



MidKent College

GOVERNING BODY

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the Finance and General Purposes Committee held on Thursday 29 September 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

In attendance: Ms C Burkin Clerk to the Governing Body
Mr C Hare Executive Director of Employers & Corporate Services
Ms S Mott HR for Item 5
Mr M Peat Executive Director of Finance & Estates
Mrs J Thompson HR for Item 5

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 23 June 2022

The minutes of the meeting held on 23 June 2022, Paper GBF&GP22/1112, were accepted as a true record and electronically signed by the Chair.

4 Matters Arising and Outstanding Matters Report

Members discussed Paper GBF&GP22/1113, the Outstanding Matters Report.

a. Currie

- No 1. Deep Dive - Investment Strategy – the fund managers were approved by the Governing Body and an update was presented as item 9. The Investment Strategy remains **ongoing**.
- No 2. Estates Strategy - Exec aim to review the curriculum strategy and map it against the estates data to form an action plan to address areas where curriculum is either split or has inadequate or too much resource – **ongoing**.
- No 3. HR Update - Exit Interviews – members asked for a variance and comparison to be include in future reports to measure the impact. Included in item 5 – **complete**.
- No 4. Draft Group Budget for 2022/23 – approved by the Governing Body in July 2022 – **complete**.
- No 5. Sustainability - two new Sustainability Officers have been recruited to the College and invited them to feedback at the November meeting.
- M Peat would put together a business case for the solar panels for the Committee to review at the next meeting. **Ongoing**
- No 6. Annual Review of the Terms of Reference - approved by the Governing Body in July 2022 – **complete**.
- No 7. Committee Self-assessment 2021/22 & Improvement Plan for 2022/23 - approved by the Governing Body in July 2022 – **complete**.
- No 8. Accounts – A Task & Finish Group was formed to review the format and presentation of the Management Accounts going forward. Members were agreed as A Orhiere and D Gagie. **Complete**.
- No 9. Group Budget – Confidential item - Pay Award - non-consolidated payment agreed - Exec to take this forward. **Completed**.

5 HR Update Paper GBF&GP22/1114a-d

Julia Thompson and Sarah Mott joined the meeting to introduce the HR papers:

- a) HR Update – members noted the following key points raised:
- Voluntary labour turnover continues to rise as staff consider lifestyle changes following the pandemic.
 - Absence including Covid 19 is up year on year. Members were concerned about sickness levels and the pressure this puts on staff covering. HR reported a focus on supporting staff back into work with coaches, wellbeing and Benenden. The College is working hard to manage this and considering various options. The HR Link Governor is consulted and kept informed.

a. Orhiere

- Mandatory training continues to be monitored with additional support for some staff.
 - Staff induction – Members challenged the data and were assured that the aim is for all new staff to be inducted before the start of term but sometimes there are delays. This is monitored to ensure induction is completed.
- b) Gender Pay Report 2022 – members noted that the Gender Pay Report is a statutory return required by the Government and must be published on the Government website no later than the 31st March 2023.

They noted the following content:

- Mean Pay gap has increased by 2.79%
- Median Pay gap has increased by 3.82%
- Majority of the increase can be traced to the departure of the most senior female member of staff. S Mott explained that one small change can affect the data, as it is very sensitive.
- Increased representation of female staff in lower middle & upper middle quartiles.
- No change in the percentage of female staff in the upper quartile.
- Voluntary inclusion of ethnicity & disability pay gap information has increased.

Members checked and were assured that all policies and processes are followed when recruiting staff and the College is mindful of Gender and Equal Pay guidance. They also noted that some flexibility is required to stop policy and procedures hindering some difficult to recruit areas, but this is strictly monitored.

S Mott informed members that the College is encouraging progression within the College and that a high percentage of staff on the Aspiring Managers course are female.

- c) Equal Pay Audit 2022 – members noted that the report indicated that progress is being made to reduce any significant gaps in pay by the review of pay scales. There were no significant risks at present in respect of either gender, disability or ethnicity. Work continues to update and formalise the College pay scales, including management spine to reduce the number of points. Members agreed the College was in a good position but asked that this is continually monitored and flag any issue to the Committee as early as possible.

S Mott left the meeting.

- d) Deep Dive - The employment landscape and it's impact on employees.

J Thompson introduced the report which highlighted the College's role as an employer in addressing issues that are not just transactional in order to improve job quality and the current and future trends in the world of work

a. arie

and our approach to these. One area of focus is the digital upskilling of staff and this is included in the operation plan. Flexible working is also an important factor but within the restrictions of an educational environment where students need to be taught face to face, although some flexibility can be considered.

J Thompson reported that staff are receiving additional support in area such as wellbeing and financial health. Members asked how existing aims can be better achieved and demonstrate the impact. Feedback was requested for the next meeting. Members acknowledged that many businesses are considering similar options but also noted the argument to waiting to see how the landscape settles. They asked J Thompson to revisit this at the next meeting.

Action: J Thompson

Recommendation to Governing Body:

Gender Pay Report 2022 - **approved**.
Equal Pay Audit 2022 – **approved**.

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

Action: A Currie

J Thompson left the meeting

6 Draft Management Accounts to the end of July 2022

Martin Peat introduced paper GBF&GP22/1115, the MKC draft management accounts and the MKCTS draft management accounts to the end of July 2022.

This item was minuted as confidential due to the content.

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

7 Pay Award 2022/23 – paper GBF&GP22/1116

Simon Cook introduced the Pay Award item and noted that a paper was not tabled.

This item was minuted as confidential.

Members thanks S Cook and discussed the options presented.

8 Student Enrolment – Financial Impact Update – GBF&GP22/1117

a. Currie

Martin Peat introduced the paper which reviewed the student enrolment to date and noted the potential financial impact. He explained the following key points to members:

- The College monitors student enrolment against both the business plan (budget) and the funding allocations, on a daily basis, during the first few weeks of term.
- The variances are reviewed by group and matched to the staffing resource to analyse where additional staff are required. These are then agreed to be advertised and recruited. Where there is over staffing, decisions are made as to how to reduce the levels or to accept the variance for a period whilst the term settles.
- The College has met its funding allocation for 16-18 as at the current date. However, until the 42-day funding period has passed, student attrition is likely to reduce the number below the allocation. This is exactly the same position that the College presented at this point last year.
- Apprenticeship numbers are good but difficult to predict therefore an update can be given at the next meeting when numbers have settled.

Members thanked M Peat for the update. They were concerned that the overlap with QTL Committee highlighted a risk and remit need to be clarified.

Action: A Currie/Chairs

9 Investment Fund Update – GBF&GP22/1118

Martin Peat and Alison Currie updated members on progress with the investment fund. Members were informed that Alison Currie has been appointed the Investment Liaison Governor for an interim period whilst Governor recruitment takes place.

Members noted that the College has completed and returned the forms required to open the account as a first draft other than the risk profile questionnaire which was included in the papers for Committee consideration. Members requested that M Peat ask Charles Stanley for advice with regard to the tolerance of low to medium risk and also get advice from the lawyers. M Peat was asked to then inform members outside of Committee when the form can then be agreed and completed.

Action: M Peat

Members thanked M Peat for the update.

10 ICT Policy 2022/24 - GBF&GP22/1119

Chris Hare introduced the policy on behalf of the author.

The ICT Policy had been updated for the 2022-2024 academic year and was presented with additions identified and highlighted in yellow.

a. currie

Members noted the additions have been made since the College received the Cyber Essential Plus accreditation and congratulated the team.

Members **approved** the policy, following final proofing, for **recommendation** to the Governing Body.

Action: C Hare/A Currie

Standing items received for information

11 Estates & Facilities Update - GBF&GP22/1120

Martin Peat introduced the report which gave members a brief update on works being undertaken or completed.

He highlighted the change in health & safety sub-contractor and asked for volunteers from the Committee to sit on the panel to appoint the new Cleaning Contractors.

Action: M Peat

The report also included details of College properties and members were assured that all HMRC guidelines are adhered too and the properties are used as part of the College's relocation policy.

Members thanked M Peat for the update.

[A Orhiere left the meeting](#)

12 Progress on sustainability at MKC - GBF&GP22/1121

Martin Peat updated members of the progress on the sustainability agenda and works being undertaken. Members noted the number of initiatives all taking place concurrently and available to view at [Sustainability - Home \(sharepoint.com\)](#)

The report also included the College gas and electricity supply costs which contained estimated increase from the current known prices and showed significant changes from the current rates when they expire in July 2023. The College will continue to monitor such costs.

Members looked forward to meeting other members of the team at the next meeting and thanked M Peat for the update.

13 Risk Register Review

a. currie

Martin Peat ensured members that the financial risks are covered in the risk register 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.

14 Any Other Business

The agenda for 10 November 2022 was agreed.

The following were suggested as areas of focus for HR reports taking into consideration the HR cycle. Members found these most helpful and agreed:

1. Update on deep dive - The employment landscape and its impact on employees'
2. CPD and Industrial Updating
3. Succession Planning
4. Staff Engagement
5. Job Evaluation

Members noted previous discussion regarding changing the Committee name to Finance and Resources and agreed to **recommend** this to the S&G Committee.

Action: A Currie ✓

The Chair thanked colleagues for the comprehensive papers and good debate.

15 Date of Next Meeting

The next meeting is scheduled for Thursday 10 November 2022.

The Joint meeting with GR&A Committee is scheduled for Tuesday 15 November 2022 at 5pm

The meeting closed at 19.41.

a. Currie