



## MidKent College

### GOVERNING BODY

#### FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the Finance and General Purposes Committee held on **Monday 28 September 2020 via Zoom** due to Covid-19.

<b>Present:</b>	Mr C Reeves	Chair
	Mr M Blanning	
	Mr M Cook	Incoming GB Chair
	Mr S Cook	Principal/CEO
	Ms A Currie	Observer
	Mr N Davies	Co-opted Member
	Mrs N Swain	Co-opted Member
<b>In attendance:</b>	Ms C Burkin	Clerk to the Governing Body
	Mr C Hare	Executive Director of Employers & Corporate Services
	Mr P Hogben	For item 8 only
	Mr I Johnston	For item 5 only
	Mr M Peat	Executive Director of Finance & Estates
	Mr A Start	Governing Body Chair

#### 1 Declarations of Interest

*Mr M Cook* declared an interest as a Lay member of Council UKC, Trustee Turner Contemporary Margate, NED InteractiveMe. *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 Trustee for the Hackney Free and Parochial Schools Educational Trust, Trustee of Hackney Lighthouse and Non-Exec Director of MKCTS. *Mrs N Swain* declared an interest as Finance Officer for Fulston Manor Academies Trust.

#### 2 Apologies for Absence

None were received.

Welcome to new members Martin Cook as incoming Chair of Governing Body and Alison Currie, recommended new Governor. Their attendance was agreed and recorded.

### 3 Minutes of the meeting held on 6 July 2020 2020

The minutes of the meeting held on 6 July 2020, Paper GBF&GP19/1016 and confidential minutes, were accepted as a true record and digitally signed by the Chairman.

### 4 Matters Arising and Outstanding Matters Report

There were no matters arising.

Members discussed Paper GBF&GP20/1017, the Outstanding Matters Report.

- No 1. Capital Projects – Feasibility Study - To be completed once project commences. **Ongoing.**
- No 2. Estate MLPS - Currently, the focus is on reducing the electricity usage and minimising waste. **Ongoing.**
- No 3. Utilisation of College Reserves Update - This action cannot be completed until the MKCTS delegations are confirmed. **Ongoing.**
- No 4. UCM Campus Costs - No further analysis is possible. **Complete.**
- No 5. Risk Register Review - This item will be on all agendas as a verbal cross check that risks have been considered within the meeting papers. **Complete.**
- No 6. Environmental & Sustainability Policy Approved at Governing Body. **Complete.**

Financial Regulations & Procedures – on agenda. There was some discussion regarding delegation of authorities for MKCTS which are unresolved and therefore this will be brought forward to a meeting once the strategy has been agreed. **Ongoing.**

**Action: BF 2021**

- No 7. Annual Review of Terms of Reference - Approved at Governing Body **Complete.**
- No 8. Committee Self-assessment & Improvement plan for 2020/21 - Approved at Governing Body. **Complete.**

### 5 HR Annual Report including MLPs Paper GBF&GP20/1018

Ian Johnston joined the meeting to present the report which informed the Committee of the latest workforce information and provided an update on progress against HR MLPs. He highlighted the following points and took questions:

- This report highlighted current turnover at 17.77% down from 25.54% when last reported. Members asked for comparison data and were assured that the College is in line with the local sector. Members congratulated the College on this improvement.

- The average sickness days lost has decreased from 7.83 days per person to 6.90 but if leavers were removed, days lost would improve to 6.11 days per person. Covid has had an impact on sickness but staff are continuing to work from home if they are self-isolating.
- Exit interview responses have improved by 8% and remain above our target of 70% at 83.16%. Members challenged the variance regarding morale but were assured this is an improving picture. They also discussed the wellbeing of the staff and the various support in place.
- Recruitment remains a challenge in certain areas such as Electrical and Plumbing. The College is launching a campaign to encourage trades into teaching.
- Employment Policy Updates - have been reviewed and updated in accordance with decisions taken at Business Continuity Group meetings.
- The last remaining Employment Tribunal case has now been officially 'struck-out'.
- MLPs – were noted.
- Mandatory Training – Members challenged some of the outstanding training and the way it is being managed. They were informed that staff are reminded the training is contractual and given sufficient warning and time to complete before any conduct discussions are carried out.
- Diversity data – members challenged the representation of BME staff and were informed an update will be included in the Equality & Diversity Annual Report but are aware improvements need to be made in this area. The College is actively reaching out to local diverse communities.
- Gender and Equality – members noted these reports were presented at the last meeting and asked for progress on the review of the management spine salary scale. It was reported that the review is ongoing. Members noted that further debate is required on this subject.

**Action: BF future debate**

Members thanks I Johnston for attending and asked that the next report includes information regarding the mental health of staff and specific action taken.

**Action: I Johnson**

The Annual Report will be presented at the Governing Body meeting on 14 October 2020.

## **6 Draft Management Accounts to the end of July 2020**

Martin Peat introduced paper GBF&GP20/1019, the MKC draft management accounts to the end of July 2020 and the MKCTS draft management accounts to the end of July 2020, paper GBF&GP20/1019a.

*This item was minuted as confidential.*

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

## 7 Student Enrolment – Financial Impact - Paper GBF&GP20/1020

Martin Peat informed the Committee of the latest student enrolment figures and summarised the financial impact for discussion.

*This item was minuted separately as confidential.*

Members **accepted** the report and thanked M Peat and the Executive.

*Neil Davies left the meeting.*

## 8 Policies for Approval:

Finance Regulations & Procedures 2020/21 GBF&GP20/1021. M Peat reminded members that the financial regulations have previously been set for the College and it was identified that the subsidiary also needed to have College approved financial regulations. The revised set presented as paper GBF&GP20/1021, have been reviewed and commented upon by the Managing Director and Commercial Director of MKCTS. As previously minuted this will be brought forward when the strategy around the Group is agreed.

**Action: BF 2021**

ICT Policy 2021/22 GBF&GP20/1022 – *Paul Hogben joined the meeting to present the policy.* He noted changes from the previous policy were identified on the document by colour coding. Alignment has been made with MKCTS as they share the College infrastructure and the policy shows the clear division of accountability. Changes have aligned this Policy with the Data Protection and GDPR policies.

Members also discussed the recent purchase of devices for students to use for remote learning.

There were no concerns were raised and members **approved** the ICT Policy for **recommendation** to the Governing Body.

**Action: C Reeves**

### **Recommendation to Governing Body:**

- ICT Policy 2021/22 GBF&GP20/1022 – approved.

Members **approved** the policy for recommendation to the Governing Body.

**Update from Standing Items:-**

**9 Contracted Out Provision – Paper GBF&GP20/1023**

Martin Peat introduced paper GBF&GP20/1023 on behalf of the author J Watt.

The report provided Governors with an update on the activities of the contracted out partnership delivery for 2019 – 2020. Governors noted the contents of the report and the performance of contracted out provision.

Members noted Annex B, which illustrates the performance to date. The data is based on the R13 return which covers performance until 31 July 2020. The forecast income is based on income generated to date and the value of outstanding achievements. £206,166 will be paid based on non-delivery as per ESFA guidance in March 2020 as a result of college closure due to COVID.

As the College has only one subcontractor, it was suggested that for future meetings, financial information regarding provision is included in the management accounts and the reporting of quality reviews and performance will be presented to the QTL Committee. Members agree this proposal.

**Action: M Peat/J Watt/Clerk**

Members **noted** the report.

**10 Estates & Facilities MLPs paper GBF&GP20/1024**

Martin Peat introduced paper GBF&GP20/1024 on behalf of the author.

Members noted little change but recognised the author, Laura Smith is central to the Covid safety measures and Health and Safety of the College. She plans to add a narrative to future MLPs and to focus on the College's suitability.

Members **noted** the MLPs with no concerns.

**11 Risk Register Review**

M Peat assured members that all the F&GP risks had been addressed in the meeting papers.

**12 Any Other Business**

The draft agenda for 17 November 2020 was discussed and amended to reflect discussion during the meeting.

Members welcomed a discussion regarding Cash Utilisation but were mindful that this may need to occur after the Group strategy is finalised. It was agreed a provisional discussion will take place at the next meeting.

**Action: Clerk**

M Peat informed members of extra funding allocated for College maintenance which will be utilised for repairs.

**13 Date of Next Zoom Meeting**

The next meeting is scheduled for Tuesday 17 November 2020 at 1pm.

Prior to this meeting, members are invited to the Joint meeting of the R&A and F&GP Committee at 12noon via Zoom.

The meeting closed at 19.09hrs.