



**MidKent College**

**GOVERNING BODY**

**FINANCE AND RESOURCES COMMITTEE**

Minutes of the meeting of the Finance and Resources Committee held on Thursday 16 November 2023 at 17.00hrs on Teams.

**Present:**

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

<b>In attendance:</b>	Ms C Burkin	Clerk to the Governing Body
	Mr C Hare	Executive Director of Employers & Corporate Services
	Mr W Herring	HR for item 5 & 6
	Mr M Peat	Executive Director of Finance & Estates
	Mrs J Thompson	HR for Item 5 & 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 Ms A Orhiere and Mrs M Quadri.

**Minutes of the meeting held on 27 September 2023**

The minutes of the meeting held on 27 September 2023, Paper GBF&R23/1174, and confidential minutes were accepted as a true record and signed by the Chair.

### 3 Matters Arising and Outstanding Matters Report

Members discussed Paper GBF&R23/1175, the Outstanding Matters Report.

No 1. Estates Strategy – item 8 – **in progress**.

No 2. HR MLPS – trends to be included in the report – item 5 – **Complete**.

No 3. Pay Award – **Complete**.

No 4. ICT Policy – Item 9 - **Complete**.

No 5. Decarbonisation Project – item 11 - **Complete**.

### 4 Workforce Update – Paper No GBF&R23/1176

Julia Thompson and Wade Herring joined the meeting to update members on the MLPs to 30 September 2023.

Members noted that mandatory training remains at 100% compliance with the time to recruit showing an increase and the exit interview completions being reduced. They discussed reasons for the changes in data such as long-term sickness and possible trends and actions to be taken. The Committee challenged and discussed the establishment data but were assured by the robust weekly monitoring. They were also reassured that the recruitment process is robustly managed by experienced staff. Leavers and absence data is also well monitored with HR and the Principal.

Employee Disciplinary Policy – J Thompson explained that Section 12 - Criminal Offences In and Outside Employment, had been completely re-written to tighten up the College's approach should the Police be involved in a case where a member of staff is being investigated. Members **approved** the policy for **recommendation** to the Governing Body.

**Action: A Currie**

Members thanks J Thompson and W Herring for the update.

### 5 Deep Dive – Workforce recruitment and retention Paper No GBF&R23/1177

Julia Thompson updated members on the following points:

- Some difficult to fill posts remain problematic due to national shortages.
- Retention continues to be a challenge as the labour market is 'loose'.
- Career development opportunities for employees through success planning and internal development.

Members discussed the points raised in detail. They noted the College pays the real living wage to ensure competitive salaries and a new HR system is being implemented to ensure a smoother infrastructure and recruitment process. The Aspiring Managers initiative has been launched again this year with a high number of applicants for commencement in April 2024.

S Cook updated members on the positive position with the trade union with the dispute resolved and strike risk reduced.

It was noted that J Thompson is leaving, and members thanked her for all the work she had done for the College and Board and wished her well in the future. Recruitment for a replacement post is underway.

Members thanked J Thompson for the paper, and [she and Wade left the meeting.](#)

**6 Draft Management Accounts to the end of September 2023 Paper No GBF&R23/1178**

Martin Peat introduced paper GBF&R23/1178, the MKC draft management accounts and the MKCTS draft management accounts to the end of September 2023.

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

Members were also informed that the College has received an outstanding financial health rating from the ESFA again for 2023 – 2025 (Appendix A).

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

[Mike Prentis left the meeting.](#)

**8 Estates Strategy Progress update - Paper No GBF&R23/1179**

Martin Peat informed members that Steve Smith from SXS Consulting, has been recruited on a part time basis for two years to assist in formulating the strategy and also to deliver some of the objectives.

M Peat gave a presentation outlining the strategy and members noted the structure and timescales. It was noted that S Smith is already assisting with the LSIF project and advising on capital plans and also the capital grant income. Members noted that the previous work undertaken to establish the College's utilisation has been fed into the strategy structure.

The final draft of the strategy will be presented to the Finance and Resources Committee in February 2024 for recommendation and approval.

**Action: M Peat 28/2/24**

**9 Policies for review: Paper No GBF&R23/1180 - 1181**

ICT Policy 2024/25 (amendment) - GBF&R23/1180 – P Hogben informed members of the additional information added to the policy regarding the amendment to Bring your own device (BYOD) and the College controls. It was noted that personal devices can still be used but must be registered. M Cook asked to discuss further outside the meeting, the impact on Governors. Members thanked P Hogben and the ICT Team for the work undertaken to

ensure the College is compliant. Members **approved** the amendment. The full ICT Policy will be reviewed within the next cycle in 2024/25.

Tuition & Exam Fee Policy 2024/25 - GBF&R23/1181 – M Peat introduced the changes to the policy, and it was **approved** by the Committee for **recommendation** to the Governing Body. Members noted the fees have not been increased but are pitched at the equivalent of ESFA funding.

Employee Disciplinary Policy discussed under item 5 and **approved** for **recommendation** to the Governing Body.

**Action: A Currie**

The following policies were reviewed outside the meeting by the owners. In line with the policy register guidance, as they only had minor changes, they were not required to be approved by Committee but are noted for reference.

- Apprenticeship Tuition & Exam Fee Policy 2024/25
- Short term Treasury Policy 2024/25
- Procurement Policy 2024/25

## **10 Keeping Children Safe in Education (KCSiE) - Paper No GBF&R23/1182**

Paul Hogben gave a presentation to members on the new KCSiE filtering and monitoring requirements following the legislation changes in 2023.

He outlined the current solutions, explained the changes and process and members discussed the impact on staff and students. The Committee gained assurance that the requirements are being met and thanked P Hogben and the team and [he left the meeting](#).

### **Standing items received for information:**

## **11 Progress on sustainability at MKC – Paper GBF&R23/1183** (this item was taken earlier in the agenda to ensure M Prentis could contribute)

Martin Peat updated members on the decarbonisation project.

He reported a delay with the main contractor and the latest project costs per campus and members were assured that the contractors being considered have the required skills and expertise.

Members noted the plan for Maidstone has been fully accepted by Maidstone Borough Council, although there were some challenges, M Peat stated that this element of the project is making excellent progress.

The College has planning consent for the solar rooftop solution as approved by Medway Council and is working with them to submit the planning application that they now require for the air source heat pump plant. The Council are aware of the timeline and the Salix grant pressures. Members asked M Peat to closely monitor the project and ensure the College has the required expertise.

They noted the Governance Sustainability Group are meeting on 22 November 2023 to consider the latest information and will report back on any changes or risks to the project and budget.

Members thanked M Peat for the update.

**12 Risk Register Review - Paper No GBF&R23/1184**

Martin Peat provided a list of relevant risks for this item and actions against each. Members noted the majority have reduced risks and no concerns were raised.

Members noted that the GR&A Committee consider the Strategic Risks at every meeting and the operational risk register is available to all Governors on BI.

They noted that as the Board consider more investment opportunities, the register may need to be amended. They also felt it would be beneficial if the content of the risk section of the summary sheet was strengthened by the authors.

**13 Any Other Business**

The agenda for 28 February 2024 was discussed and amended.

C Hare updated members on the recently awarded LSIF grant. He explained the plans and the conditions of the grant. Members congratulated the College on the receipt of the grant and looked forward to regular updates. C Hare agreed to send a schedule of dates for information and to assist with authorisation of spend.

**Action: C Hare**

**14 Date of Next Meeting**

The date of the next meeting is Wednesday 28 February 2024 at 5pm

The meeting closed at 19.32.