



MidKent College

GOVERNING BODY

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the Finance and General Purposes Committee held on **Wednesday 13 May 2020 at 1700hrs** via Skype video call due to the College closure (Covid 19).

Present:	Mr C Reeves	Chairman
	Mr M Blanning	
	Mr S Cook	Principal/CEO
	Mr N Davies	Co-opted Member
In attendance:	Ms C Burkin	Clerk to the Governing Body
	Mr C Hare	Executive Director of Employers & Corporate Services
	Mr M Peat	Executive Director of Finance & Estates
	Mr A Start	GB Chairman

1 Declarations of Interest

Mr S Cook declared an interest as a Trustee of the Medway UTC, Rivermead Trust, a Board member of the Kent and Medway Economic Partnership and the Chair of Medway Place Board. *Mr M Peat* declared an interest as the Company Secretary for MKCTS and Trustee and Company Secretary of the Lower Lines Trust. *Mr N Davies* declared an interest as CEO of Medway Council. *Mr C Reeves* declared an interest as a member of the R&A Committee and a Trustee for the Hackney Free and Parochial Schools Educational Trust.

As the previous Chair of the Committee has left the Board, members agreed that Chris Reeves would become the interim Chair of the Committee. Members noted that this has been agreed by all Governing Body members electronically and will be ratified at the next Governing Body meeting in June 2020.

2 Apologies for Absence

None were received.

3 Minutes of the meeting held on 4 March 2020

The minutes of the meeting held on 4 March 2020, Paper GBF&GP19/992, were accepted as a true record and will be signed by the Chairman at the earliest opportunity.

4 Matters Arising and Outstanding Matters Report

There were no matters arising.

Members discussed Paper GBF&GP19/993, the Outstanding Matters Report.

No 1. A feasibility study will commence once the initial costings of the project are known. **Ongoing.**

No 2. The Deep Dive Commercial Income – BF for June 2020 TBA. **Ongoing**

No 3. Estate MLPS - focus is on reducing the electricity usage and minimising waste. **Ongoing.**

No 4. Financial implications of the Colleges HE provision. BF for June 2020 TBA. **Ongoing.**

No 5. HR Six Month Interim Report – update in HR report. **Complete.**

No 6. Staff survey results – Update in HR item. **Complete**

No 7. Gender & Equal Pay – the data will be updated and presented to Committee following analysis and approval of action plan will be sought. BF June 2020 TBA. **Ongoing.**

No 8. Recruitment data – update in HR Report. **Complete**

No 9. Pension membership – update in HR report. **Complete**

No 10. Utilisation of College Reserves Update – Committee to agree a way forward & timeline BF 2020/21. **Ongoing**

No 11. UCM Campus Costs. To agree timeline BF 2020/21 **Ongoing**

No 12. Risk Register Review - **Complete**

5 ICT Strategy 2018-2021 - Review Progress. Paper GBF&GP19/994

Paul Hogben joined the meeting to present the ICT Strategy progress report.

The report outlined a holistic view of the development on the ICT Strategy in Year Two of its implementation. The paper presented the five pillars identified in the ICT Strategy which was first confirmed at F&GP 20th November 2018.

P Hogben highlighted the improvements made in engagement of the team with the wider College to ensure they understand the needs of their customers and work collaboratively with other departments.

Members thanked P Hogben for the informative report. They discussed the flexibility required by ICT in the current situation. P Hogben reported the positive transformation made by most staff to working at home. This has also led to a cultural shift and improved digital knowledge. He informed members of a research project being undertaken to assess the transition and will align findings with any future digital transformation strategy and technology utilisation.

He reported utilising JISC for an e-learning platform to enable students to continue to learn, cyber security and skills analysis. P Hogben asked members to note that changes in his labour force have allowed for flexibility and therefore some changes in the smart objectives in Pillar three.

Members thanked P Hogben for the report and noted good feedback regarding the service received from ICT.

6 HR Update - Paper GBF&GP19/995

Ian Johnston joined the meeting to present the update which highlighted the following key points:

- The report highlighted that turnover is currently 28.16%, and voluntary turnover is at 20.40%
- The average days lost has increased to 7.71 days per person.
- If leavers were removed, days lost would improve to 6.10 days per person. This has increased from 5.85 days per person in January 2020.
- Exit interview responses remain slightly above our target of 70% at 71.60%, but completion is lower than previously reported (-7.85%).
- The College has one Employment Tribunal case and solicitors have confirmed that the Claimant missed the deadline for the 'Deposit Order'.
- Mandatory training completion rates have improved and targeting renewals during home working period up to the 31 July 2020.
- Current pension membership remains stable following last hike in reported membership rates.
- Staff survey closed in March 2020 and department currently reviewing main findings. Overall completion rate increased from 85.79% to 88.18%.

I Johnston also presented the initial findings of the Staff Survey. Members were pleased to note the high participation rate. Members discussed the key improvements and concerns raised. Detailed analysis of the findings will be presented at the next meeting where further discussion can take place regarding any concerns.

Members were reminded that the Survey is owned by the Staff Forum and were pleased to note the improvements on last year. They look forward to further detailed discussion.

Action: I Johnston

7 Draft Management Accounts to the end of March 2020 – Paper GBF&GP19/996

Martin Peat introduced paper GBF&GP19/996 which presented the management accounts for the Group, College and MKCTS for the 8 months ending 31 March 2020. The commentary to the accounts included the Sector and College impact of the Covid 19 pandemic.

[This item was minuted as confidential due to the content](#)

Members **accepted** the accounts and thanked M Peat.

8 Policy Review.

Financial Regulations, Procedures & Anti-Fraud, paper GBF&GP19/997. The Policy was presented in tracked changes to highlight any changes including the hospitality procedure for internal and external use. **Approved for recommendation** to Governing Body. M Blanning requested to speak to M Peat outside the meeting to further understand authorisations within the Policy.

Action: M Blanning/M Peat

MKC Slavery and Human Trafficking Statement 2020/21, paper GBF&GP19/998. The only change noted was the date and turnover for the previous year. **Approved for recommendation** to Governing Body.

Action: C Reeves to recommend to GB

Standing items received for information:-

9 Estates & Facilities Update - Paper GBF&GP19/999

Martin Peat introduced the paper on behalf of Laura Smith. The report updated the Committee of the relevant items relating to the estate and facilities contracts.

Members noted the progress of the building projects planned for 2019-20 and progress in health and safety compliance and monitoring. They noted the receipt of the annual fire safety inspection and progress made on improvements to campus safety, particularly for vulnerable students.

Members discussed the actions taken in response to Covid-19 including the campus closures required by Government and planning for a safe return to work in line with social distancing guidelines.

The Business Continuity Team meet regularly and have a detailed plan for re-opening the College once the safety of staff and students can be assured. The College is also working closely with the Union.

Members were keen for the College to use this experience to work smarter in the future and form a strong 'new normal'.

Members thanked L Smith and M Peat and **noted** the update.

10 Gifts and Gratuities Annual Update - Paper GBF&GP19/1000

The Clerk reminded members that it is a requirement that the register is annually reported to the F&GP Committee.

The report presented the entries that have been made to the Gifts and Gratuities register since it was last reported in May 2019. The register only includes items exceeding £50 that have been received by members of staff at MidKent College.

Members noted that information regarding MKCTS was not available due to the closure but no entries had been recorded in year.

The register presented showed one entry in 2019/20 from Simon Cook who received an invitation to Fever Tree Tennis Championships on 17 June 2019 from FEA. Nil returns were received from all other Exec Team members.

Members **accepted** the update.

11 Contracted Out Provision - Paper GBF&GP19/1001

Martin Peat introduced the paper on behalf of Jackie Watt. The report provided Governors with an update on the activities of the contracted out partnership delivery for 2019 – 2020.

[This item was minuted as confidential.](#)

12 MLPs for Estates – Paper GBF&GP19/1002

Martin Peat informed members that the focus for the Estates MLPs continues to be the monitoring of usage rather than the cost of services and target reductions in carbon. Sustainability including recycling is also a focus going forward.

Members were keen that the College considers its future carbon footprint in light of the current closure and were informed that the College is working with

an external company to collate data regarding usage. The College is also working with local stakeholders to explore ways to collaboratively make savings with regard to energy.

Members noted that the Finance KPIs are now include in the Management Accounts.

13 Risk Register Review – Paper GBF&GP19/1003

Members noted that the risk register captures the key risks and also reviews the level of financial risk of the impact of the virus outbreak. They agreed that the Committee papers for this meeting provided assurance that financial risks are being investigated and actions taken to mitigate the risks.

The key risks for the Committee in respect of finance had been covered by the additional commentary to the management accounts for March 2020 as presented.

The key risk currently concerns the likelihood of loss of income or additional costs as a result of the Covid 19 outbreak. These risks are identified by income stream and costs identified in the management accounts.

Additionally, risks to the College subcontractor or contractors have also been considered in earlier reports in the meeting, i.e. the contracted out provision and the costs associated with the contractors such as Wettens (cleaners) and Aramark (caterers).

Members **agreed** that all finance based risks have been covered in detail in the meeting papers.

14 Any Other Business

Draft agenda for 24/6/20 was agreed. Members noted that although the Commercial Income has been affected by the closure, the deep dive will remain on the agenda with Becky Farley invited to inform members of the Commercial trajectory up to closure and the community projects taken place since. C Reeves will contact B Farley with a brief.

Action: C Reeves

M Peat reminded members that the IFMC has to be approved by the Governing Body by 31 January 2021 but it will not be possible to produce it for the usual December Governing Body meeting. Therefore, it is proposed that the December Governing Body meeting is moved to mid-January and the F&GP Committee meet in December to approve the model. Members agreed to this proposal and it will be included in the meeting cycle for 2020/21 recommended to the Governing Body in June.

Action: Clerk

15 Date of Next Meeting

The next meeting is scheduled for Wednesday 24 June 2020 at 5pm.

The meeting closed at 19.09hrs.