

Brooklands College

Minutes of the Full Governing Body Part One meeting held at 8 am on 3rd April 2019,
Room MA1, Weybridge Campus.

Present:	Terry Lazenby	Chair
	Steve Brice	
	Fred Gray	
	Mary Hughes	
	Andy McDonnell	
	Jackie Pearson	
	Richard Rawes	
	Richard Shaw	
	Nick Vaughan Barratt	
	Hilary Omissi	(Associate Governor)
	Melanie Harding	(Associate Governor)
	Teresa Roberts	(Staff Governor)
	Andrew Barrett	(Staff Governor)
	Lauren Ward	(Student Governor Weybridge)
	Arron Marshal	(Student Governor Ashford)
	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/04/19/1 Action in the event of fire was noted.

Item 2 Welcome and apologies

FGB/04/19/2 Apologies for absence were received from Jerry Loy, Paul Stedman and Barbara Spittle.

Item 11.2 Governing Body Membership

FGB/04/19/3 The Chair advised the meeting of the PRG Recommendations and asked respective candidates and governors to leave the room whilst their individual status was discussed. The Chair advised the meeting that both prospective associate governors had been appraised regarding the College's current position and challenges and both have re-iterated their application to join the Brooklands Governing Body.

FGB/04/19/4 The meeting approved the appointment of Hilary Omissi and Melanie Harding as Associate Governors

FGB/04/19/5 The meeting approved the re-appointment of Jerry Loy as a Governor

FGB/04/19/6 The meeting approved the appointment of Fred Gray as Chair of Audit

FGB/04/19/7 The meeting approved the appointment of Andy McDonnell as Vice Chair of Resources

FGB/04/19/8 The meeting approved the revised Committee membership for the remainder of 2018/19.

FGB/04/19/9 Melanie Harding and Hilary Omissi were welcomed as Associate Governors and introduced to the meeting

Item 3 Resolution

FGB/04/19/10 The resolution that a brief Part Two meeting would take place.

Item 4 Declarations of interest

FGB/04/19/11 There were no declarations of interest.

Item 5 Minutes

FGB/04/19/12 There were no Part One minutes to review.

Item 6 Student Reports

FGB/04/19/13 The Brooklands Student Union Annual Conference "Your Voice, Your Future" took place on 2nd April. SLT, the Chair of CPR and Chair congratulated the President of BCSU (Student Governor Weybridge) on an excellent job of organising the Conference. The

Student Governor advised the meeting that organising the Conference had been an amazing learning experience and that she had been extremely nervous before speaking to such a large group of her peers.

FGB/04/19/14 Conclusions from the day included:

- Students would like organised activities during breaks and lunchtimes and where there are three hour timetable gaps between vocational subjects and English and Maths.
- The Ashford students do not feel part of the wider College Community
- There is a concern regarding the absence of library staff at Ashford on a Tuesday afternoon
- The students would like more recycling bins
- The students would like more seating to be available and that the external seating benches to be painted black to detract graffiti
- The students voted against extending the smoking zone

FGB/04/19/15 The Student Governor for Ashford agreed that holding one governor committee per term at Ashford would help Governors understand more about the Ashford campus and the students would appreciate the governors visiting the campus. SLT hold their meetings at Ashford once a month. The student governor was asked how the Governors may improve how Ashford students perceive the wider College more positively and asked the Student Governor to keep them informed.

FGB/04/19/16 The Chair of CPR noted that it appeared that most of the class representatives had accepted their role by default and that no elections had been required.

FGB/04/19/17 The Chair asked if Governors might see the list compiled by the Conference delegates of the "Celebrating Success". The Student Governor agreed to provide the list.

FGB/04/19/18 The Student Governors will be invited to a SLT meeting next term to discuss the provision of bins and recycling of waste. The Student Governors will be invited to the Sustainability Impact Group next term to share the student body's views. Further to the discussion Governors felt assured that action is being taken from the Student Governor reports and feedback from the Student Conference.

Item 7 Financial Report

Item 7.1 February Management Accounts

FGB/04/19/19 The Vice Principal informed the meeting that the March Resources Committee had reviewed the January Management Accounts. The February accounts were not available for the 6th March Resources meeting. The Vice Principal advised the meeting that the end of year forecast was unchanged in the January accounts and that further action was being taken to reduce the deficit further by year end.

FGB/04/19/20 The principal shortfall in budgeted fee income relates to HE Loans and Fees as the provision has not grown as originally planned. School contracts and full cost course income are also below budget. However, there are balancing reductions in expenditure, in particular, staff and examination costs. The Vice Principal assured the meeting that the High Needs funding is a timing issue and not a risk.

FGB/04/19/21 Bank covenants: The Vice Principal is scheduled to meet with Barclays Bank on 10th April. The Vice Principal will be sharing the draft 2019/20 budget with the bank and is expecting Barclays Bank to issue a letter confirming their position.

Item 7.2 Fees Policy

FGB/04/19/22 The Vice Principal advised the meeting that the 2019/20 Fees Policy was reviewed at the March Resources Committee and recommend for approval at the April FGB.

FGB/04/19/23 The Chair of CPR, whilst acknowledging that it is a required document assumed that the policy is written for students and their families or guardians. A discussion ensued regarding the balance between a user friendly document and the need to provide a robust document should there be a fee challenge. The meeting agreed to approve the

2019/20 policy subject to the addition of a user-friendly summary. Action Vice Principal and Chair of CPR.

Item 7.3 ESFA Financial Health Assessment

FGB/04/19/24 As an update to the November 2018 training session regarding the ESFA Financial Health Assessment 2017/18 together with the dashboard data which had been received on 27th March was tabled for information. The Vice Principal offered to provide the training slides to the new Associate Governors. The Clerk to send the ESFA data to the Associate Governors.

Item 8 Items from the Audit Committee

Item 8.1 Chair's report

FGB/04/19/25 The Chair of Audit advised the meeting that the March Audit Committee had received and considered four reports from the College's Internal Auditors.

1. Learner Journey which examined the College's interface with students from their application to enrolment and looking to establish how the process may be improved to increase success rate in converting applications to enrolments. The meeting noted that students often apply to more than one College, so a College will never achieve a 100% conversion rate. The Audit Committee had seen evidence that the recommendations from the report were being progressed at the Performance Review meeting.
2. Collaborations looking at partnerships other than sub-contracting, namely local schools and universities.
3. GDPR advisory audit.
4. Governance regarding the Capital Strategy Committee and the Weybridge Master Plan.

The Audit reports are available on the VLE for the Audit Committee meeting of 8th March.

Item 8.2 Risk matrix heat map 2018/19

FGB/04/19/26 The Committee had discussed and reviewed the updated risk matrix heat map. The Chair of Governors asked for confirmation that the new items fully reflect the College's position. The Vice Principal assured the meeting, citing 2c and 2d, 4c and 6c (staffing review and restructure). The Chair of Capital Strategy enquired whether the loss of expertise as a result of the staffing review and restructure had been considered, particularly with regard to safeguarding. The Vice Principal will become the DSL and the Safeguarding Officer is now a full-time post.

FGB/04/19/27 The Safeguarding Governor asked whether the achievement rates were being under estimated or should this be high graded English and Maths? It was agreed that achievement is high overall but that the high grades are a risk. The risk to be amended to "high grade GCSE": Action Vice Principal

FGB/04/19/28 The Chair of Governors asked whether Risk 4c should be higher. At this juncture, not enough is known. There is a reputational risk within the FE Sector. Until the outcome of the ESFA audit is known the exact nature of the risk may not be accurately assessed.

Item 9 Items from the Resources Committee

FGB/04/19/29 In the Chair of Resource's absence, the Clerk advised the meeting

1. The draft Financial Action Plan had been discussed
2. An update regarding the bank covenants and a letter from Barclays Bank dated 26th February 2019 was viewed as a positive letter.
3. Impact assessment issues focussed upon waste management, document storage and the improvement of online application systems.
4. The termly Brooklands Business Solutions (BBS) report confirmed the restructure process, and highlighted plans for new curriculum offers
5. The reporting of both accidents and near-misses was discussed at great length.

FGB/04/19/30 The meeting noted the balance required between raising awareness of near-accidents with students and preventing the reporting of near-accidents.

FGB/04/19/31 The Vice Principal advised the meeting that waste is currently recycled at the collection point of the College's waste contractor. However, as part of the new contract, whoever is appointed will provide more re-cycling information for students, in particular posters.

Item 10 Items from the Curriculum and Performance Review Committee

FGB/04/19/32 The Chair of CPR advised the FGB that the February committee meeting had rigorously interrogated SLT regarding key difficulties as evidenced in the draft committee minutes. The Committee are assured and confident that SLT and the College are:

1. Making good progress with regard to the Action Plan
2. Achievement and enrolments are good
3. With regard to the bullying/excessive banter concern raised at the December FGB, the Ashford Student Governor does not perceive there to be a problem at Ashford. SLT are confident that the right procedures are in place but also acknowledge that some people do not want to report low level bullying and that this is a societal and College issue. The Committee were assured that SLT takes any allegation of bullying extremely seriously. It was suggested that there should be a College anti-bullying champion, perhaps a LSA who students perceive in a different way; a lot of referrals come from LSAs (Learning Support Assistant).
4. Applications are up by 150 compared to 6th March 2018. The usual conversion rate to enrolment is 60%. Whilst 16-18 ESFA funding is lagged, an additional funding bid may be submitted if more than 50 students have enrolled at end of the first 42 days of the academic year.

FGB/04/19/33 The Chair of CPR encouraged governors to see student work and to spend time in departments and not just observing on the Teaching and Learning Day. There is some really inspiring work produced by very bright and articulate students. The Principal confirmed that Governors may visit the College whenever they wish.

FGB/04/19/34 The termly Safeguarding report was tabled for information. One of the new associate governors asked how significant the increase in referrals were and what were the principal reasons for the referrals. The meeting acknowledged that the increase in safeguarding referrals were a sector wide issue and that many referrals related to complex issues. Furthermore, people (both staff and students) were more confident in reporting safeguarding issues.

FGB/04/19/35 A debate regarding the quality of information sent out to students ensued. It was agreed that such communication should be written from the students' perspective.

FGB/04/19/36 It was confirmed that CPR has primacy for marketing within the Governors. However, the Chair of CPR stated that it is a good sign that Committees are considering marketing given that it is a major driver for the College. It was agreed that the termly Marketing report for CPR should be included in the Resources Committee papers. Action: Clerk

FGB/04/19/37 The meeting noted that it is important that Marketing Team are clear that they report to CPR and not multiple committees. The Vice Principal will have oversight of marketing from 1st August (currently with the Deputy Principal).

Item 11 Items from Planning Remuneration and Governance Committee

Item 11.1 Chair's report

FGB/04/19/38 The Chair of PRG advised the meeting that the HR termly report had included an analysis regarding comparison of pay which advised that Brooklands was not out of line with the sector

Item 11.2 Governing Body Membership Report discussed at the beginning of the meeting.

Item 11.3 Self-Assessment, Skills Audit and Appraisals

FGB/04/19/39 The Clerk's paper was noted together with the importance of completing appraisals for all full governors before the July FGB.

Item 11.4 Governance QIP 2018/19

FGB/04/19/40 The Governance QIP was reviewed and updated by PRG and will be tabled at every Committee meeting for the monitoring of committee specific items and action points.

FGB/04/19/41 It was confirmed that Mary Hughes is the Safeguarding Governor.

Item 12 Principals Report and KPIs

FGB/04/19/42 The Principal is waiting for further information from the LEP regarding the Design Advancement Fund.

FGB/04/19/43 The College awaits information about the £500,000 CIL funding from Elmbridge BC.

FGB/04/19/44 The ESFA investigation audit remains ongoing. The College provided all the information requested by the auditors and believe that the auditors are now contacting learners. No indication has been given when the report will be published or when the College will receive informal feedback (prior to the publication of the report).

FGB/04/19/45 The Heathrow collaboration is developing, and the College is waiting for confirmation from Heathrow regarding the fenestration project.

FGB/04/19/46 The recent National Audit Office report on apprenticeships confirms that the levy money has been significantly underspent and that any underspent monies will now be lost and transferred back to the Treasury. Non-levy companies (with a payroll of less than £3M pa) are now being capped as the Government has spent all its allocation for the current year. The new regulations allow for 25% of a company's levy pot to be transferred to their supply chain but this is a complicated process and few organisations have made use of this option.

FGB/04/19/47 KPI report has been updated with changed highlighted in yellow. Some new KPIs have been introduced following work initiated at the College Managers' Day.

Item 13 Chairs Business

FGB/04/19/48 The Chair was not aware of any additional emerging risks.

Item 14 Any Other Business

FGB/04/19/49 The Chair reminded the meeting that this was Steve Brice's last FGB. Steve joined the Governing Body in 2002 appointed and has given tremendous input to the Governing Body and the College. On behalf of the Governing Body, the Chair thanked Steve for his time and energy and looked forward to his celebration dinner in the training restaurant in May. The Staff Governor (Teaching) re-iterated the Chair's comments on behalf of the staff and noted that Steve Brice was both well-known and appreciated by staff at both Weybridge and Ashford.

FGB/04/19/50 The Clerk reminded the Governors of the amendment to the College Instrument and Articles to accommodate the proposed interim arrangement from 1st August 2019. The members agreed to respond by email and ratify at the June FGB

The Part One meeting ended at 9.30

Decisions:

1. The meeting approved the appointment of Hilary Omissi and Melanie Harding as Associate Governors
2. The meeting approved the re-appoint of Jerry Loy as a Governor
3. The meeting approved the appointment of Fred Gray as Chair of Audit
4. The meeting approved the appointment of Andy McDonnell as Vice Chair of Resources
5. The meeting approved the revised Committee membership for the remainder of 2018/19.
6. The meeting agreed to approve the 2019/20 Fees Policy subject to the addition of a user-friendly summary.

Actions:

1. The Student Governor Weybridge to provide Governors with the list compiled by the Conference delegates of the "Celebrating Success".
2. User friendly summary of the 2019/20 Fees Policy: Action Vice Principal and Chair of CPR
3. The risk to be amended to "high grade GCSE": Action Vice Principal
4. It was agreed that the termly Marketing report for CPR should be included in the Resources Committee papers. Action: Clerk