

STRICTLY CONFIDENTIAL



MidKent College

GOVERNING BODY

FINANCE AND RESOURCES COMMITTEE

Minutes of the meeting of the Finance and Resources Committee held on Thursday 23 June 2023 at 17.00hrs on Teams.

Present:

| | |
|---------------|---------------|
| Miss A Currie | Chair |
| Mr M Cook | GB Chair |
| Mr S Cook | Principal/CEO |
| Mr D Gagie | |
| Ms A Orhiere | |
| Mr M Prentis | Co-opted |

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|-----------------------|-----------------|--|
| In attendance: | Ms C Burkin | Clerk to the Governing Body |
| | Mr C Hare | Executive Director of Employers & Corporate Services |
| | Mr W Herring | HR for item 7 |
| | Dr J Mawby | Executive Director of Curriculum & Quality |
| | Mr M Peat | Executive Director of Finance & Estates |
| | Mrs A Woodhouse | Governor for item 6. |

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

Apologies were received from Mrs M Quadri.

3 Minutes of the meeting held on 9 May 2023

Following a couple of points of clarification, the minutes of the meeting held on 9 May 2023, Paper GBF&R22/1156(a), were accepted as a true record and signed by the Chair.

4 Matters Arising and Outstanding Matters Report

Members discussed Paper GBF&R22/1157, the Outstanding Matters Report.

- No 1. OneDrive training video for Governors – these have been made and are waiting approval for circulation. **Ongoing.**
- No 2. HR Report - Leaver's data – members asked for further analysis to see if any patterns are emerging. **Complete** – included in item 7.
- No 3. Outline Budget for 2023/24 & Business Planning Update. Discussed under Item 6. **Ongoing.**
- No 4. Estates Strategy. **Ongoing** – included in the Committee improvement plan.
- No 5. Modern Slavery & Human Trafficking Statement 2023/24. **Complete.**
- No 6. Progress on sustainability at MKC – VAT. M Peat is awaiting advice. **Ongoing.**
- No 7. Investment Strategy – the third tranche has been transferred and the quarterly update will be given at the next meeting. **Complete.**

5 Draft Management Accounts to the end of April 2023

Martin Peat introduced paper GBF&R22/1158, the MKC draft management accounts and the MKCTS draft management accounts to the end of April 2023 for approval.

This item was minutes as confidential due to the content.

Members discussed the content of the item and **accepted** the accounts.

Angela Woodhouse joined the meeting.

6 Draft Group Budget for 2023/24 – Paper GBF&R22/1159

Martin Peat gave a presentation to introduce the item asking members to note and discuss the Group, College and subsidiary draft budget, ready for recommend to the Governing Body.

This item was minutes as confidential due to the content.

Members thanked M Peat and his team for all the hard work in preparing the papers. They **agreed** that the Chair and M Peat would continue to strengthen the Group Budget paper before it is presented to the Governing Body.

Action: M Peat/A Currie

7 HR Update including MLPs and Focus Item: Staff engagement. Paper GBF&R22/1160

Wade Herring joined the meeting to present the paper which provided the Committee with an update of the HR departments performance against its

MLP's to the end of May 2023 and information on employee engagement and the current and future ways that the College engages with staff.

Members noted the following points:

- Full staff compliance for mandatory training in Safeguarding and Prevent with no mandatory training reported below 98.42%.
- Advert to offer lead time stable despite the labour market challenges.
- Recent successes in hard to fill roles.
- Staff turnover stable and consistent with recent years.
- Staff leaving for a new challenge remains the biggest reason for leaving for support and teaching staff.
- Analysis has been undertaken as requested re turnover and leavers data, and did not show that this effects one particular department. It did however show some concerns which are being explored. It was agreed that EDI data could be reported separately as a priority area and presented under the protected characteristics to highlight any patterns of concern.
- Absence days lost continues to fall following the peak of last year and is at its lowest in the last 18 months.
- Recruitment and retention of staff remains a priority.

W Herring also reported on Staff Engagement as a focus area for the Committee. He explained to members the various ways the College currently engages with staff including, Principal's briefings, focus days and wellbeing days. Members asked about surveys and were reminded of the pulse surveys conducted with staff as they have proved more effective. They were informed of a pilot being conducted with an engagement platform.

Members discussed possible themes for focus at next year's meetings and W Herring shared some ideas. The Chair asked HR to think offline about what the Committee would learn from these themes and how it would add value to the Board's knowledge and to enable them to further support Management.

Action: W Herring/ C Hare

Members thanked W Herring for the update and for keeping the Committee informed in the absence of the Director of People, and *he left the meeting*.

Standing items received for information:

8 Progress on sustainability at MKC – Paper GBF&R22/1161

Martin Peat updated members on sustainability progress towards the target to be carbon neutral by 2030.

He gave members an update on the decarbonisation projects taking place in the College which the Governance Board continue to oversee. He informed members that the tendering process for the decarbonisation projects was creating positive interest. Members were also informed that three more bore holes are being dug at Medway to test the ground and will be used in the final

structure. Planning applications for both campuses have been submitted to local councils and this is progressing. Some staff and Governors are visiting another College who are leading on such projects, but members noted that MidKent College is also being recognised as leading in this field. The College is working on further promotion.

Other sustainability projects include the new recycling bins are in place at the College and being promoted to all staff and students. M Peat also reported on lessons learned during the national initiative 'No Mow May' and the 'Hedgehog Friendly Campus', deciding that signage is required to explain why some areas look less kept.

Members thanked M Peat for the update and agreed the College needs to promote its progress and investment in sustainability.

9 Risk Register Review

M Peat informed members of the risks in the operational risk register that relate to the Committee. He gave assurance that the high risks had been covered by the management accounts and budget items and noted the four medium risks.

The Chair asked that a paper on the relevant risks is presented at each meeting to ensure the Committee are fully aware of the items and mitigation.

Action: M Peat

Members were informed of an internal audit report regarding MIS which raised some management points regarding student data that could potentially cause a clawback. M Peat assured members that the MIS manager has mitigated this for future years and the current risk is very small. One member of the Committee, who also attends the GR&A Committee, gave assurance and reported no concerns.

Annual Review Items:

10 Annual Review of the Terms of Reference – Paper GBF&R22/1162

As part of the Committee self-assessment, they review the Terms of Reference, and these were presented with amendments in tracked changes for discussion.

Members **agreed** the document for **recommendation** to the Governing Body.

11 Committee Self-assessment 2022/23 & Improvement Plan for 2023/24 – Paper GBF&R22/1163

Members were reminded that self-assessment is a vital part of the Committees cycle of business and informs the Governing Body of how well the Committee is carrying out its duties.

An improvement plan for 2023/24 had been drafted by the Chair and Clerk and members reviewed the document whilst reflecting their duties in their terms of reference.

After some discussion and suggested amendments, the draft improvement plan for 2023/24 was agreed for **recommendation** to the Governing Body.

Action: A Currie

12 Any Other Business

Draft agenda for 27/9/23 – it was agreed that Medway School of Arts (MSA) and Estates Strategy will be included on the agenda. Members noted that the student enrolment item will only show an early indication as it is before the ESFA submission.

Members asked for, and were given, a brief update on progress with the MSA which is on track.

It was agreed that if members acquire useful information from external events attended, they will share with colleagues via the Clerk.

13 Meeting dates for 2023/24

Members noted the following dates:

- 27 September 2023
- 15 November 2023
- 23 November 2023 Joint with GR&A
- 28 February 2024
- 8 May 2024
- 19 June 2024

The meeting closed at 19.21.