



**MidKent College**

**GOVERNING BODY**

**FINANCE AND RESOURCES COMMITTEE**

Minutes of the meeting of the Finance and Resources Committee held on Thursday 10 November 2022 at 17.00hrs on Teams.

**Present:**

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

<b>In attendance:</b>	Ms C Burkin	Clerk to the Governing Body
	Ms S Collier	Observer
	Mr C Hare	Executive Director of Employers & Corporate Services
	Mr M Peat	Executive Director of Finance & Estates

**1 Declarations of Interest**

The members' interests are numbered and referenced on the Declaration of Interest log which can be obtained from the Clerk.

**2 Apologies for Absence**

None were received.

**3 Minutes of the meeting held on 29 September 2022**

The minutes and confidential minutes, of the meeting held on 29 September 2022, Paper GBF&R22/1122a, were accepted as a true record and signed by the Chair.

Minutes from the Extraordinary meeting held on 31 October 2022 Paper GBF&R22/1124, were accepted as a true record and signed by the Chair

*a. currie*

#### 4 Matters Arising and Outstanding Matters Report

Members discussed Paper GBF&R22/1125, the Outstanding Matters Report.

- No 1. Deep Dive - Investment Strategy – **Completed** under item 9.
- No 2. Estates Strategy - Exec have taken all of the principles and information from the P Marsh work and are collating this into a proposed Estate Strategy Document to be completed by the end of 2022. **Completed**
- No 3. Progress on sustainability at MKC – M Peat to bring the business case for the solar panels to the Committee to review at the next meeting - **Ongoing**
- No 4. Deep Dive - The employment landscape and it's impact on employees - **Completed** under item 6.
- No 5. Student Enrolment – Financial Impact Update - were concerned that the overlap with QTL Committee highlighted a risk and remit need to be clarified. A Currie is meeting the QTL Chair to discuss and will report back at the next meeting. **Ongoing.**
- No 6. ICT Policy 2022/24 – approved at Governing Body. **Complete.**
- No 7. Estates & Facilities Update - the panel to appoint the new Cleaning Contractors. Tenders, returned, contractors interviewed for clarification and recommendation was completed. The contract has been awarded and handover will commence on 9 January 2023 – **Complete.**
- No 8. Committee name to Finance and Resources – approved by the Governing Body. **Complete.**
- No 9. Pay Award - Discussed at Governing Body & F&R Committee have held an Extraordinary meeting to finalise. The meeting was held on 31 October 2022 and decision made. **Complete.**

#### 5 Progress on Sustainability at MKC – Paper GBF&R22/1126

M Peat introduced the item and Cristal Li, Sustainability Officer, joined the meeting to update members on progress.

C Li reminded members that the College aims is to be carbon neutral by 2030 and to do this they are focusing on four main areas. She gave a presentation to update members on the work she and her colleagues are undertaking for the College to reach this target and the work with the student body. They also noted she is networking with other colleges to share ideas

Members thanked C Li for the update.

M Peat updated members regarding the submission of an application for a Salix grant to part fund the capital works relating to the Hillside work that had been commissioned.

Members discussed and **approved** is the formation of a Governance Project Group to oversee and make recommendations for the project works as they

*a. anie*

progress. They discuss the request for two Governors who have some expertise in sustainability and/or finance and procurement, to form the Group with the Exec Director of Finance and Estates. It was requested that Terms of Reference for the Group with clear expectations and time commitment, as circulate to members before a decision is made.

**Action: M Peat by 16/11/22**

**6 HR Focus – Part 2 - employment landscape and it's impact on employees' – Paper GBF&R22/1127a-c**

Chris Hare presented the report which had been written following a request from the Committee for clarification on how existing aims can be better achieved and the impact demonstrated.

Members noted the proactive approach the College is taking to attract staff to the College and to retain them with a recruitment officer employed to go to events and raise awareness of the College as an employer. The College is also working collaboratively with KFE to address the common challenge of recruitment across the sector and locality. Members also noted an improvement in retention data and were encouraged by the number of aspiring managers progressing to management posts within the College.

Chris Hare also presented the HR MLP report and members noted updated figures since the paper was written:

- New starter induction completion – 79.41%
- Absence – neutral at 9 days
- Turnover – down to 14.36%

Members challenged the impact recruitment could have on the student experience and were assured the College has access to a bank of staff to cover short term absences to mitigate the impact on students. The Exec are mindful of the impact of sickness on the establishment and monitor this weekly at Business Continuity. The Committee asked for details of specific areas of disruption in the next report.

**Action: J Thompson**

Two policies were presented for approval:

- Whistleblowing Policy – no changes – presented as a renewal – the policy is based on the Expert HR and JISC best practice template. Members asked, and were assured, that staff are aware of the policy and it is easily accessible. Members discussed the discloser procedure. They questioned if it was clear who people should go to and wanted assurance that appropriate management level are available so all feel safe and comfortable to make a disclosure – the policy was **approved in principle** with C Hare to action and reflect on the comments made.
- Relocation Policy – changes highlighted – members reviewed and **approved** the policy.

*a. anie*

**Recommendation to Governing Body:**

- Whistleblowing Policy – **approved in principle.**
- Relocation Policy – **approved.**

Members thanked the team for the update and **agreed** recommendations.

**Action: A Currie**

*Marin Cook left the meeting*

**7 Draft Management Accounts to the end of September 2022**

Martin Peat introduced paper GBF&R22/1128, the MKC draft management accounts and the MKCTS draft management accounts to the end of September 2022.

*This item was minuted as confidential.*

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

**8 Policies for approval:**

The following policies were presented for approval and recommendation to the Governing Body:

- Tuition & Exam Fee Policy 2023/24 – refreshed with no increase or reduction in fees – **approved.**
- Apprenticeship Tuition & Exam Fee Policy 2023/24 - refreshed with no increase or reduction in fees - **approved**
- Short term Treasury Policy 2023/24 – M Peat explained the split from the long-term policy for investment. The short-term policy manages the day to day working capital. Members noted no risk but asked that the A ratings are checked before recommending to the Governing Body - **approved.**
- Procurement Policy 2023/24 – small change regarding sustainability. Members asked that the appendix table is reviewed with regard to inflation – **approved in principle.** M Peat was requested to circulate to members following amendments and before recommending to the Governing Body.

**Action: M Peat**

Members thanked M Peat for the updated policies and **agreed** to recommend to the Governing Body following M Peat reviews.

**Action: A Currie**

**Update from Standing Items:**

**9 Investment Fund Update – Paper GBF&R22/1133**

Martin Peat updated members on the current position regarding the Investment Fund.

*a. currie*

Members noted that all the required Charles Stanley forms are now completed and signed. Four of the forms/documents have been certified by the College lawyer as a true copy of the original as required. These have been submitted to Charles Stanley who will complete the process of approval to open the account.

M Peat referred to the Long-term Treasury Policy and the process of approval to transfer funds to and interest from, the account once opened. This is a currently set at £5m for F&R Committee approval and over £5m for Governing Body approval, where the signed minutes act as the authority. The Committee asked M Peat to discuss and gain advice on the current amounts from Charles Stanley before these are set in the Policy.

**Action: M Peat**

Members noted that once the fund is opened, a meeting is to be arranged with the Chair of F&R and the Exec Director of Finance and Estates with Charles Stanley to review the timing recommended for the first tranche and subsequent tranches of investment.

**Action: M Peat**

Members **approved in principle** the Long-Term Investment Strategy Policy 2022/23 for recommendation to the Governing Body once advice has been gained.

**Action: A Currie**

## 10 Risk Register Review

Martin Peat ensured members that the financial risks are covered in Management Accounts and are monitored regularly. The full Risk Register is available to Governors on Board Intelligence. 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

Agenda for 2/3/23 – approved with the addition of the ICT Operational Plan and the Deep Dive agreed as Inflation Implications Review.

A Currie updated members on information she had gained from attending the AOC Finance and Audit Chairs meeting on 7 November 2022. Members has access to the slides from the AOC presentation these covered the ONS review, ESFA yearend change to March and the upcoming spending review.

*a. currie*

**12 Date of Next Meeting**

The next meeting is scheduled for Tuesday 15 November 2022 and is the Joint meeting with GR&A Committee. Members are welcome to attend the Closed Session with Auditors at 5pm.

The next F&R Committee meeting is scheduled for Thursday 2 March 2023 at 5pm on Teams.

The meeting closed at 19.16hrs.

*a. Anie*