



**MidKent College**

**GOVERNING BODY**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

Minutes of the meeting of the Finance and General Purposes Committee held on Wednesday 12 May 2021 at via Zoom due to Covid-19.

**Present:**

|               |                 |
|---------------|-----------------|
| Miss A Currie | Chair           |
| Mr M Blanning |                 |
| Mr M Cook     | GB Chair        |
| Mr S Cook     | Principal/CEO   |
| Mr D Gagie    |                 |
| Ms A Orhiere  |                 |
| Mrs N Swain   | Co-opted Member |

|                       |             |   |
|-----------------------|-------------|---|
| <b>In attendance:</b> | Ms C Burkin | Clerk to the Governing Body             |
|                       | Mr P Hogben | Director of ICT for Item 5              |
|                       | Mr M Peat   | Executive Director of Finance & Estates |

**1 Declarations of Interest**

The following members' interests are numbered and referenced on the Declaration of Interest log dated 26 April 2021; Mr M Blanning (1); Mr M Cook (3); Mr S Cook (4); Miss C Currie (5); Mr D Gagie (7) Mrs A Orhiere (10) and Mrs N Swain (16).

**2 Apologies for Absence**

Apologies were received from Mr N Davies, Co-opted Member.

The Chair noted that this was the last meeting for Mr N Davies and formally thanked him for his contributions as a co-opted Member over the last 12 months.

The Chair welcomed David Gagie, Governor to the Committee.

### 3 Minutes of the meeting held on 3 March 2021

The minutes of the meeting held on 3 March 2021, Paper GBF&GP20/1043, and confidential minutes, were accepted as a true record and electronically signed by the Chair.

### 4 Matters Arising and Outstanding Matters Report

There were no matters arising.

Members discussed Paper GBF&GP20/1044, the Outstanding Matters Report.

- No 1. Estate MLPS - Climate Road Map which was issued at the AOC conference, will be discussed with the Board. **Ongoing.**
- No 2. Utilisation of College Reserves Update – to be included in the Estates Strategy. **Ongoing**
- No 3. Management accounts – cash reserves to be fully utilised – to be included in the Estates Strategy. **Ongoing.**
- No 4. HR Report – comparative data for turnover and correlation with areas that are not complaint with PDR completion and student attainment. J Thompson reported that in 2018/19, the AOC reported in November 2020 that the average staff turnover for all staff was 18.2% (12.8% for management staff, 17.0% for teaching staff and 19.0% for support staff). PDRs are being closely monitored. **Complete**
- No 5. Group Financial Regulations and Procedures 2021/ - agreed. **Complete**
- No 6. Carbon Footprint plan - External Company Convert Energy have been engaged. Signing of the Climate Charter is being considered. **Ongoing.**
- No 7. AOB - Various consultations/Bids/Collaborative working. Kickstart commenced. **Complete.**

### 5 Cyber Security Update – Paper GBF&GP20/1045

Paul Hogben joined the meeting to present the paper which outlined the recommended changes to improve the security posture of the College. The paper also detailed the route to compliance for Cyber Essentials Plus including timescales and the outstanding tasks required for successful accreditation.

He highlighted the following:

- The aspects identified that need to be resolved to secure our Cyber Essentials Plus Accreditation (CE+). Members noted the requirement by ESFA and MOD to have CE+ and they were assured by the confidence of the processes in place to secure this.
- The identification of best practice in Cyber Security supported with a live action plan developed from the Cyber Security Assessment (CSA). Members noted

their concerns regarding the failures highlighted in the assessment but were assured by the actions being taken to address these.

- Update on the external security factors that have been affecting the FE landscape were also noted.

Members were assured by the elements in place to ensure security and thanked P Hogben and his team for these processes. They noted the highest risk is the behaviours of staff and that training continues to be a priority to mitigate mistakes.

Members noted the Information Security report that is scrutinised by the R&A Committee includes cyber risks.

Members thanked P Hogben and **accepted** the update.

## 6 HR Update – Paper GBF&GP20/1046

Due to time constraints this paper was taken as read and members were asked to contact Julia Thompson outside Committee if they had any questions or comments.

**Action: Members as required**

Highlights from HR Update were:

- Turnover is currently 12.19% down 14.66%. This is slightly up by 0.48% since January 2021
- Voluntary turnover is 8.49% a further drop from 9.09% when last reported.
- The average days lost has decreased from 7.4 days per person in March 2020 to 5.75
- Exit interview responses have increased by 7% since last reported to 67.27%. This remains below target.

The report also noted:

Investors In People/Investors In Diversity – members noted the actions to be undertaken for both accreditations to drive improvement and consideration to separate MKC and MKCTS for IIP accreditation in 2024.

Kickstart – Paper GBF&GP20/1047 – the paper noted the College's commitment to 35 Kickstart placements. Each placement is for six months, with support being given to each employee to become more employable. The cost is met by DWP, apart from the small pension cost liability.

Members agreed to contact Julia Thompson outside the meeting with any questions and comments and **accepted** the report.

## 7 Estates Strategy Framework – Paper GBF&GP20/1048

Martin Peat introduced the paper which presented for discussion a draft contents schedule for the College Estates Strategy which gave a brief explanation.

It was noted that a number of the sections have already been drafted and that there are significant amounts of data required to quantify the College Estate. Therefore, members agreed this will be an ongoing process as meaningful data becomes available.

Members asked how the Estates Strategy is aligned to the Climate Road map and were assured it is an integral part as it informs sections of the Strategy. It is also aligned to other Strategies within the College and the overall College Strategic Plan.

It was noted that a consultation with staff, students and Governors will need to be completed before the final version is recommended.

Members felt this was an opportunity to be ambitious and to look for areas of growth in the curriculum. They looked forward to being presented with a more populated version at a future meeting.

**Action: M Peat**

## 8 Draft Management Accounts to the end of March 2021

Martin Peat introduced paper GBF&GP20/1049, the MKC draft management accounts and paper GBF&GP20/1049a, the MKCTS management accounts to the end of March 2021.

**This item was minuted as confidential.**

Members noted the MKCTS accounts and were asked to comment out of committee.

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

## 9 Outline Budget for 2021/22

Martin Peat introduced the paper that presented the business plan base line which will create the outline budget for 2021/22.

Members noted that the detail of curriculum plans are presented to the QTL Committee, but noted the financial implications of the plan.

Members were assured by the growth in applications and looked forward to the draft budget at the next meeting.

Action: M Peat

**10 Policy Review:**

The following policies were reviewed:

- MKC Slavery & Human Trafficking Statement – Paper GBF&GP20/1051. The annual review had taken place with only dates being changed. Members noted that no reports of human trafficking or slavery have been associate with the College or its suppliers. The Committee **recommended** that the Chair of the Governing Body sign the statement and it is published on the College website.  
**Action: M Peat**
- Wellbeing Policy - appendix 7 of the HR Update item 6. - The policy has been developed, to bring together support for staff who need wellbeing support, especially important after a difficult year with lockdown. The policy summarises wellbeing support offered by the College, provides advice and signposts staff towards support with mental, physical and financial wellbeing issues. It also introduces the Workplace Health Coach (WPHC) who has now commenced his 121 staff support sessions and live webinars to support staff with their wellbeing. The Committee **recommended** the policy for approval.

The above were **recommended** for agreement by the Governing Body and for publication.

**Action: Authors****Update from Standing Items for information only:-****11 Estates & Facilities Update**

Martin Peat introduced paper GBF&GP20/1052 on behalf of the author and highlighted the following points:

- The Further Education Development Capital Grant project is going well. An extension to the end of September was granted by the ESFA which has been extremely helpful in minimising the impact on students and in completing the works.
- The £1.2m grant will cover the works being undertaken. Some aspects, in particular the window works in the Tower at Maidstone have not required as much work as per the original specification and therefore the cost on this element is significantly lower than expected.
- There are no major issues with the works or the financial implications.
- The catering tender is underway and there are three compliant returns. The three companies have completed a site visit and are finalising their presentations to the panel.
- The Commercial Dept, under Becky Farley, is working on taking Maidstone catering in-house and this is making progress, TUPE information has been received and plans for a revised offer underway.

Members noted the content and **accepted** the update.

**12 Gifts and Gratuities Annual Update**

The Annual Gifts and Gratuities register was presented to the Committee. The register records items exceeding £50 that have been received by members of staff at MidKent College and MKCTS.

Members noted no returns have made this year due to the pandemic and no concerns were raised.

The register was **accepted**.

**13 Risk Register Review**

Members noted that all risk had been addressed in the meeting papers or discussion. No amendments were required.

Members noted that the full risk register is available to all Governors on Board Intelligence.

**14 Any Other Business**

The agenda for 23 June 2021 will be reviewed by the Clerk and Chair outside the meeting.

**15 Date of Next Meeting**

The next meeting is scheduled for Wednesday 23 June 2021 at 5pm via zoom.

The meeting closed at 18.29.