied that 50% of our work force is part time and the majority of part-time staff work between eighteen to twenty-five hours a week. The laptops provided will be suitable to the role of the staff member and the access they require from the device.</p> <p>A Governor asked what the bursary criteria is and are we triggering issues for students who do not fit into this criterion. AS replied that the students who are in direct receipt of the bursary support fund either have an Educational Health Care Plan (EHCP) or are looked after students. The Group is currently looking at implementing a loan system or pay monthly scheme for those students who do not fit into either criterion.</p> <p style="text-align: center;"><b>NOTED - The report on the next steps for Technology – emerging thoughts from the current situation</b></p>	
<p><b>8</b></p>	<p><b>April 2020 Management accounts and Quarter 3 forecast</b></p>	<p>Members of the Committee noted that the Business Committee does not replace the monthly Finance sub-group meeting. The deeper level of financial review had been removed in the new Governance structure, but the monthly accounts will be reviewed at the Full Governing body level in deeper depth than previously.</p> <p>CL presented the April Management accounts. CL explained the significance of the quarter three re-forecast which has had a substantial effect on Apprenticeship and Commercial Services income as these are areas not protected by the Department for Education funding.</p> <p>CL highlighted that revenue lost for the four-month period (April, May June, July) is approximately £1.5 million however, savings accrued is more than £1.5 million.</p> <p>A Governor asked where the adult education budget sits in relation to the COVID 19 pandemic. CL replied that the adult education budget income is protected and sits in the non-pay gain under COVID 19.</p> <p>A Governor asked about the year-end forecast. CL referred to the EDITDA and noted the year-end forecast position of £5,017,000.</p> <p>A Governor queried whether a level of scrutiny by the management had been carried out in response to the pandemic to understand whether there are any management and/or financial lessons to be learned that could benefit the</p>	

		<p>running efficiency of the Group. CL agreed that this is something that should be investigated but noted that significant savings had already been made particularly in Technology and Estates areas prior to lockdown.</p> <p>A Governor referred to the March Full Governing Body minutes that stated the impact of COVID 19 would be in the region of £2,500,000. CL confirmed that this was before the Government had confirmed the protected income streams. Members agreed that this should be highlighted to the Full Governing Board.</p> <p style="text-align: center;"><b>NOTED - The Committee received the April Management accounts</b></p>	<b>CL</b>
<b>9</b>	<b>Annual pay award</b>	This item was considered Confidential and will be reported under Part A of the minutes.	
<b>10</b>	<b>Property strategy update</b>	<p>The Committee understood that the paper was for information. Members agreed it provided assurance that a property strategy is being developed. This will enable the Group to bid for grants.</p> <p style="text-align: center;"><b>NOTED – The Committee received the Property strategy update</b></p>	
<b>11</b>	<b>IT hardware proposal</b>	<p>GR presented the report outlining the proposed plan for every member of staff to have access to a Group IT device to enable them to work remotely.</p> <p>A Governor raised concern whether the proposal will impact the current rolling replacement programme. GR replied that they expect the devices to last between three and six years and will naturally become a rolling programme after three years. Cost spikes will be built into the capital programme to allow for the replacement of these devices.</p> <p>A Governor asked if training on how to use the device will be provided for staff. GR clarified that a new digital learning support team will be put in place to support staff in using devices.</p> <p>A Governor had concerns regarding staff receiving a device when they have no need for one to perform their job role and the additional stress this might put on teams. GR confirmed that this category of staff will receive a low-level device and the cost is very small.</p> <p style="text-align: center;"><b>AGREED – The Committee agreed the IT Hardware proposal to go the Full Governing Body for approval with the following caveats:</b></p> <ul style="list-style-type: none"> <li>• <b>Add to the report that every staff device is owned by the Group and must be returned upon leaving</b></li> </ul>	

		<p><b>the organisation</b></p> <ul style="list-style-type: none"> <li>• <b>Review of policy in one year to ensure policy is achieving its purpose</b></li> </ul>	
12	<b>AOB</b>	There was no further business.	
13	<b>Matters considered confidential</b>	<p>Pay award – time limited until Full Governing Body approval</p> <p>Commercial staff pay award</p>	
14	<b>Date and time of next meeting</b>	<p>26 November 2020. Members to email the interim Director of Governance with their preferred time.</p> <p>Meeting length for future meetings agreed at 2 hours.</p>	

There being no further business the meeting closed at 17.10

Signed:  .....

Print: **TJ KENT** .....

Date: **27/11/2020** .....