

Governing Body Minutes

Meeting	Full Governing Body	Date	Wednesday 5 th July 2017
Location	Business Centre Boardroom, Broadstairs	Time	2.00pm
Membership	Patrick Hollis (Chair), Graham Razey (Principal), Beverley Aitken (Vice-Chair), Tom Price, Jonathan Clarke, Sarah Kemp, Tim Kent, Gail Clarke, Charles Buchanan, Stephanie Martin, <i>Miranda Chapman, Jill Leigh</i> , Joanna Brown (Staff Governor) and Joanne Timms (Staff Governor)		
In Attendance	Anne Leese (AL) (Officer) Paul Sayers (PS) (Officer) Chris Legg (CL) (Officer) Lauren Anning (LA) (Officer) Tara Ashman (Clerk) <i>Jamie Weir (Invited Observer)</i>		

***Italics notes absence*

	ITEM	COMMENTS	ACTION POINT REQUIRED
1	Welcome and Apologies for Absence	The Chair welcomed members to the last full corporation meeting of the academic year. Apologies were received from Miranda Chapman, Jill Leigh and Jamie Weir as an invited observer.	
2	Declarations of Interest	There were no additional declarations at the meeting.	
3	Minutes of meeting held on 24 th May 2017	The minutes of the previous meeting held on 24 th May 2017 were formally approved as an accurate record and duly signed by the Chair.	
4	Matters Arising	There were no matters arising not covered by the agenda.	

5	Chair's Report	<p>The Chair noted the recommendation from the Search and Governance Committee to extend the terms of office for those Governors up for renewal this year to 31st December 2017 in line with the merger proposal and sought formal approval. Members were in agreement to the extension of these terms of office.</p> <p>AGREED - Members approved the extension of the terms of office of Beverley Aitken, Joanna Brown, Joanne Timms, Jonathan Clarke, Jill Leigh and Tracey Percy (co-opted) to 31st December 2017</p> <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 and it was agreed that these would be brought to every other meeting next academic year.</p>	
6	Principal's Report	<p>The Chair agreed with GR prior to the meeting that a verbal report could be presented given the time constraints and the priority of the budget.</p> <p>GR updated members on the following items:</p> <p>Government Landscape - With the minority Government situation and no education bill within the Queens speech the items not requiring legislation to move forward include:</p> <ul style="list-style-type: none"> • Introduction of T levels by 2019/20; • £50million of support for T Level curriculum development from the DfE; • Institutes of Technology, likely to be through Universities; • Retain commitment of 3 million apprenticeships by 2020 - with only 80 apprenticeships advertised nationally in May this might prove challenging; • Introduction of adult maintenance loans for FE and Higher learning. <p>New Minister - The new minister for Skills is Anne Milton, MP for Guilford, her background is not in technical education.</p> <p>Funding Rates in Education - In 1990/91 FE were funded 50% higher than schools having a higher fixed asset base. This fixed asset remains the same but now FE is funded 13% lower than schools.</p> <p>Apprenticeships - Apprenticeship success rates have fallen by 5% nationally, GR feels once these impact on Ofsted reports it may start to affect other policy. GR noted youth unemployment is a real issue and is on the rise with NEETS (Not in Education, Employment or Training) having increased since mandatory education to 18 was introduced.</p>	

		<p>Adult Education - There is a real drop in funding every year; with a barrier to participation particularly for low income earners this is a challenging cohort.</p> <p>Brockenhurst VAT Ruling - Brockenhurst College won a court ruling to claim VAT back on commercial entities where it benefits part of the student's course. There is some potential reclaim here which can go back 4 years and the Head of Finance has been tasked to look into this on behalf of the College.</p> <p>Merger - PS advised members that the College contact from the Transaction Unit has moved back to Australia. It is hoped that the case will now be considered at a more senior level and the newly appointed Head of the Transaction Unit, Matt Atkinson is coming to visit week commencing 17th July. PS noted the importance of the later agenda item as although the intention is not to negotiate the deal at this meeting it is an opportunity to go through the context and legacy picture in detail. September is a really important time for the College in respect of merger. GR advised the executive are currently working through the implications of the delay in merger.</p> <p>Student Successes - The executive have attended a lot of student exhibitions, performances and awards and feel positive in regards to the achievement rates this year.</p> <p>HE - It is unclear what impact the closure of the satellite campus of CCCUC in Broadstairs will have for the College but confirmed HE applications are down. There will only be three HE courses at the College next year.</p> <p>[Gail Clarke left the meeting at 2.27pm]</p> <p>Members discussed the CCCUC site at Broadstairs and future local opportunities.</p> <p>The Chair thanked GR for his update.</p>	
7	Governor Feedback	<p>The Clerk and Governors updated on recent business undertaken outside of the Full Governing Body meeting under the following headings:</p> <p>Management Accounts - JC commented on the significant amount of work done to produce a draft budget for 2017/2018 in addition to the scenarios requested by the Transaction Unit. GC and he were led through the accounts line by line in great detail which offered assurance regarding the figures presented in item 9.</p> <p>Transition Board - BA as Chair of the Transition Board advised on the discussions of the recent meeting, mainly focused around merger and budget. The interim arrangements between now and December were discussed; with the Transition Board not able to make resolutions all matters would need to come back to the respective boards, BA reminded members of their statutory responsibilities now more than ever.</p>	

	<p>Transition Board members reviewed the budget of Canterbury College and it was noted that whilst the structural position remains there is a deficit of £75,000 a month to Canterbury College every month that there is no merger.</p> <p>Margate Taskforce - On Monday 5th June, BA, TP and SM attended a Margate taskforce presentation on gang culture within the Thanet area. A Governor commented that they were unaware of the actual extent of the issue locally, GR assured staff on the issue; public sector cuts have had a huge impact on the College and getting the balance right on the level of support that can be realistically offered within the budgetary constraints remains a challenge. The College is doing everything it possibly can within the available resources.</p> <p>Local Advisory Board Review - The Chairs of the respective boards and Campus Principals, supported by PS and the Clerk met to review the first year of the Local Advisory Boards. It was agreed that the number of external stakeholders need to be increased and the quality of the individual is important. A role description, induction programme and cycle of business will be drawn up and the new agendas moving forward will look to reduce the amount of paperwork and presenting by Campus Principals and open up more discussion and debate from the membership. PS and the Clerk will be working through the actions from the meeting next week.</p> <p>Broadstairs - Tom Price had nothing to report back to the main board.</p> <p>Folkestone - Charles Buchanan had nothing to report and concurred with the need to enhance the relevance of stakeholders following the review and a greater enhancement of the autonomy of the campuses.</p> <p>Dover - Patrick Hollis noted one stakeholder was in attendance at the latest meeting and is supportive of the local campus developing the needs of its own district.</p> <p>Pre-16 - Sarah Kemp noted the Pre-16 board as more operational than strategic in its content. SK raised the concern that not only following the restructure would the Head of School be leaving but the current Deputy Principal, Sara Woodward is also moving on to another position; this may leave the school vulnerable. GR assured members that out of the shortlisted candidates for the Deputy Principal position, 75% of them have a school background.</p> <p>[Gail Clarke re-joined the meeting at 2.56pm]</p> <p>GR also advised the Deputy Head of the Broadstairs campus will be based in the Technical School as this presence is important.</p> <p>SK advised the term dates for the school can be found on the website and within the LAB papers on SharePoint. Governors were asked to agree the term dates which GR confirmed follow the Kent County</p>	
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8	College Performance Indicators	<p>GR advised the comments now appear within the body of the individual CPI; in terms of the figures there are no surprises. 16-18 retention has stabilised and adult retention is really high although this is attributed to a higher proportion of shorter programmes.</p> <p>GR advised he has started consultation with Campus Principals on the look and feel of the CPIs and targets for next year. GR commented on the changes to the key satisfaction of employers and young people in particular. One area that is an issue from the part 2 CPIs is the percentage of expenditure for administration costs, this has steadily been increasing over the years and is a concern. Management focus is on the devolution agenda and this is being worked through with Heads of Service at the moment. A Governor asked what the likely impact of this would be and GR advised there may be things that areas will need to stop doing and cited the Star Awards as an example.</p> <p>A Governor challenged the decrease in new full time applications in Dover and reduced satisfaction of young people. AL advised that being a smaller campus the figures can be hit quite hard when one area is not performing as it should and described the issues within Travel and Tourism. AL noted St Edmunds is dropping their 6th form and it is hoped that applications should improve.</p>	
9	Finance Report and Budget 2017/2018	<p>CL advised that both the management accounts working group and the Transition Board have seen these figures prior to the meeting. As ever the model works from the bottom up with a series of metrics designed in a contribution model, currently the budget is not balanced and there will be work to be done in year to achieve a break even position. The protection of student numbers following the acquisition of Dover and Folkestone has now been removed and numbers are not quite as predicted and there is no longer the 10% funding protection against the adult skills budget. CL talked through the difference in I&E across the year and the cash flow; the College should be in a positive solvency position by the end of this academic year and a capital programme for next year is in place to meet the financial health scores. The budget and capital plan were presented for formal approval.</p> <p>GR contextualised some of the understandable concerns noting that at point of merger certain subscription and licenses will combine and if the deal from the Transaction Unit is what is being asked for the budget</p>	

		<p>would be balanced. A Governor asked if the merger does not take place until August 2018 if there is time to recover the deficit in year, management advised hitting the recruitment number for September is a key factor but ultimately the capital budget planned for 17/18 will not be committed until a firm position on merger is known. GR noted the increase in applications and more students progressing internally but was cautious on the impact of improved progression rates at Canterbury College and the Ashford College offer, it is clear the need to reduce the dropout rate within the first 42 days is a focus and this is being worked through collaboratively across the partnership.</p> <p>Members discussed the estates strategy and lettings and the perimeter fencing proposed for next year at Folkestone and Broadstairs.</p> <p>APPROVED - The budget for 2017/18 was formally approved by the Full Governing Body</p> <p>APPROVED - The £1,141,000 Capital budget for 2017/18 was formally approved by the Full Governing Body</p> <p>A Governor asked about the current high needs funding issue with KCC and the impact going into the next academic year; GR advised a contract should be provided for every individual before they start a course which the College is looking to enforce this year however the moral dilemma will come in September if the agreement is not in place and students are wanting to start.</p>	
10	Teaching, Learning and Assessment	<p>LA updated members on the following items within the report:</p> <p>Apprenticeship Levy - The College is confident in the scope and capacity of provision to recover what is being paid in to the levy. As new apprenticeship standards come online there will be even further opportunities.</p> <p>Teaching Academy - The target application number of this new initiative is 35 with 27 currently recruited in a variety of curriculum areas across the campuses. Every learner will undertake the level 5 qualification and the TAQA Assessor qualification.</p> <p>Independent Learning- The College is looking at this within the confines of its existing study programmes; each student has 600 hours of planned learning but consideration on adding value in the broadest sense including preparation outside of lessons is being worked through in advance of next year. The expectation of 'homework' needs to be clear from the outset.</p> <p>Teaching and Learning Profile - LA detailed the current profile with 85% of teachers good or better.</p>	

		<p>Questions were invited.</p> <p>A Governor asked how the cost of measuring the College's effectiveness weighed against the cost of assessing its effectiveness, GR advised the aim is always to do more quality improvement than quality assurance and anecdotally the College spends less than its counterparts on quality assurance. A Governor challenged if the balance was right and GR concurred that a review may be of benefit.</p>	GR
11	Risk Management Report	<p>PS advised members the register had been considered by the Audit Committee and highlighted the changes and updates since the last report. PS noted the Committee was keen to reinstate the risk maps and this is being reviewed for the next academic year. Risk 2 has been increased due to the complexity of students and in response to the high needs strategy and risk 11 has not yet been reduced whilst the impact of the recent initiatives is assessed. PS invited views and comments.</p> <p>PS highlighted the ESFA letter which stimulated some discussion at the Audit committee, who were comfortable the College was covering all the items. A Governor reflected on the College operating as a business and was mindful of spending public funds. Members noted the ESFA letter.</p> <p>NOTED - Governors noted the recent letter from the Chief Executive of the ESFA</p>	
12	Clerk's Report	<p>The Clerk presented a draft calendar of meetings for approval and noted that following the Canterbury College Governing Body meetings some of the dates had changed. Governors approved the calendar for 2017-2018.</p> <p>APPROVED - Governors approved the calendar of meetings for 2017-2018</p> <p>The Clerk noted the amber outstanding action points from the year, with no red outstanding actions. 108 actions have been recorded to date.</p> <p>The self-evaluation document for 2016-2017 was presented for information with the changes highlighted to members; members are asked to complete and return this to the Clerk by no later than 31st August 2017.</p>	
13	Audit Committee Report	TK advised members of items from the Audit Committee not covered within the agenda:	

		<p>Mike Snell Report - As reported in item 7 the summary to the full board is key and getting engagement from stakeholders making the agenda more collaborative is the direction of travel. Some of the recommendations from the report have already been implemented.</p> <p>Security - Members discussed the recent terror attacks in any other business, PS noted the request from the DfE for a survey on cladding of buildings over 4 storeys or more. This only affects the Trust Building in Folkestone. Perimeter fencing is also being costed for both Broadstairs and Folkestone.</p> <p>Internal Audit Plan - members agreed, in conjunction with Canterbury College Audit Committee, to jointly commission a report on the end to end student experience which will be brought to the November meeting.</p> <p>Terms of Engagement - The Clerk informed members that Buzzacott sent revised terms of engagement to comply with the updated Post-16 Audit Code of Practice after the Audit Committee meeting had taken place. The additions do not appear to be anything fundamental to the detriment of the College, more to indemnify themselves however it was agreed that the Chair of Audit would review these outside of the meeting and if assured, the Chair of the Governing Body would sign the updated terms of engagement over the summer.</p> <p style="text-align: center;">AGREED - Members agreed to the revised terms of engagement letter to be signed by the Chair, subject to external assurance</p>	
14	Merger Update	<p>PS presented the report to Governors and noted that there are no specific figures against the red line issues but a clear negotiating framework for the executive.</p> <p>A Governor asked if the differential costs of both Barclays loans have been calculated. PS advised this had been done, the offer from RBS for comparison is the next step however this cannot be done until BDO has completed the due diligence.</p> <p>PS agreed the focus has to be on the student experience when contextualising the application with the Transaction Unit. CL noted that the key is to evidence and articulate that the preferred option is the only true option.</p> <p>Members discussed the financial issues of the sector and Government policy.</p> <p>Members were supportive of the red lines within the report and gave approval for management to negotiate on their behalf.</p>	

		<p>APPROVED - Governors approved the red lines for management to negotiate with the Transaction Unit and wider Government</p> <p>The Chair thanked the officers for their leadership, appreciating the impact of this significant milestone in the College's history.</p>	
15	Impact of Living Wage on Sickness Report	<p>AL advised a report had been undertaken internally for a greater understanding on the sickness absence rates cross college. On undertaking this review a pleasing outcome was the correlation between the reduction of sickness absence for those staff in receipt of the living wage. Although AL was minded that there may be other reasons that impact on this reduction, the significance in improved attendance and staff feeling valued with greater attendance at this level within the organisation was to be highlighted.</p> <p>Governors were pleased to see the levels of sickness reducing and that staff were valued within the organisation in such challenging and uncertain times.</p> <p>The Chair thanked AL for her report.</p>	
16	Draft agenda for the next meeting	<p>Following the recommendation from Mike Snell, future agendas will highlight the education matters more specifically. The proposed draft agenda for the next meeting was agreed with the addition of an enrolment report from Paul Sayers and the removal of the standing items College Performance Indicators and Teaching, Learning and Assessment given the summer break.</p>	
17	Any Other Business	<p>Members were in agreement that a letter be sent to Lut Stewart to thank her for her work on behalf of the Governing Body. The Chair will write to Lut, the Clerk to action accordingly.</p>	Clerk
18	Confidential Items	<p>There were no matters considered confidential at the meeting.</p>	
19	Date of Future Meeting	<p>Wednesday 27th September 2017, Business Centre Boardroom, Broadstairs Campus at 5.30pm</p>	

There being no further business the meeting closed at 4.54pm

Signed: Position: Date: