



MidKent College

GOVERNING BODY

FINANCE AND RESOURCES COMMITTEE

Minutes of the meeting of the Finance and Resources Committee held on Wednesday 25 September 2024 at 17.00hrs on Teams.

Present:

Miss A Currie	Chair
Mr S Cook	Principal/CEO
Mr S Jackson	
Ms A Orhiere	

In attendance:

Ms C Burkin	Clerk to the Governing Body
Mr C Hare	Executive Director of Employers & Corporate Services & Deputy CEO
Mr I Beatie	Finance for item 6
Ms A Bowman	HR for item 5
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

Apologies were received from. Mr M Peat, Executive Director of Finance & Estates due to sickness, Mr M Prentis, Mrs M Quadri And Mrs A Woodhouse.

The Chair welcomed Stewart Jackson to the Committee.

3 Minutes of the meeting held on 19 June 2024

The minutes of the meeting held on 19 June 2024, Paper GBF&R24/1218 and confidential minutes were accepted by the Committee as a true record.

4 Matters Arising and Outstanding Matters Report

Members discussed Paper GBF&R24/1219, the Outstanding Matters Report.

No 1. Themes for HR reports have been agreed – **complete**.

No 2. Share Capital – agreed at last meeting – **complete**.

No 3. Draft Group Budget for 2024/25 – Agreed at Governing Body – **complete**.

No 4. Annual Review of the Terms of Reference - Agreed at Governing Body – **complete**.

No 5. Committee Self-assessment 2023/24 & Improvement Plan for 2024/25 - Agreed at Governing Body – **complete**.

5 People Services Team Update – Paper GBF&R24/1220a&b

[Julia Thompson and Andea Bowman joined the meeting](#) to present the paper which provided Governors with the updated data and a review of the year-on-year changes. These included:

Workforce Growth and Stability - significant expansion with 572 employees (486.78 FTE), reflected a year-on-year increase in FTE, particularly in support and teaching staff. Voluntary turnover is at a 10-year low of 11.07%, driven by improved recruitment, onboarding, and the Trade to Teach program.

Mandatory Training and Induction - compliance at 99.82%. Induction process improved with 90% of new starters completing induction within 14 days.

Recruitment and Lead Time from job advert to offer – slight increased at 40 days, reflecting market conditions but still below national averages.

Members thanked J Thompson for the update and they discussed trends in the data and any emerging patterns.

The following were also presented to the Committee:

Gender Pay Report:

- Mean Pay gap has increased by 0.09%
- Median Pay gap has decreased by 5.67%
- Increase in the percentage of female staff in the lower middle quartile (4%) and upper middle quartile (6%)
- Voluntary inclusion of ethnicity & disability pay gap information

Members challenged some of the gaps and were assured by the reasoning behind the data. They were satisfied with the actions the College are taking to reduce the gaps.

Equal Pay Audit for 2024.

- No significant risks at present in respect of either gender, disability or ethnicity.

Members challenged why the data did not include apprentices and were informed that apprentices employed at the College are paid the minimum wage and not apprenticeship wage and therefore not included.

Members thanked the People Services team for the update. They had no concerns and agreed to **recommend** the Gender Pay report to the Governing Body for approval.

Action: A Currie

6 Draft Management Accounts to the end of July 2024 - papers GBF&R24/1221 a & b

Ian Beatie joined the meeting to introduce papers GBF&R24/1221 a&b the MKC draft management accounts and the MKCTS draft management accounts to the end of July 2024, on behalf of Martin Peat.

This item was minuted as confidential.

Members noted a very strong financial performance based on the achievement of growth which generated in year funding and the Group remains in Outstanding financial health.

Members accepted the accounts and thanked I Beatie for attending.

7 Student Enrolment – Financial Impact Update

Simon Cook gave a verbal update and provided the Committee with the latest student enrolment numbers for 16-18 cohort.

Members noted the position is of growth, near to the business plan and the College is in a good position regarding the budget and next year's potential funding as a result.

Members were given details of enrolments at 4,516 students against a funding allocation of 4,106, showing that 10% more students enrolled than are currently funded. Plus detail of withdrawals and targets.

Members discussed the challenges facing the College due to the significant growth including physical space and other resources. They also noted the risk of an increase in the number of students taking English and maths.

Members thanked S Cook for the update and noted the accurate funding position will not be known until the MIS department has completed the ILR.

8 Pay Award 2024/25 - paper GBF&R24/1222

Simon Cook introduced the paper and asked the Committee to agree the proposed terms and outline of the Pay Award to staff for 2024/25 prior to submitting for Governing Body approval, if over the existing approved budget from July 2024.

This item was minuted as confidential.

Members thanked S Cook for the update.

9 Investment Fund Annual Review – Paper GBF&R24/1223

Alison Currie introduced the paper on behalf of Mike Prentis, which gave the Committee an update on the performance of the College's investment portfolio. The Committee also received the Market and portfolio report as at 31 July 2024 from Charles Stanley.

Members noted that the Investment performance had been acceptable over the last year and well managed in line with the mandate given which they felt remained appropriate.

It was noted that the Executive needed to ensure the Governing Body are kept up to date about how the investment funds are being used.

Action: S Cook

Members agreed to the continuation of the Charles Stanley mandate and an unchanged terms and investment approach. It was noted that Ed Stone, from Charles Stanley, will be invited to attend the next Governing Body meeting to give an annual update to the Board in line with the Investment Policy.

Action: Clerk

10 Policy Update

Following review by the owners, minor changes were made to the policies below, to reflect the requirements of Cyber Essentials Plus. As there were only minor changes, the policies were not required to come before the Committee and are listed for reference only:

- ICT Policy 2025/26 (this policy has been split into smaller sections and reviewed with minor changes)
- ICT BYOD Policy (part of the above)

Standing items received for information:

11 Estates & Facilities Update - Paper GBF&R24/1224

Simon Cook introduced the paper on behalf of Martin Peat which updated the Committee on the significant work undertaken during the summer in respect of room changes/upgrades and highlighted the following:

- This had been the highest number of facilities works undertaken during any summer break.
- A significant number of rooms had been upgraded, some change of use and some new facilities have been created.
- The works follow the estates strategy with consolidation of curriculum areas.
- A corporate floor had been created in the tower are Maidstone which has been achieved partly in order to create five elected home educated pods where tutors can teach to multiple students in their own homes.
- Numerous classroom projects have been completed and the report included photographs of the high standard of work accomplished.

S Cook welcomed Governors to visit the sites and for a tour of the new facilities and see the positive impact they are already having on the students.

Members felt that a refresh of the Estates Strategy would be helpful and were informed that the Executive team are reviewing this with Steve Smith and will report back to Committee.

Action: Exec

Members thanked Exec for the update and the facilities team for all the work completed over the summer. Members endorsed the progress they had seen during their visits over the summer period.

12 Decarbonisation Project – Paper GBF&R24/1225

Alison Currie and Simon Cook updated the Committee on the decarbonisation project, progress to date, issues and successes.

They explained the main issue for consideration was an unforeseeable potential increase in cost as a result of the required National Grid upgrade and also the increase in costs being experienced as the final packages are tendered. This could potentially delay the expected revenue.

Members noted that the additional costs are expected to be exceeded by a saving on VAT being investigated currently due to a change in HMRC rules on decarbonisation which should see a VAT refund/exemption of up to £2m. They **approved** a budget increase to cover unforeseen increases/additional costs if required but asked for the Business Case to be refreshed and legal advice sought.

Action: M Peat next meeting

Members noted the excellent progress made in Medway on the installation of solar and the ground source heat pump at Maidstone and thanked M Peat and the team.

13 Risk Register Review – paper GBF&R24/12226

A list of risks relevant to the Committee were presented.

Members noted that the Operational Risk Register had been refreshed during the summer by the Executive Team. It was agreed that all the Committee risks had been covered by the agenda items and papers presented.

Members did not require any amendments to the risks and did not raise any concerns.

14 Any Other Business

There was no AOB.

Agenda for 20 November 2024 was agreed and amended to include the analysis of enrolment data – Simon Cook, if this is available in time.

Action: S Cook TBC

Members agreed to future deep dive re the College's reliance on third party providers regarding data. There was discussion about whether the Committee have or need a data strategy and Simon Cook agreed to investigate.

Action: Clerk to note for future meeting/Simon Cook

15 Date of Next Meeting

The next meeting will be held on Wednesday 20 November 2024 at 5pm on Teams. Please inform the Clerk and Chair of any apologies well in advance of the meeting.

The meeting closed at 18.54.