

Full Governing Body Minutes

Meeting	Full Governing Body	Date	Tuesday 9 July 2024
Location	Yarrow Hotel, Broadstairs	Time	5.30pm
Membership	Charles Buchanan (Chair), Graham Razey (CEO) (Chief Executive Officer), Ella Brocklebank, Gail Clarke, John Oliphant, Miranda Chapman, <i>Natalie Garner</i> , Jason Howard, Peter Troke, John Korzeniewski, Peter Cheney, Joanna Worby, <i>Helen Hammond</i> , Carmel Togher, Sam Lawrence-Rose, Tammy Mitchell, Francesca Lashmar (Staff Governor), Luca Fasulo (Student Governor)		
In Attendance	<i>Lucy McLeod (LM) Deputy Chief Executive Officer</i> Chris Legg (CL) (Chief Financial Officer) Paul Sayers (PS) (Chief Information and Strategy Officer) Dan Shelley (DS) (Chief Infrastructure & Transformation Officer) Lindsey Biggs (LB) (Chief Business Officer) Kerry Hickmott (KH) (Chief People Officer) Nick Holbrook-Sutcliffe (Chief Education Officer) Jamie Weir (JW) (Chief Communications Officer) Victoria Copp-Crawley (VC-C) (Executive Principal) Sharon Hollingsworth (SH) (Group Director of Governance) Georgia Shelton (Governance Officer)		

Italics denotes absence.

	ITEM	COMMENTS	ACTION
1	Welcome and Apologies for Absence	<p>The Chair welcomed members to the meeting.</p> <p>Apologies were received for Natalie Garner, Helen Hammond, and Lucy McLeod.</p>	
2	Declarations of Interest	There were no additional declarations to the meeting other than those declared as standing.	
3	Minutes of the meeting held 26 March 2024 including any confidential minutes.	The minutes of the Full Governing Body meeting held 26 March 2024 were reviewed and agreed as an accurate record and will be signed duly by the Chair.	

4	Matters Arising not covered by this agenda:	<p>The Executive Principal and Student Governor summarised the changes made to the Students' Union Constitution (SUC) document following the suggested updates at the previous meeting, and the following amendments were noted:</p> <ul style="list-style-type: none"> - The Students' Union Constitution document has been added to the policy cycle and will be published on the policy website. - Further clarity has been given over the Student Union president elections. - Some roles have been updated including the removal of the Group Head of Student Experience and the Chief Student Officer to be replaced with the Director of Student Experience and Safeguarding. - Minute taking to be supported by a member of Executive Support. <p>Members agreed that the updated constitution document is robust and informative.</p> <p>RESOLVED: Student Union Constitution 2024-25.</p>	
5	Chair's Report	<p>The Chair gave their report and noted the following:</p> <p>Luca Fasulo, Student Governor, was thanked for his time on the Full Governing Body and the Chair expressed how outstanding their contribution has been. It was highlighted that due to his contribution to the board, and presence within the Group, this has created a high number of applications for the role next year. Luca was wished the best of luck in the future.</p> <p>Francesca Lashmar, Staff Governor, was welcomed to her first Full Governing Body meeting. Governors wished her well for her time on the board and offered support in development where possible.</p> <p>The Chair announced that following a rigorous election process, Miranda Chapman has been appointed vice-chair to the Full Governing Body. She was wished the best of luck in her new role.</p> <p>Following the general election, it was explained that all colleges will be eagerly awaiting direction from the secretary of state regarding changes to the education sector.</p> <p>The Chair noted the events that have taken place recently including the Folkestone Launch, Stakeholder Dinner, and AoC Governors Summit.</p>	

		NOTED: Chairs Report including the appointment of Miranda Chapman as Vice-Chair to the Full Governing Body with immediate effect.	
6	CEO's Report	<p>The CEO summarised their report and the following was noted:</p> <p>Luca Fasulo was thanked for his work as Student Governor. He has been an asset to the Full Governing Body and was wished the best of luck for the future.</p> <p>Following the recent general election, a document summarising the local constituencies was tabled.</p> <p>The CEO suggested that following the elections, Labour have come into government with energy and gusto and explained that there will likely be a lot of change regarding labour force and what will be done to support workers. It is expected that there will imminently be announcements regarding the skills policy and the financing of Universities..</p> <p>As a Group, it will be beneficial to work on key allies locally, with all local MPs having been invited to visit the colleges and discuss what work can be done together. The CEO noted the Groups appreciation for the previous MPs, in particular Craig Mackinlay who was recently appointed in the Lords.</p> <p>Governors had received an e-copy of the strategic priorities 2023-24 document that outlined all strategic priorities and the Group's achievements against each during the year. Governors reflected on the great achievements, noting that it had been another successful year for the Group.</p> <p>Governors questioned whether the report on strategic priorities is used outside of the Full Governing Body. It was suggested that this has not been published, but that previously the Group have published a similar document, an Economic Impact Report, though this has not been produced for some years. It was suggested that this would be beneficial to use in the future.</p> <p>NOTED: CEO Report</p>	
7	Group Director of Governance Report	<p>The Group Director of Governance updated the Board on key governance matters and recent business of the Governing Body:</p> <p>Governors were informed of the approved E-Resolutions made since last meeting including the 2024-25</p>	

		<p>Accountability Agreement, and the LSIF procurement of industry 4.0 equipment.</p> <p>It was suggested that following the success of last years governor observation arrangements, as well as the executive online engagement sessions, these will be continuing this year with communication to follow.</p> <p>Governors were reminded of the requirement to complete the mandatory Safeguarding and PREVENT training by the end of July, and it was flagged that starting and not completing this course within four weeks will incur a charge of £40. In addition to this, governors were encouraged to complete at least one ETF training programme a year if they have not done so already.</p> <p>NOTED: Group Director of Governance Report</p>	
8	<p>Budget Strategy:</p> <p>a. Revenue Budget</p> <p>b. Capital Budget</p>	<p>The Chief Financial Officer (CL) summarised the budget strategy and the following was highlighted:</p> <p><u>Revenue Budget</u></p> <p>CL presented the proposed Revenue budget apprising governors as to some of the key assumptions that are driving the revenue budget for 2024-25 and the key financial outcomes that will be achieved.</p> <p>It was suggested that contributions have improved since last year; Principals were thanked for their involvement in this and the budget compilation.</p> <p>The Student Governor questioned whether there is any scope for the student union budget to be re-assessed. It was explained that the current budget has been the same for many years, but there is no reason for why this could not change. It is important that Student Union members are engaged and ask for this change, supported by a clear rationale.</p> <p>Governors scrutinised the difference in contributions for each business unit. It was suggested that each business unit has a different level of expected contribution, as all units have a different curriculum offer and economies of scale, so it would not be fair to expect a certain standard contribution.</p> <p>APPROVED: The purchase of student bus passes, Insurance Policy renewal, and Microsoft Licenses.</p> <p>RESOLVED: The revenue budget for the 2024/25 academic year was approved</p>	

		<p><u>Capital Budget</u></p> <p>CL informed Governors as to some of the key assumptions that are driving the capital budget for 2024-25 and the delivery of the property strategy.</p> <p>Governors were informed that capital grants had been received ahead of spending; the plan for this money can be found within the property strategy.</p> <p>APPROVED: Delegated authority given to the CEO for the spending of the emergency replacement fund and strategic capital fund.</p> <p>RESOLVED: The capital budget for the 2024/25 academic year was approved</p>	
9	Financial Regulations to include update on College Financial Handbook	<p>The Chief Financial Officer summarised the updates made to the financial regulations, and how the college financial handbook has impacted this. The below was noted:</p> <p>The College Financial Handbook has been launched, bringing together other documentation regarding financial regulations. There is nothing new within this document that governors have not already approved.</p> <p>RESOLVED: Financial Regulations.</p>	
10	Fees Policy	<p>The updates made to the Fees Policy were summarised and the following was noted:</p> <p>The liability periods for HE students has now been updated with next year's dates.</p> <p>The definition of a full-time student has been updated to reflect the higher level of guided hours now being 580 hours.</p> <p>Governors noted a typo within the second liability period, stating the wrong date.</p> <p>RESOLVED: Fees Policy subject to the suggested changes.</p>	
11	Sub-contracting Rationale 2024-25	<p>PS presented the proposed subcontracting rationale for 2024-25 and the following changes were highlighted:</p>	

		<p>The rationale has been altered to be more specific in regard to hard-to-reach learners and progression into employment or mainstream education, and it now has more specific references to supporting employers and meeting needs.</p> <p>It was explained that while it is an executive decision as to whether subcontracting is used, it is important that governors are aware of and comfortable with this rationale and flow process, meaning that the selection process for sub-contractors will be presented to the Education Committee (EC) in the November meeting. SH to add to the EC agenda.</p> <p>RESOLVED: Sub-contracting Rationale 2024-25</p>	SH
12	<p>Policy Report:</p> <ul style="list-style-type: none"> - Complaints Policy - Anti-Slavery and Human Trafficking Statement - Equality, Diversity & Inclusion Policy 	<p>The following policies were summarised, and the key updates were highlighted:</p> <p><u>Complaints Policy</u></p> <ul style="list-style-type: none"> • Clarification of the appeals process to reflect the current process. • Guidance now includes advice to acknowledge in writing complaints withdrawn verbally and an associated model letter has been created. • Reference have been made to managing vexatious and abusive parents. <p>RESOLVED: Complaints Policy.</p> <p><u>Equality, Diversity and Inclusion Policy</u></p> <ul style="list-style-type: none"> • Minor updates have been made to job titles and providing clarity on some definitions. <p>RESOLVED: Equality, Diversity and Inclusion Policy</p> <p><u>Anti-Slavery and Human Trafficking Statement</u></p> <ul style="list-style-type: none"> • Minor updates have been made to job titles and financial information. <p>RESOLVED: Anti-Slavery and Human Trafficking Statement.</p> <p>Governors questioned whether it is necessary to review these policies as frequently due to the number of minor changes every year, and questioned whether these details could be removed to avoid this need. It was suggested that it is beneficial to the Policy Group as this ensures that policies are kept up to date, and</p>	

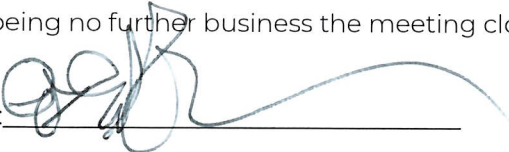
		<p>this also allows governors an opportunity to speak on these policies and ensure they are reflective of the Group at the time</p> <p>NOTED: Policy Report.</p>	
13	Safeguarding update	<p>The Safeguarding Update was presented, and the following key headlines were noted:</p> <p>There have been over 1500 incidents for under 1000 students; this is reflective of better recording of incidents and the following the correct reporting processes.</p> <p>DSL training for staff has been beneficial and shows staffs great commitment to training. The materials used are relevant and contextual and show how students and their curriculum develop year on year.</p> <p>Student tutorials continue to be updated, relevant, and mandatory for all students.</p> <p>Relaxed parental attitude towards substance abuse, generally cannabis, was noted. It was suggested that the Group do what they can to challenge this, and educate parents, but this is becoming increasingly more difficult with societal shifts.</p> <p>Governors questioned whether the societal shift is likely to impact policies around zero tolerance. It was agreed that it is important to maintain zero tolerance in order not to condone these behaviours.</p> <p>The CEO drew attention to the briefing note shared with governors prior to the meeting, and reassured members that students go through rigorous training around drug use, with a wrap up session taking place in autumn. Discussions have taken place between the Group, the CEO of Dreamland, and the Kenwood Trust to discuss collaboration in the Autumn term to challenge and prevent substance abuse. Staff and students are being supported following this tragic incident.</p> <p>Governors questioned whether sessions with Kenwood Trust will be mandatory for students. It was explained that while tutorials are mandatory, additional sessions are voluntary. All EKC sites do engage, with certain groups being targeted to ensure those most at risk receive the required support.</p> <p>NOTED: Safeguarding Update</p>	

14	Minutes of Committee Meeting's:	<p>The draft minutes from the recent committee meetings were presented to the governing body for information. The draft minutes were taken as read, and each Chair was invited to provide key headlines from their meetings.</p> <p><u>Remuneration Committee (10.06.24)</u> The Chair of Remuneration summarised the most recent meeting, with no concerns raised.</p> <p><u>Education Committee (13.06.24)</u> The Chair of the Education Committee summarised the most recent meeting and highlighted the approval of the admissions and junior college admissions policy. It was noted that the alternative provision plan is progressing well and an update will be given at the February meeting. The minutes of the newly formed EKC Training Board were presented at this meeting, and members were reassured with the board representation across the Group.</p> <p><u>Business Committee (20.06.24)</u> The Chair of the Business Committee suggested that many of the papers presented at today's meeting went to Business Committee for recommendation, with members noting the robust process of setting the Budget, and how members are awaiting the Margate Digital lease.</p> <p><u>Audit Committee (25.06.24)</u> The Chair of the Audit Committee highlighted the items presented by the internal and external auditors, with no significant concerns being raised.</p> <p><u>Audit Committee Confidential Minutes (25.06.24)</u> - Restricted item – sent under a separate cover to the CEO and independent governors only. This item was considered confidential and will form Confidential Minutes Part A</p> <p>NOTED: Minutes of the Committee Meetings</p>	
15	Group Management Accounts – May 2024 including Q3 forecast	<p>CL noted that the Accounts for May 2024 had been presented and scrutinised at the recent Finance sub-committee meeting. The governors attending the meeting were comfortable with the presented accounts.</p> <p>NOTED: Group Management Account – May 2024 including Q3 forecast</p>	

16	Progress against the Quality Improvement Plan	The progress against the Quality Improvement Plan was presented to the governing body for information and taken as read. NOTED: Progress against the Quality Improvement Plan	
17	Staff Pay Award -	Restricted item, sent under a separate cover to independent governors only This item was considered confidential and will form Confidential Minutes Part A	
18	Any Other Business	There was no other business to be discussed.	
19	Matters Considered Confidential	The following items were deemed confidential and will form Confidential Minutes Part A: Item 14 – Audit Committee Confidential Minutes (25.06.24) Item 17 – Staff Pay Award	
20	Date and time of next meeting	Friday, 4 October 2024 FGB Strategy Event 9.30am – 3pm followed by FGB meeting at 3.30pm – 5.30pm	

There being no further business the meeting closed at 19.27pm

Signed: _____



Print: Charles Buchanan

Date: 4 October 2024

The FGB Chair, CEO, and Group Director of Governance have been given delegated authority by FGB to review confidential minutes on an annual basis. The following minute was released for publication following the review panel meeting held on 14.10.24.

FGB Meeting of 09.07.24 Confidential Part A, Item 17

	ITEM	COMMENTS	ACTION
17	Staff Pay Award Restricted item – sent under a separate cover to the CEO and independent governors only	<p>The CEO presented the proposed pay award for 2024/25 and sought resolution for its implementation from 1 August 2024.</p> <p>The CEO confirmed that the job evaluation work is complete and the change in salary levels associated with the job evaluation is included in the pay proposals. The complete package of pay award measures being proposed will cost up to an additional 5.5% of the total payroll costs.</p> <p>The pay award had been considered by the Business Committee in terms of overall affordability as part of the budget strategy 2024/25 deliberations and considerations. The University and College Union (UCU) have provided their full support for the proposals.</p> <p>RESOLVED: Proposed pay award approved for implementation from 1 August 2024.</p>	