

# Brooklands College

Minutes of the Full Governing Body meeting held at 8 am on 12<sup>th</sup> December 2018,  
Room MA1, Weybridge Campus.

Present:	Terry Lazenby	Chair
	Barbara Spittle	Vice Chair
	Steve Brice	
	Jerry Loy	
	Jackie Pearson	
	Richard Shaw	
	Richard Rawes	
	Nick Vaughan Barratt	
	Paul Stedman	
	Mary Hughes	
	Fred Gray	
	Andy McDonnell	
	Teresa Roberts	(Staff Governor)
	Lauren Ward	(Student Governor)
	Gail Walker	Principal

In Attendance:	Christine Ricketts	Deputy Principal
	Shereen Sameresinghe	Vice Principal
	Josephine Carr	Clerk to the Governing Body

**Item 1 Action in the event of fire**

FGB/12/18/1 Action in the event of fire was noted.

**Item 2 Welcome and apologies**

FGB/12/18/2 Apologies for absence were received from Aaron Marshall.

**Item 3 Resolution**

FGB/12/18/3 The resolution that a brief Part 2 meeting would take place with the withdrawal of Student Governors was passed.

**Item 4 Declarations of interest**

FGB/12/18/4 There were no declarations of interest.

**Item 7 Governance**

**Item 7.1 Governing Body Membership report**

FGB/12/18/5 Fred Gray, Mary Hughes and Andy McDonnell were asked to leave the meeting whilst this item was discussed. The meeting unanimously agreed with the PRG recommendation that Fred Gray, Mary Hughes and Andy McDonnell were appointed as full governors. The three members were welcomed back to the meeting and congratulated on their appointment.

FGB/12/18/6 Lauren Ward was asked to leave the room whilst this item was discussed. The meeting accepted the PRG recommendation that Lauren Ward be re-appointed as the Student Governor for the Weybridge campus and that Arron Marshall be appointed as Student Governor for the Ashford campus. The meeting noted that Arron Marshall was absent because of his participation in the Big Ideas Challenge.

FGB/12/18/7 The ratification of Committee Chairs and Vice Chairs for 2018-19 was approved.

**Item 7.2 To note the updated Register of Interest 2018-19**

FGB/12/18/8 The Clerk confirmed that all Governors and members of SLT had submitted a Register of Interests 2018-19 save the Executive Director of Brooklands Business Solutions who is absent on long-term sick leave. The Chair of Governors confirmed that the process and records for the Register of Interest 2018-19 are in good order.

**Item 5 Minutes**

FGB/12/18/9 The minutes of 21<sup>st</sup> September were approved.

**Item 6           Matters Arising**

FGB/12/18/10 There were no matters arising which were not covered elsewhere in the Agenda.

**Item 8           Student report**

FGB/12/18/11 The Board noted the Ashford Student Governor's report in his absence. The Weybridge Student Governor confirmed that feedback has improved with deadlines and reviewing on the spot. The Weybridge students are relatively happy but have concerns regarding the security of the bike storage as a number of thefts have occurred this term. The Vice Principal assured the meeting that students are reminded to lock their bicycles and that CCTV footage is always reviewed when a theft is reported. A discussion ensued regarding moving the designated cycle park to a more central part of the Weybridge campus; increasing CCTV coverage or introducing more camera warning signs.

FGB/12/18/12 The Student Governor, Weybridge, advised the meeting that some students had advised her of bullying issues within the classroom, The Vice Principal suggested that students in such situations should talk directly to the Duty Head.

FGB/12/18/13 The Deputy Principal assured the meeting that all students receive a safeguarding and prevent training tutorial at the beginning of the academic year. The student governors were asked to provide an update at the March FGB regarding bullying.

**Item 9.           Joint Audit and Resources Committee 28<sup>th</sup> November**

FGB/12/18/14 The Chair of Audit advised the meeting that Governors were asked to give assurance within the Letter of Representation that they were comfortable with the short-term financial future of the College (going concern for the next 12 months). The October 2018 management accounts include a 12-month rolling cash flow indicating the College having £2M cash balance in November 2019. Currently, there is no information that would lead the Governors to believe that the College will not be a going concern 12 months from signing of the Financial Statements.

FGB/12/18/15 The Vice Principal will keep governors informed of meetings with bank.

FGB/12/18/16 The meeting approved:

1. The Brooklands Financial Statements 2017/18
2. The amended Letter of Representation
3. The Brooklands Enterprises Ltd Accounts 2017/18
4. The Regularity self-assessment which was signed by the Chair further to the Audit Committee meeting.

**Item 10.          Audit Committee****Item 10.1       To approve the Audit Committee Annual Report 2017/18**

FGB/12/18/17 The Chair of Audit assured the meeting that both the Internal and External auditors were happy with the College procedures which they had reviewed during the year and the further enhancements identified were mostly housekeeping items. . The meeting approved the Audit Committee Annual Report 2017/18

**Item 10.2       Risk Register and Heat Map Term One update**

FGB/12/18/18 The Vice Principal reviewed the principal changes:

- 4a) funding allocations not met – 16-18 and adult enrolment targets 2018/19 have not yet been achieved. Further adult enrolment is expected during terms 2 and 3.
- 2a) budget holders do not have sufficient information to manage their budgets effectively and ensure that they remain within budget. This is being addressed by the Director of Finance.
- 7 a & b) safeguarding & prevent risk has been reduced due to additional work undertaken.

**Item 11          Finance****Item 11.1       To receive the October management accounts**

FGB/12/18/19 The Vice Principal advised the meeting that the reported underspend on non-pay is usual at this time of year. The first forecast for the end of the year will be undertaken with the November accounts.

**Item 11.2       To approve expenditure in excess of £100,100**

FGB/12/18/20 To be considered as a Part Two item

**Item 12 Curriculum and Performance Review Committee**

**Item 12.1 Chair's update**

FGB/12/18/21 The Chair reported that the November meeting had received a good presentation regarding English and Maths and were impressed with the determined approach from staff to make progress. The Committee were particularly enthusiastic regarding the possible use of the texting system for students when not attending available as part of ProMonitor. The College is working on this.

FGB/12/18/22 The November Committee also received a presentation from the Marketing Manager regarding the new website and the restructured Marketing Team. The Marketing Team are working on social media aspects which are a key factor in encouraging students to Brooklands.

**Item 12.2 To approve the College SAR 2017/18**

FGB/12/18/23 A number of Governors attended the SAR validation day and an updated version of the SAR is available on the VLE. Some governors requested a hard copy of the final SAR - Clerk to arrange extra copies.

FGB/12/18/24 The meeting approved the College SAR 2017/18.

**Item 12.3 To note the College Impact Assessments update**

FGB/12/18/25 The CPR looked at those relating to curriculum. A member of SLT is responsible for each initiative. Departments have their own QIPs, but the impact assessments are cross-College. The staff engagement is much greater, and the impact assessments are reinvigorating the approach to quality improvement.

**Item 12.4 To recommend the HE assurance given to the Office for Students on 1<sup>st</sup> December**

FGB/12/18/26 The CPR Committee reviewed the College HE provision and gave the Office of Students Governor's assurance regarding this on 1<sup>st</sup> December. The Chair requested that the FGB endorsed this. The meeting agreed.

**Item 12.5 Safeguarding Report Term one 2018/19**

FGB/12/18/27 The number of safeguarding issues reported this term is almost as many as reported in the whole of 2017/18.

FGB/12/18/28 The Safeguarding Governor assured the meeting that the College is working hard with regard to safeguarding reporting and that significant improvement in reporting and sharing information with relevant staff has been evidenced. The Safeguarding Governor will look into the Student Governor's references to bullying in classes. The Chair of Audit requested more information regarding the College's safeguarding and prevent actions.

**Item 13. Resources Committee**

**Item 13.1 Chair's update**

FGB/12/18/29 The Committee received reports from the Director of Estates and Property Development and the IT Manager. Staff and students are enjoying the benefits of the WIFI improvements. The College need to agree a way forward for the next steps and an IT strategy group has been formed.

FGB/12/18/30 Steve Brice noted that more work is required for the new website particularly with regard to the employers' pages. It was agreed that marketing would be included at the next Governor Training evening

**Item 13.2 To receive the Health and Safety Annual Report**

FGB/12/18/31 The November Resources Committee received a Term One report and the annual report is tabled  
The Resources Chair offered to meet with the College Health & Safety Officer on 23<sup>rd</sup> January

FGB/12/18/32 The Health & Safety policy should be on the website Action SLT

**Item 14 Planning, Remuneration and Governance Committee**

**Item 14.1 Chair's update**

FGB/12/18/33 The Chair of PRG reported that the Committee had discussed the development of staff engagement champions with the Interim HR Manager.

FGB/12/18/34 The Committee considered membership of FGB and their recommendations are included in the governors' membership report

**Item 14.2      Governors' Strategy Day**

FGB/12/18/35 To be considered as a Part Two item.

**Item 14.3      Governance QIP**

FGB/12/18/36 The November Governor training evening with Committees identifying actions and activities to improve their governance. The 2018/19 Governance QIP was developed and discussed at PRG and the Committee Chairs are asked to review the Term One content and make any comments no later than Friday 11<sup>th</sup> January.

**Item 15          Principals Report and Key performance Indicators**

FGB/12/18/37 The Principal advised the meeting that the Innovation South Virtual Campus project has been invited to bid for a grant.

FGB/12/18/38 The College is now tracking the distance travelled from key stage 4 to the results achieved at College for GCSE English and Maths in addition to whether the grade 4 (formerly C) is achieved.

FGB/12/18/39 As discussed at the Resources Committee the 16-18 apprenticeship income targets 2018/19 are significantly reduced. This reflects a national picture and the new methodology. There is no carry forward of students under old framework in 2018/19.

Steve Brice left for the Big Ideas competition at 11.05

**Item 16          College Policies for approval**

**Item 16.1      Staff disciplinary policy**

FGB/12/18/40 Discussed and recommended by PRG: Approved by December FGB

**Item 16.2      Whistleblowing Policy**

FGB/12/18/41 Discussed and recommended by Audit: Approved by December FGB

**Item 16.3      Risk Management Strategy**

FGB/12/18/42 Discussed and recommended by Audit: Approved by December FGB

**Item 16.4      Supply Chain Fees and Charges Policy**

FGB/12/18/43 The Principal advised the meeting that this policy was not presented to the November Resources meeting, but the revision resulted in no changes to the policy. Approved by December FGB

**Item 17          College Events**

FGB/12/18/44 The Clerk thanked those governors who had already submitted their Autumn Term activities return and reminded those who had not yet submitted theirs.

**Item 18          Chairs Business**

**Item 15.1      Review of Board business for Emerging Risks**

FGB/12/18/45 The Chair advised that there were no new emerging risks from the meeting.

**Item 16          Any Other Business**

FGB/012/18/46 None.

**Item 17          Date of Next meeting**

FGB/12/18/47 Wednesday 3<sup>rd</sup> April at 8am

**Decisions:**

1. Fred Gray, Mary Hughes and Andy McDonnell were elected as full governors.
2. Lauren Ward was re-appointed as Student Governor for the Weybridge Campus and Arron Marshall as Student Governor for the Ashford Campus.
3. The ratification of Committee Chairs and Vice Chairs for 2018-19 was approved.
4. The meeting approved:
  - The Brooklands Financial Statements 2017/18
  - The amended Letter of Representation

- The Brooklands Enterprises Ltd Accounts 2017/18
  - The Regularity self-assessment which was signed by the Chair further to the Audit Committee meeting.
5. The meeting approved the Audit Committee Annual Report 2017/18
  6. The meeting approved the College SAR 2017/18.
  7. The meeting approved the College SAR 2017/18.
  8. The meeting endorsed the Office of Students HE Governors' assurance provided on 1<sup>st</sup> December 2018.
  9. The meeting approved the Staff Disciplinary Policy, the Whistleblowing Policy, the Risk Management Strategy and the Supply Chain Fees and Charges Policy.

#### **Actions**

1. The student governors were asked to provide an update at the March FGB regarding bullying
2. SLT to review catering options at Ashford
3. The Vice Principal will keep governors informed of meetings with bank.
4. Clerk to arrange extra copies of the final College SAR 2017-18
5. The Safeguarding Governor to investigate the Student Governor's reports of bullying in classes.
6. It was agreed that marketing would be included at the next Governor Training evening
7. The Health & Safety policy should be available on the new College website
8. The Chair of Resources to meet with the Health & Safety Officer
9. Committee Chairs to review the Term One content of the Governance QIP and make any comments no later than Friday 11<sup>th</sup> January.