



MidKent College

GOVERNING BODY

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the Finance and General Purposes Committee held on Thursday 23 September 2021 at 1700hrs via Zoom.

Present:

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

In attendance:	Ms C Burkin	Clerk to the Governing Body
	Mr C Hare	Executive Director of Employer & Corporate Services
	Ms S Mott	HR – Item 6 only
	Mr M Peat	Executive Director of Finance & Estates
	Mrs J Thompson	Head of HR for item 6 only

1 Declarations of Interest

The following members' interests are numbered and referenced on the Declaration of Interest log dated 23 September 2021; Mr M Cook (3); Mr S Cook (4); Miss A Currie (5); Mr D Gagie (7) and Mrs A Orhiere (10).

2 Apologies for Absence

Apologies were received from Mr M Blanning.

Minutes of the meeting held on 23 June 2021

The minutes of the meeting held on 23 June 2021, Paper GBF&GP20/1062, and confidential minutes GBF&GP20/1062a were accepted as a true record and signed digitally by the Chair.

Chair.....*Digitally signed by Chair*.....

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3 Matters Arising and Outstanding Matters Report

There were no matters arising.

Members discussed Paper GBF&GP21/1063, the Outstanding Matters Report.

- No 1. Estates MLPs – the Estates Strategy will be presented at the next meeting and will act as a guide to the MLPs. **Ongoing.**
- No 2. Carbon footbridge – External Company have been engaged and actions are being taken. **Complete.**
Charter to be signed by the College. **Complete.**
- No 3. Estates Strategy – to be presented at the next meeting. **Ongoing.**
- No 4. HR Update – career progression is included in item 6. **Complete.**
- No 5. Management Accounts April 2021 – narrative to be linked to strategic plan. **Ongoing.**
- No 6. Proposed Group Budget 2021/22 – approved at Governing Body. **Complete.**
- No 7. Annual Review of Committee Terms of Reference – approved at Governing Body. **Complete.**
- No 8. Committee SAR/IP – approved at Governing Body. **Complete.**

S Cook informed members that he will be presenting the Investment Strategy at the next meeting. The presentation will include possible capex; links to the Estates Strategy; long term investments for the Group and links to the College Strategic Plan. Members looked forward to the debate at Committee to establish the principles for further discussion at Governing Body in December.

Action: S Cook

4 HR Annual Report 2020/21- GBF&GP21/1064

Julia Thompson and Sarah Mott joined the meeting to present the following papers. The Annual Report summarised the developments in the College's workforce during the academic year ending July 2021. This included the latest data MLPs which highlighted:

- Sickness rates had improved possibly due to more staff working at home during the pandemic.
- Aspiring Managers development – member found this encouraging and an opportunity to 'grow your own'.
- Staff turnover had also improved during this period but new staff turnover was higher possible due to Covid and the anxiety of coming back into College environment. Therefore, extra support and training is being offered. Members discussed the impact of the difficulties in recruiting and retaining staff in the trades and encouraged the College to explore all options in this area including pay. Members recognised the nationwide skills shortage. Members asked for further details on progress with staff recruitment and turnover at the next meeting with a possible brain storm to assist the College in this difficult area.

Action: J Thompson/Committee

J Thompson informed the Committee that future HR updates would focus on themes to give more in-depth detail alongside the usual MLPs for data. Themes were agreed:

1. Wellbeing – November 2021
2. Recruitment – March 2022
3. Learning & Development (L&D) – May 2022
4. Exit Interviews – June 2022

Gender Pay Report 2021 – reported the following:

- Mean Pay gap has been reduced by 1.67%
- Median Pay gap has been reduced by 3.94%
- Increased number of male staff in the lower quartile has been maintained.
- 1% increase in female staff in the upper quartile
- Voluntary inclusion of ethnicity & disability pay gap information

Members noted the College is working to further reduce and gaps with positive effect.

Equal Pay Audit 2021 – reported the following:

- Report indicated that progress is being made to reduce any significant gaps in pay by the review of pay scales.
- No significant risks at present in respect of either gender, disability or ethnicity.

Members noted the positive impact around ethnicity data but recognised less impact with disability as not all disabilities are declared. The College is planning a review of the pay grade system for support staff. It was reported that flexible working is encouraged during an open and transparent recruitment process. Members were assured that all necessary actions are being taken to improve the outcomes of the Gender and Pay audits but they would like further information possibly in the form of a Deep Dive.

Action: Noted

Governors thanked J Thompson and S Mott for the reports and attendance and *they left the meeting.*

5 Draft Management Accounts to the end of July 2021 - Paper GBF&GP21/1065(a).

Martin Peat introduced paper GBF&GP21/1065, the MKC draft management accounts to the end of July 2021 and paper GBF&GP21/1065a, the MKCTS draft management accounts to the end of July 2021.

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

Members accepted the accounts and thanked M Peat.

7 Student Enrolment – Financial Impact – Paper GBF&GP21/1066

This item was minuted as confidential.

Members noted the update.

8 Policies for Approval:

ICT Policy 2021/22 - After discussions with Chris Hare, it has been advised that due to the limited changes that are required annual to the ICT Policy, that this becomes a 2 year review window. Therefore the ICT Policy for 2020-21 was resubmitted for 2021-22 with no changes. Members **approved**.

Relocation Policy 2021 - The Policy has been circulated to members outside of Committee as the College was keen to ensure they had a clear policy on relocation in readiness for recent recruitment. The new policy included potential to offer a relocation package and also temporary accommodation in the form of a partly furnished flat the College has available. Its purpose is to ensure that costs are controlled and there is a clear understanding of expectations for both parties. Members ratified the **approval** of the Policy for **recommendation** the Governing Body.

Action: Chair

Update from Standing Items:-

9 Estates & Facilities Update

Martin Peat introduced paper GBF&GP21/1069 and members received updates on: Capital grant progress; works completed for the new academic year; Lower Lines Park; the Facilities Department; Catering; new facilities created; Estates Strategy to be presented at the next meeting and Health and Safety update.

Members thanked M Peat for the update.

10 Risk Register Review

Martin Peat ensured members that the financial risks are covered in the risk register and are monitored regularly. The commentary to the accounts highlighted any areas of risk directly related to the forecast and potential impact on future funding.

11 Any Other Business

Members discussed the Deep Dive topics for the year which can either be for further information or for training purposes:

- Investment Strategy – presentation at Committee (SC)
- Estates Strategy
- Further understanding of HR items such as:

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- Wellbeing
- Recruitment
- Understanding Gender Pay
- Staff Development

All the above to be linked to the Operational Plans.

Members requested that key financial matrix are pulled out of the management accounts with more detail available to highlight issues or trends.

Action: M Peat

The agenda for 11 November 2021 was approved.

12 Date of Next Meeting

The next meeting is scheduled for Thursday 11 November 2021 at 5pm.

The Joint meeting with GR&A Committee is scheduled for Tuesday 16 November 2021 at 5pm.

The meeting closed at 18.58.