

## Governing Body Minutes

<b>Meeting</b>	Full Governing Body	<b>Date</b>	Wednesday 24 <sup>th</sup> May 2017
<b>Location</b>	Mission Building, Folkestone Campus	<b>Time</b>	5.30pm
<b>Membership</b>	Patrick Hollis (Chair), Graham Razey (Principal), Beverley Aitken (Vice-Chair), Tom Price, Jonathan Clarke, Sarah Kemp, Tim Kent, Gail Clarke, Charles Buchanan, Stephanie Martin, Miranda Chapman, <i>Jill Leigh</i> , Joanna Brown (Staff Governor) and Joanne Timms (Staff Governor)		
<b>In Attendance</b>	<p><i>Anne Leese (AL) (Officer)</i>  Paul Sayers (PS) (Officer)  Chris Legg (CL) (Officer)  Lauren Anning (LA) (Officer)  Lut Stewart (LS) (Officer)</p> <p>Tara Ashman (Clerk)  Jamie Weir (Invited Observer)</p>		

*\*\*Italics notes absence*

	ITEM	COMMENTS	ACTION POINT REQUIRED
1	<b>Welcome and Apologies for Absence</b>	<p>The Chair welcomed members and those in attendance to the meeting and thanked PS for the detailed merger update before the meeting.</p> <p>Apologies were received from Jill Leigh and Anne Leese</p>	
2	<b>Declarations of Interest</b>	Sarah Kemp declared her niece is now employed at the College, in learning support at Broadstairs. There were no further declarations at the meeting.	
3	<b>Minutes of meeting held on 29<sup>th</sup> March 2017</b>	The minutes of the previous meeting held on 29 <sup>th</sup> March 2017 and the EGM of 18 <sup>th</sup> April 2017 were formally approved as an accurate record and duly signed by the Chair. A Governor asked whether item 16 should be moved to a confidential minute and this was agreed by the members, the Clerk will action accordingly.	Clerk

4	Matters Arising	Jonathan Clarke and Gail Clarke updated members on the management accounts meeting earlier that day, noting the pleasing occupancy rates for the Yarrow and praising the work of the new manager with some of the service issues having improved. Although staff costs for the hotel remain high the headline figures are still as expected.	
5	Chair's Report	<p>The Chair reported under the following headings:</p> <ul style="list-style-type: none"> <li>• <b>Governor Dinner</b> - The Chair advised the proposal would be for the next meeting to be brought forward to earlier in the day with the annual Governor dinner event in the Yarrow in the evening of Wednesday 5<sup>th</sup> July. Formal invitations will follow.</li> <li>• <b>Student Awards</b> - This has been arranged for the evening of Tuesday 11<sup>th</sup> July at Discovery Park, invitations to follow. GR noted that the Folkestone student of the Year award will be dedicated to Rupert Bristow and his widow, Sarah, will be invited to attend.</li> <li>• <b>Transition Board</b> - The Transition Board have appointed Chair and Vice-Chair designate for the newly merged College. Congratulations were offered to Charles Buchanan (Chair) and Tim Kent (Vice-Chair). Following the EGM and the concerns from the EKC board a working group has been set up to represent the EKC board in due diligence and merger.</li> </ul> <p>The Chair continues the monthly meetings with the Principal and the Clerk.</p> <p>5.1 Staff acknowledgements - GR had no individual staff acknowledgements for the meeting.</p>	
6	Principal's Report	<p>GR presented the report as outlined, picking up on the following items:</p> <p><b>Area Review</b> - This has been agreed with the recommendations currently in the process of being implemented.</p> <p><b>High Needs Funding</b> - KCC have been invoiced for the funds due following advice the College has received to date. They have been given 30 days to pay before the College starts proceedings to reclaim the funds. Local politicians have not been briefed as yet. A Governor asked if this issue was solely related to East Kent, GR advised it is county wide however as such a large provider the amount is disproportionate. A Governor asked on the likelihood of receiving the money, GR detailed the 4 areas</p> <ol style="list-style-type: none"> <li>1- Supported internships - the College has a strong case in this area</li> <li>2- Which Local Authority Pays - KCC's view is the SEND code does not relate to funding from the 'home' authority which is a recent change. It is a case to be debated however the dispute is not that the money isn't owed, merely which authority is liable. This is related to those learners moving into the county.</li> </ol>	

		<p>3- Rates of Pay - the SEND code of practise is clear that it is the provider's responsibility to deploy the resources however KCC is challenging the rate of pay for staff which would determine the needs below the £6,000 threshold.</p> <p>4- Student Support - This relates to students requiring support this year that were not entitled to it last year. The College has sought advice from a legal specialist in SEN which has given confidence that should it go to a legal dispute the College is interpreting the code correctly.</p> <p><b>General Election</b> - reading the manifestos in isolation they could be interpreted as very lucrative or very poor for the FE sector. Justine Greening visited the College recently and GR had the opportunity to spend some time with her, she was open to a solution based discussion and was pleased with the Yarrow and its work experience element.</p> <p><b>Successes</b> - The world skills build competition was hosted at Folkestone this week with many gold, silver and bronze medals won by our students. The Yarrow hotel recently won the RICS (Royal Institute of Chartered Surveyors) award and has been selected for a KEIBA (Kent Excellence in Business), it is pleasing to see the hotel go from strength to strength.</p> <p><b>College Matters</b> - The recent open days have been good with attendance improving across all campuses. The college has improving progression statistics year on year which is good news. The Professional Learning team has also been successful in some new full costs courses.</p> <p><b>Technical School</b> - The first stage of consultation ended which has prompted a second consultation which recommends closure, it is clear that the status quo is not affordable. GR will keep Governors updated on the position.</p> <p><b>Prevent &amp; Safeguarding Data</b> - Since the report was written a referral to Channel has been made regarding a student at the Broadstairs campus.</p> <p>GR discussed the revised date of merger with members and asked, to give certainty to the wider staff team, that consideration be given to agree a merger date of no earlier than 31<sup>st</sup> December 2017. Members were unanimous in their support and this will be resolved in item 10.</p>	
7	Governor Feedback	<p>The Clerk presented the update on recent business undertaken by Governors outside of the Full Governing Body meeting under the following headings:</p> <p><b>Management Accounts</b> - This was discussed in matters arising, the Clerk reminded members that the monthly accounts are available on SharePoint.</p> <p><b>Governor Link Scheme</b> - members discussed the scheme and its benefit over the last year and agreed this should be continued into the newly merged College. Both Governors and executive felt it was of value to all concerned.</p>	

		<p><b>Star Awards</b> - GR advised that Jamie Weir is conducting a review on the awards to see how this can be made more accessible for next year. GR contextualised why some winners did not attend and consideration will be given as to how this can be best taken forward following the review.</p>	
8	<p><b>Teaching, Learning and Assessment</b></p>	<p>LA reported on a number of activities within teaching, learning and assessment namely:</p> <p><b>Apprenticeships</b> -The College is a levy payer and the strategy is to bring the levy money back into the College by running a teaching academy under the apprenticeship framework. The qualification is already delivered at the College and there has been a change to the staffing structure to actively try and recruit people from industry as detailed in the report.</p> <p><b>Professional development</b> - The 'We Teach' newsletter was circulated as an appendix to demonstrate the comprehensive offer to staff.</p> <p><b>Observations</b> - the final round of observations have been undertaken by Campus Principals and the College is looking at changing the observation process for next year, removing all grades. The new teachers that are undertaking the College diploma appear to be stronger than the CCCUC model and the College is continuing to find new ways to support the teachers. The recent statistics consolidate the position on good with a few less requires improvement and outstanding; there are no inadequate teachers.</p> <p><b>Assessors</b> - The programme for aspiring assessors has started, using the TAQA qualification and the College has encouraged all the assessors across the College to come together and share good practice which has been positive to date.</p> <p><b>Attendance</b> - Currently this sits at 83.2% which is slightly above this time last year. The difference between the core programme and English and Maths is almost 1% above the differential from this time last year. LA invited questions.</p> <p>Governors discussed the teaching academy and its practicalities, the initial cohort would be 20 and this is considered achievable. Governors in the Business Community were particularly interested in the support for staff in the workplace, achieving a professional qualification which would be of benefit to the individual and the employer.</p> <p>The Chair thanked LA for her report.</p>	
9	<p><b>Clerk's Report</b></p>	<p>The Clerk advised members of the process for Governance at the point of merger. Members were happy with the process as proposed and this will be considered closer to the merger date.</p>	

10	<b>Partnership Arrangements Update</b>	<p>PS presented his paper to recommend the extension of the existing partnership arrangements with Canterbury College up to 31<sup>st</sup> December 2017 and to work to a revised merger date of 31<sup>st</sup> December 2017. A Governor asked about any potential HR issues for temporary contracts over 2 years and it was agreed that advice would be taken in this regard. Subject to the legal advice, Governors were happy to approve the extension of the partnership arrangements and revised merger date of 31<sup>st</sup> December 2017.</p> <p><b>RESOLVED - Governors resolved to continue with the existing partnership arrangements with Canterbury College until point of merger and to work towards a merger date of 31<sup>st</sup> December 2017</b></p>	
11	<b>Apprenticeship Success Report</b>	<p>Further to the review of College Performance Indicators at the last meeting, GR presented the report drafted by the Director of Business Training. Free to Learn have been a subcontractor for many years and the College had no reason to feel that they would be unable to deliver on this occasion, the concern is the lack of timely success. A Governor asked whether the College suffers the bad PR with the students, GR advised Free to learn would receive the bad PR but the College would take the hit on success rates. It is still hoped that the vast majority will achieve but not timely. A Governor asked about the plan for next year, the College is content in delivering its own apprenticeships, between the two merged organisations this would be over 1000 apprenticeships which would meet the adult education budget.</p> <p>[Joanne Timms and Lut Stewart left the meeting at 6.40pm]</p>	
12	<b>Higher Education Update</b>	<p>LA updated members to give confidence in HE in advance of HEFCE assurance in December. LA thanked Alison Stanbury for the production of the report and advised the Head of Service, Michael Poraj-Wilczynski has been appointed. Work is being done on the ongoing strategy of HE with low applications still being of concern including new programme updates for construction and computing and an HNC/D for music performance which is currently going through Pearson for validation; the College is also looking at repositioning the HE offer in the Higher apprenticeships field. There are three Programme Directors in the HE Academy scholarship programme with one having received confirmation of their Associate Fellow status.</p> <p>[Joanne Timms and Lut Stewart re-joined the meeting at 6.48pm]</p>	

		The College has taken the decision to keep a skeleton offer for 2017/2018 with Government policy having a big bearing on future decisions.	
13	<b>Policy Review</b>	<p>In the absence of AL, the Clerk advised members that the Sickness policy and Health and Safety policy were brought for formal approval, the changes to both policies were more of a housekeeping nature and all changes have been highlighted in red for consideration.</p> <p>Members considered the need for further review of the sickness policy at a later date however were happy to approve the publication of both policies at this stage.</p> <p><b>APPROVED - Governors approved the publication of the Sickness policy and Health and Safety policy</b></p>	
14	<b>College Strategy on English and Maths</b>	<p>LA reported the Colleges current position and strategy on English and Maths which is a key requirement in the Self-Assessment report and recent Ofsted report. There is an inconsistency in results and although there is improvement in basic skills and English higher grades it remains a mixed picture.</p> <p>LA contextualised the outcomes from last year and the current strategies. The current picture in mock results is no better than last year but there is better targeted support of those not achieving. On the positive side the students are attending and enjoying the classes. GR noted the challenge with English and maths in particular the issue at level 1 due to a different style of paper with a change in awarding body; some staff are struggling with the style of assessment and there may be consideration for a late switch in awarding body.</p> <p>Governors were reminded that although the College remains above the national average for GCSEs it is a really challenging landscape. There have been incremental improvements and the benefit of vocational teachers offering relevance, coupled with their existing relationship with the students, has had a good impact. A Governor asked if the potential teachers in the new vocational academy would need maths and English and GR confirmed we would need individuals who can contribute to the delivery of English and maths.</p>	
15	<b>College Position on High Needs</b>	LS described the Colleges existing position on High Needs and outlined the report to members. The College has recruited more staff and there is ongoing recruitment of Learning Support staff, there is likely to be an increase in 11-15 year olds with high needs, KCC does not want to educate out of county. Retention is higher at some campuses than others and this could be related to more qualified staff however if the College	

		is identified as the provider of choice the only right of appeal is the impact on other learners which is getting more challenging.  The Chair thanked LS for her comprehensive report.	
16	<b>Draft agenda for the next meeting</b>	The proposed draft agenda for the next meeting was approved by members.	
17	<b>Any Other Business</b>	Joanne Timms asked that Governors consider acknowledging the work of the staff in the recent Skills Build competition hosted at the Folkestone Campus, members were supportive of this request. JT to liaise with the Clerk outside of the meeting and the Clerk to write out on behalf of the Governing Body.  <b>AGREED - The Clerk will write on behalf of the Chair and the Governing Body to College staff members involved with the recent Skills Build Competition</b>  Miranda Chapman gave early apologies for the next meeting.	
18	<b>Matters Considered Confidential</b>	There were no matters considered confidential at the meeting.	
19	<b>Date of Future Meeting</b>	Wednesday 5 <sup>th</sup> July 2017 - Broadstairs Campus at 2.00pm	

There being no further business the meeting closed at 7.38pm

Signed: ..... Position: ..... Date: .....