



Full Governing Body Minutes

Meeting	Full Governing Body	Date	Wednesday 25 th April 2018
Location	Room G0.27, Trust Building, Folkestone College	Time	5.30pm
Membership	Charles Buchanan (Chair), <i>Tim Kent (Vice-Chair)</i> , Graham Razey (Group Principal), Penny Williams, Tom Price, Jeremy Licence, Gail Clarke, Miranda Chapman, <i>Jonathan Clarke</i> , Tony Allen, Peter Wood, Nicola Kelly (Staff Governor) and Jessica Foster (Student Governor)		
In Attendance	Anne Leese (Group Deputy Principal) Paul Sayers, (Executive Director – Strategy and Partnerships) Chris Legg (Executive Director – Finance and Commercial Development) Lauren Anning (Executive Director – Student Experience and Wellbeing) Tara Ashman (Clerk) Jamie Weir (Invited Observer)		

* *Italics notes absence*

	ITEM	COMMENTS	ACTION
1	Welcome and Apologies	The Chair welcomed members to the meeting and thanked Victoria Copp-Crawley for the tour of Folkestone College, which, the Chair commented, looked refreshed, and renewed since his last visit. Apologies were received from Tim Kent and Jonathan Clarke.	
2	Declarations of Interest	There were no additional declarations raised at the meeting other than those previously declared and none directly related to any items within the agenda.	

3	Minutes of the Meeting held on 14 th March 2018	The chair invited comments on the minutes of the EKC Group Full Governing Body meeting held on 14 th March 2018, including the confidential minutes. The minutes were approved as an accurate record and duly signed by the Chair.	
4	Matters Arising	<p>The Chair confirmed circulation of the TES article; the Clerk noted that this was also available in the Governor SharePoint area.</p> <p>A Governor asked on the Yarrow Task and Finish Group, the Clerk noted that there was not any take up and on reflection; this would be reviewed following feedback from Wilkins Kennedy as part of their internal audit work.</p>	
5	Chair's Report	<p>The Chair continues to meet regularly with the Principal and Clerk and highlighted the external training opportunities for all Governors within the Governor Development Programme, encouraging member's participation.</p> <p>The Chair extended his thanks to GR, PS and the wider team for their work in achieving the difficult settlement of High Needs.</p>	
6	Principal's Report	<p>GR built on the report presented including an update on:</p> <p>High Needs Funding – The Group is looking to negotiate a settlement figure for a potential block grant for 18/19 by the end of May to allow the College Principals to make the internal structure changes. This will form part of a College realignment not specific to high needs and an impact update report will follow at the next meeting. The Group enables opportunities from one College to another, which may aid the skills mix in staffing. The Chair asked if there is an assumed level of block grant and whether there was any appetite for a multi-year deal. GR confirmed the first year is a pragmatic place to start but would hope for a 3-year deal with suitable caveats, which would be beneficial to all parties.</p>	Agenda

		<p>Ofsted Changes – The proposed changes include inspection at campus level, which brings an interesting debate for the Group. On one side inspection at a local level is important for local stakeholders however, it creates a challenge for EKC WorkHigher and other locations to be inspected.</p> <p>Labour National Education Service – The proposal implies that the local authority will gain full control of education locally, it makes some interesting points about Governance and the board are asked to consider whether they wish to respond into the consultation. With the consultation deadline of 24th June members agreed to review the pros and cons and a paper will be brought to the next meeting.</p> <p>Business Plan Update – The Group have appointed a new Head of HE, Jana Moehren bringing a strong work based approach to HE. Jana joins the EKC WorkHigher team on 1st July.</p> <p>GR reported a large number of activities across the Group in community week. Construction at Folkestone are particularly inundated with opportunities, which demonstrates the strong community relationships in the area.</p> <p>College Performance Indicators will be presented at the next meeting however the update on students on the vulnerable risk register currently sits at 1231 with Broadstairs having the highest percentage and Sheppey with the lowest percentage. This has prompted a review on how this is reported across the Group and will be tracked as part of the CPIs ongoing. Staff absence has moved from red to amber and has seen some improvement.</p> <p>GR invited further questions.</p> <p>The Chair thanked GR for his report.</p>	Agenda
7	Clerk and Governor Report	The Clerk reported on recent business undertaken by Governors outside of the Main Corporation meeting and invited feedback from the respective attendees:	

		<p>Finance Sub-Group – Peter Wood and Gail Clarke were led through the first set of merged accounts for the Group earlier today. There are some anomalies skewing the final forecast figure, which are being worked through; for example, how the money from the transaction unit is treated in the accounting lines; although overall, a comprehensive and accurate picture was reported.</p> <p>Student Experience Reviews – Gail Clarke attended one of the student experience reviews at Canterbury and commented on the value of undertaking the review and the honest feedback from the students. GC recommended the opportunity to Governors and the Clerk advised the dates would be circulated once confirmed with these being scheduled for terms 2 and 4.</p> <p>Mock Interview Event – Patrick Hollis, as a previous Governor and local community support for Dover Technical College, attended the mock interviews held earlier today reporting participation of over 60 students.</p> <p>Local Advisory Board Summary Reports – The summary reports from the Broadstairs and Folkestone LABs were considered and the Clerk advised a more detailed update on the Local College boards for September would come to the next meeting.</p> <p>Governor Development Plan – The development plan was discussed by the board, the Clerk advised any links for external training would be sent outside of the meeting. The Chair encouraged participation for some of the external events to the wider board.</p> <p>Student Union Consultation Committee – The first Committee has been scheduled for Wednesday 23rd May and membership from the Governors will be on rotation next year. Penny Williams and Charles Buchanan are representing the Governors at this meeting. It was noted that the Student Union President elections conclude today for the academic year 18/19.</p>	
8	Annual Equality Report	LA presented the updated Equality Report and noted the Group represents 4 out of the top 5 most deprived wards in Kent. The equality action plan, which supports this report, is being reviewed by an internal task and finish group and will help inform the report for next year.	

		<p>LA led members through the data in the report and highlighted the following areas:</p> <ul style="list-style-type: none"> • Staff gender is split 2/3 female to 1/3 male; with a significant number of high needs students and support staff being mainly female this data is affected in the same way as the gender pay gap reporting. • Staff are happy with the diversity and wellbeing package on offer with good mechanisms in place to support staff. • Under GDPR, you can only ask for information that you would need to use and there is some debate on what is collected going forward, LA cited sexual orientation as an example. • Staff ethnicity is more reflective of the county average at 2% BAME. • Student ethnicity profile is higher than the local population and this can be directly attributed to the KS4 groups. Pleasingly, there is no achievement gap for these students. • Students identified with LDD perform slightly lower but work is being done to close the gap within the action plan. AL reminded members that LDD is self-declared in this context. Members discussed the self-identified LDD declaration and what this may include. <p>LA invited questions and comments.</p> <p>A Governor noted that the paper describes a rise in BME where in fact it is a fall. LA will update the report to reflect this.</p> <p>The Chair recognises the limitations in gathering figures cross College pre-merger however asked that in future reports, assertions be evidenced with supporting data.</p> <p>A Governor asked why there has been a tenfold increase in unknown reporting over the past 4 years, AL advised that the data used to be completed centrally whereas now the information has to be offered by the individual. It is not known why an individual may choose not to answer.</p> <p>The Chair thanked LA and Alison Gray for the interesting report. GR suggested that only the data that needs to be published under the equality duty is reported and members agreed.</p> <p>NOTED - The board noted the annual equality and diversity report</p>	<p>LA</p>
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9	Annual Health and Safety Report	<p>LA advised that the report covers academic year 16/17 where the partnership had two different systems of health and safety reporting and recording. Tom Price, in his role as Vice-Chair of Audit, met with Alison Gray yesterday and was encouraged by the progress and processes in place with regular assessment in all areas. TP is confident there are no areas with serious concerns.</p> <p>LA led governors through the report and updated Governors on the concerns with Brickwork at Folkestone, these have been addressed since the relocation of the curriculum and LA is now able to report satisfactory or good across Folkestone College.</p> <p>LA noted the following items from the report:</p> <ul style="list-style-type: none"> • Health and Safety Committee – There have been two meetings of the Group Committee to date and attendance from union representatives has been limited. • Training – This is ongoing at each College with a cycle of internal inspections and training for those involved. The online health and safety courses for all staff are to be reviewed in the coming year. • Fire Risk Assessment – This is validated by external consultants. • Health and Safety Procedures – a new version of the accident and incident form is going to Risk, Audit and Compliance Committee next week. • Clearance of the Undercroft at Canterbury – This is in progress. <p>The Chair thanked LA on the comprehensive report. LA advised there is an action plan included as an appendix to the paper, which is being worked through by Alison Gray and the Campus Safety and Security Officers.</p> <p style="text-align: center;">NOTED - The board noted the annual health and safety report</p>	
10	Corporation Name Change	<p>PS reminded members that the name change was left as a post-merger activity whilst trading as EKC Group. The process has now commenced with Sharon Hollingsworth, as Head of Corporate Affairs, liaising with the Department for Education to ensure that the College fully understands and follows their requirements. The College has consulted 59 organisation and received three</p>	

		<p>positive responses, one being from South East Coast Ambulance Service, which covers the requirement for support of an emergency service.</p> <p>It was noted that following the merger of Canterbury College and East Kent College, and the creation of the new EKC Group brand, it is the intention of the Corporation to seek official permission to change its name from 'East Kent College' to 'EKC Group' to take effect on 1 August 2018. The name change signifies that the EKC Group is a family of five community-based Colleges across East Kent, committed to delivering three strategic goals:</p> <ul style="list-style-type: none"> • To drive educational change with the communities it serves • To provide exceptional learning opportunities • To achieve outstanding outcomes for students and employers <p>A Governor asked whether there was any feeling that this would not be approved or if further consultation would be necessary and PS was assured that during the merger process no informal concern was raised.</p> <p>Members discussed the branding message of EKC Group as a College to stakeholders and GR was confident this would evolve but the current focus would be on the sub brands of the business units under the Group identity.</p> <p>Following consideration of the proposal to change the Corporation name from East Kent College to EKC Group the Corporation was unanimous in its resolution.</p> <p style="text-align: center;">RESOLVED – Governors approved the name of the Corporation be changed from East Kent College to EKC Group</p> <p style="text-align: center;">RESOLVED - That official permission is sought from the Secretary of State for the Department for Education in order for the name change to take effect on 1st August 2018</p>	
11	Policy Schedule	<p>PS reported back from the last meeting where assurance was sought in respect to policy development and approval. The board asked for clarification of the policies that the board receive and whether this is for oversight or formal approval. PS presented the policy schedule and terms</p>	

		<p>of reference for the internal policy committee and noted the policies which come to the board are predominantly statutory and under the advice of Eversheds.</p> <p>The Clerk clarified whether the policy due for renewal date on the cycle was when it came to the board and PS advised this is the end date so the schedule for an individual policy works back from this date.</p> <p>The Chair queried the rationale for policy approval and appropriateness and cited the student admission policy for FE and HE as an example. FE comes to the board and HE is at committee level. GR advised as HE is self-regulated it is the view that is taken and PS advised it is the ongoing responsibility of the policy committee to review the size, content and number of policies for the Group.</p>	
12	EKC Group Schools Strategy	<p>PS updated members on the agreed strand of the business plan to develop plans for a Multi-Academy Trust (MAT) and bid to run a secondary Free School in Margate. The MAT has since been created however unfortunately the Group was unsuccessful in its bid for the free school. Feedback on the submission was positive from the Regional Schools Commissioner and areas for development were highlighted. PS brought 6 points to the board to be discussed and considered:</p> <ol style="list-style-type: none"> 1. Develop and expand the existing 14-16 Technical School provision – This point is in conjunction with the proposals in item 14 and may include closer collaboration with schools and an alternative solution to the progress 8 as the Technical School is not currently judged in the same way as schools. A Governor challenged the unique arrangement, GR advised the Group has permission to offer direct entry and cited Leeds City College as an example of where this is working well. The model can run alongside the existing Technical School at Broadstairs and could be expanded to the other Colleges over time. This option would offer a twin track approach and the incentive for schools would be the progress 8 outcomes. Members were supportive of this point. 	

		<ol style="list-style-type: none"> 2. Continue to pursue our application to become a sponsor – there is a national wave of applications in the summer and this remains the longer-term strategy. Members were supportive of this point. 3. When we have sponsor approval, target stand-alone converter academies to join EKC Schools Trust – there are three standalone converter academies in the districts, which continue to have challenges in flexibility, infrastructure and finance. The Group could offer alternative provision and/or the opportunity to become a member of the MAT. A Governor asked if there is any sense of the appetite of the schools in this arena, PS advised no conversations have been started until Governor approval had been sought. Members were supportive of this point. 4. Continue to apply for new schools in KCC presumptions or through future DfE Free School Waves – Members were supportive of this point. 5. Develop a regional / national specialism in our Technical School model – This would strengthen the case in support of technical education. Members were supportive of this point. 6. Recruitment of an Executive Director Schools and Early Years – The Group would loan the MAT money to build capacity to undertake the work within the strategy, which would be repaid over 10 years. Members discussed the likelihood of appointment to the post, the duration of the post and the financial and risk implications to the Group. The funds would sit on the balance sheet as a loan so would not affect the Income and Expenditure account. Members were supportive that the points highlighted underpin the overall strategic vision, which Governors had previously approved. GR advised these are a series of options, which all need further exploration, and not all points may come to fruition. A Governor suggested the first year of funds were released on the provision that a full and thorough review was undertaken before the end of year one to track progress and offer further assurance; members were unanimous in their support of this. 	
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	<p>Technical School Review</p>	<p>This item was brought forward to this point in the meeting.</p> <p>AL reminded members that a review was agreed following the changes to the Technical School this academic year and its viability to continue. The progress in year is pleasing with students who complete the 2 year programme now able to move directly on to a level 3 course and the pathways are being increased which align this model to the discussions in item 12 with a genuine technical pathway for those students at year 10. Applications are up for next year and with the national scene changing and Ofsted recognising the progression and value of a technical pathway the Technical School is in a good position moving forward. AL sought approval for the continuation of the Technical School.</p> <p>Members discussed the previous financial concerns of the Technical School and AL advised further savings would be made next year in respect to running costs. GR advised that the Technical School would continue to be run out of Broadstairs College and, in line with the discussions in item 12, could become a school improvement partner.</p> <p>The Governors unanimously approved the continuation of the Technical School.</p> <p>RESOLVED – Governors approved the continuation of the Technical School at Broadstairs College</p>	

13	Stakeholder Plan	<p>PS advised members that one of the business plans objectives was to construct a stakeholder plan and a task and finish group was set up to develop this comprising of a mixture of Governors and senior managers, to whom PS extended his thanks.</p> <p>The plan will be formatted in line with the strategic plan but will not set out each individual stakeholder the Group wishes to engage with; it is a high-level action plan with key messages and an explanation of how the plan is measured. The Governance sub group for Reputation and Stakeholder Management have their first meeting on 5th June and PS is leading on management strategy and implementation group, which will have connectivity between governance, and management to ensure the work of the plan remains a focus. PS presented the stakeholder plan for endorsement and invited questions.</p> <p>A Governor suggested that 3 examples could be provided to each board meeting and members discussed the viability. The Clerk advised the summary from the sub-group would be reported to the Governors three times a year and PS and Jamie Weir will consider some ongoing feedback mechanisms outside of the meeting.</p> <p>The Chair asked about the publication of the plan, GR advised the full plan would be published for use internally and a streamlined version would be presented externally to complement the strategic plan. Members discussed the need for being bespoke in its message to its audience.</p> <p>The board were supportive of the plan and endorsed its application.</p> <p style="text-align: center;">APPROVED – Governors endorsed the Stakeholder Plan and its implementation</p>	
14	Technical School Review	This item was taken earlier in the meeting.	
15	Destination Report Update	The Group considers the learner destination as the ultimate success measure, focussing on the student's next steps and not just the formal qualification. AL updated the board on the latest	

		<p>destination data noting the review LA undertook recently focusing on the 'other' category. The report is continuing to be updated as some of the destinations within this category are in fact positive and had been coded incorrectly. A final report will return to the board for information.</p> <p>The reporting team was commissioned to undertake a report detailing the breakdown of destination at a micro level to enable curriculum departments to share best practice and understand the destinations of their students better.</p> <p>The changes in the curriculum plan for next year include EKC WorkHigher apprenticeships at level 4 and 5 and a DWP Supported Internships programme. This programme was not able to be delivered this year due to high need funding changes however the benefit to the students being able to progress on to supported employment is significant and the Group is pleased to be able to offer this opportunity again. AL noted the College would not continue to work with KRAN as a subcontractor in the future.</p> <p>The Chair thanked AL for the report and commented on its value. AL noted that although the level of unknowns has increased for the organisation this number is still far better than those reported on a national scale.</p>	AL
16	Draft Agenda for the Next Meeting	<p>Members agreed the draft agenda for the next meeting with the inclusion of the item on the National Education Service. The manifesto will be circulated outside of the meeting for Governors to consider in advance of the paper in May.</p> <p>The Chair invited further agenda items from the membership.</p>	Clerk
17	Any other business	There was no other business to report at the meeting.	



18	Matters considered confidential	There were no items considered confidential at the meeting.	
19	Date and Time of Next Meeting	5.30pm Wednesday 23 rd May 2018, Boardroom J221, Canterbury College	

There being no further business the meeting closed at 7.58pm

Signed:

Print:

Date: