



MidKent College

GOVERNING BODY

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the Finance and General Purposes Committee held on Wednesday 23 June 2021 at via Zoom due to Covid-19.

Present:

Miss A Currie	Chair
Mr M Cook	GB Chair
Mr S Cook	Principal/CEO
Mr D Gagie	
Ms A Orhiere	
Mrs N Swain	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

1 **Declarations of Interest**

The following members' interests are numbered and referenced on the Declaration of Interest log dated 9 June 2021; Mr M Cook (3); Mr S Cook (4); Miss A Currie (5); Mr D Gagie (7) Mrs A Orhiere (10) and Mrs N Swain (16).

2 **Apologies for Absence**

Apologies were received from Michael Blanning.

3 **Minutes of the meeting held on 12 May 2021**

The minutes of the meeting held on 12 May 2021 and confidential minutes, Paper GBF&GP20/1054 (a), were accepted as a true record and electrically signed by the Chair.

4 Matters Arising and Outstanding Matters Report

Members discussed Paper GBF&GP20/1055, the Outstanding Matters Report.

- No 1. Climate Road Map - to be presented to GB in July 2021 as part of the operational plans. **Ongoing**
- No 2. Utilisation of College Reserves Update – on agenda under item 7 - **Complete**
- No 3. Management accounts – cash utilisation – to be discussed under item 7 **Complete**
- No 4. Carbon Footprint plan – as above - External Company Convert Energy have been engaged. Signing Climate Charter being considered. **Ongoing**
- No 5. Estates Strategy Framework – on agenda at item 7. **Ongoing**
- No 6. Outline Budget for 2021/22 – on agenda at item 6 - **Complete**
- No 7. Policies for review – recommended and agreed at Governing Body – **Complete.**

5 HR Update – Paper GBF&GP20/1056

Julia Thompson joined the meeting to update Governors of the latest workforce information. She updated members on the following:

- Turnover is currently 12.84% down 12.7% year on year. This is slightly up by 1.13% since January 2021.
- Voluntary turnover is 8.81%, slightly up by 0.32 since last reported.
- The average days lost has decreased from 7.83 days per person in April 2020 to 5.81 in April 2021.
- Exit interview responses have increased by 12.07% since last reported to 73.68% This remains below target, however, is increasing monthly as the team focus on completing these going forward.
- Wellbeing Policy approved at the last meeting, has been approved by the Union and will now be launched with Staff.
- The Wellbeing Days in July have had to be scaled down due to the continue restrictions with an additional day on 25 August 2021.
- The College has applied for the Silver Healthy Workplace award and is awaiting the decision.
- Recruitment data is dependent on Business Planning.
- HR are involved in the Governor Data Dashboard and this will change format of HR reports for future meetings.

Member asked for assurance the comments made at Exit Interview are followed up and J Thompson explained the process. She stated that some comments are dealt with on an individual basis and some actioned more generally such as additional management development.

Members challenged the comment re lack of development and were reminded of the Aspiring Managers programme, with the first cohort of 20 staff graduating

earlier this year and the next cohort is planned for 2022. It was requested that all the information regarding career progression is included in the next report.

Action: J Thompson

Members felt the Ext Interview response rate was low and J Thompson agreed this has been impacted by the pandemic with less staff in College. She assured members that this is a focus for the HR Team and the data shows an improving picture.

Members were concerned about the number of staff opting out of the pension and were assured that extra workshops are planned to ensure all staff are aware of the benefits.

Home working was highlighted and members were informed that some support staff have indicated they would prefer this option and requests are being considered. It was explained that this is not an option for teaching staff as the main cohort of 16-19 student have stated they prefer learning in College. The expectation has always been that teaching staff will return to teach on site within the guidelines. Some adult courses will continue with remote or blended teaching.

Governors thanked J Thompson for the update and she left the meeting.

6 Draft Management Accounts to the end of April 2021 – Paper GBF&GP20/1057

Martin Peat introduced paper GBF&GP20/1057, the MKC draft management accounts to the end of April 2021 and paper GBF&GP20/1057a, the MKCTS draft management accounts to the end of April 2021.

This item was minuted as confidential.

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

7 Proposed Group Budget for 2021/22 including the Two Year Financial Forecast for MKC & MKCTS – Paper GBF&GP20/1058

Martin Peat introduced the proposed Group budget for 2021/22 including separate budgets for the College and MKCTS for 2021/22 and associated College budget commentary. He requested the Committee approve and recommend the Group budget to the Governing Body for approval. Mike Garrod joined the meeting for this item.

This item was minuted as confidential.

Mike Garrod left the meeting.

8 Financial Dashboard – Paper GBF&GP20/1059

Martin Peat introduced the paper and updated Governors on the ESFA financial assessment and dashboard rating of the College. He explained that:

- The ESFA utilise College financial returns twice a year to assess the financial performance.
- Three key performance indicators are used with a points scoring table to grade the College and they have confirmed that MidKent College remains in 'Outstanding' financial health. It is judged in a Group basis using the Finance Record for 2019/20 and 2020/21.
- The dashboard indicates whether Colleges are likely to need financial intervention and also benchmarks against the sector.
- The most notable change from previous years is the sector averages regarding pay costs as a percentage to turnover. It has been regularly reported that the sector average should be around the 65% mark, however, it is clear that it is now at 70% and so this is the true benchmark comparator.
- The number of colleges now graded as inadequate has reduced from the 2017/18 high although the number of outstanding colleges has also reduced. Therefore, most are now judged as good.

Member congratulated the College and M Peat for this achievement and gained assurance from the rating.

9 College Estates Strategy Update

Martin Peat informed members that the Executive are progressing this Strategy and will continue through the summer to link other College Strategies such as ICT and Curriculum.

An update will therefore be available for the next meeting.

Action: M Peat

Standing Item for Information:

10 Risk Register Review

Martin Peat assured members that all the financial risk on the register have been addressed in the Management accounts. Members were reminded that the full College Risk Register is available on Board Intelligence.

Annual Review Items

11 Annual Review of the Terms of Reference – Paper GBF&GP20/1060

Members were reminded that as part of the annual self-assessment the Committee review their terms of reference to ensure they are fit for purpose.

Members noted the minor amendments of language presented in tracked changes and **approved** the document for recommendation to the Governing Body.

Action: Chair

12 Committee Self-assessment 2020/21 & Improvement plan for 2021/22 – Paper GBF&GP20/1061

The Chair thanked members for the detailed out-of-committee discussion which has been captured in the amended improvement plan.

It was felt that further work was required to ensure the plan includes all the actions needed to improve the Committee and therefore this will be considered further out-of-committee but must be ready to recommend to the Governing Body before they consider their Governance Self-assessment in the new academic year.

Action: Chair/Clerk

13 Any Other Business

Agenda for 23 September 2021 was agreed and members discussed Deep Dive topics. The following were agreed:

- Estates Strategy
- Sustainability
- Funding Training

The Chair asked for further ideas to be communicate out-of-committee.

Action: Members

Members were reminded that it was requested at the last Governing Body meeting that the F&GP Committee considered a possible Covid reward for staff. Various options were discussed and costed but members noted that overtime payments had been made as required and other reward schemes are in place. They also noted that no posts were furloughed and jobs remained secure throughout the pandemic and College closure. Therefore, the Committee agreed that no further action was required and the public funds would be better utilised in other ways.

Members noted this was Nikki Swain's last Committee meeting and the Chair thanked for her contributions to the Committee during her co-opted year. Members wished her well in the future.

14 Date of Meeting dates for 2021/22

Additional Committee Self-assessment meeting - date TBA

Members noted the dates and that all meetings will be on Thursday's at 5pm

- 23 September 2021
- 11 November 2021
- 16 November 2021 - Join the start of R&A Committee for Joint meeting
- 3 March 2022
- 5 May 2022
- 23 June 2022

The meeting closed at 19.11.