

Brooklands College

Minutes of the Planning, Remuneration and Governance Committee held at 08.00, 20th March 2019
Room MC5, Weybridge Campus.

Present:	Barbara Spittle	Chair
	Terry Lazenby	Chair of Governors
	Fred Gray	Vice Chair of Audit
	Nick Vaughan-Barratt	Chair of Curriculum and Performance Review
	Richard Rawes	Chair of Capital Strategy
	Paul Stedman	Chair of Resources
	Gail Walker	Principal
In Attendance:	Josephine Carr	Clerk to the Governing Body
	Shereen Sameresinghe	Vice Principal
	Margaret Franchi	Interim HR Manager

- Item 1**
PRG/03/19/1 **Action in the event of fire**
Action in the event of fire was noted.
- Item 2**
PRG/03/19/2 **Welcome and apologies**
The Chair welcomed everyone to the meeting. Fred Gray attended in Jerry Loy's absence.
- Item 3**
PRG/03/19/3 **Declarations of Interest**
The Chair of Resources declared an interest regarding the Weybridge Master Plan.
- Item 4**
PRG/03/19/4 **Minutes 18th December 2018 and 5th February 2019**
The Committee approved the minutes of 18th December 2018 as a correct record of the meeting.
- PRG/03/19/5 The Committee approved the minutes of 5th February 2019 as a correct record of the meeting.
- Item 5**
PRG/03/19/6 **Matters arising**
None that are not addressed elsewhere in the agenda.
- Item 6**
Item 6.1
PRG/03/19/7 **Human Resources**
Termly Human Resources Report
The Interim HR Manager advised the meeting that the January and February restructures are currently adhering to timelines and are currently recruiting for the new posts.
- PRG/03/19/8 It is hoped that the College will be able to re-employ staff rather than being made enforced redundant as part of the January restructure.
- PRG/03/19/9 Item 10.1 shows that Brooklands pay bands fall within the standard distribution of the FE sector
- PRG/03/19/10 Item 10.2 reflects the downward trend of the teaching staff/senior managers ratio. The HR Manager advised the meeting that the new role of Programme leaders will allow for better succession succession planning and allow/ encourage staff to grow/develop for the next level of management.
- PRG/03/19/11 Item 10.3 Staff turnover has reduced from 24.2% to 10.7% which brings the College in line with the FE sector average.
- PRG/03/19/12 HR have undertaken Exit interviews and will have present collated information at the June PRG Committee.
- PRG/03/19/13 Item 9.4 Sickness absence regarding the last 3 months.

PRG/03/19/14 During periods of significant change, staff engagement is expected to dip and then increase after the transition period. The reaction of the Staff engagement champions has been positive despite at least two of the champions being at risk of redundancy. SLT is aware of the importance of continuing dialogue with staff. Some staff moving to the school sector, some leaving the sector. Support staff tend to be leaving the sector to earn higher salaries.

PRG/03/19/15 The meeting thanked the Interim Head of HR and wished her every success in the future

The Interim Head of HR left the meeting at 8.20

Item 7 Governing Body Development

Item 7.1 Governing Body Membership

PRG/03/19/16 The meeting noted the Clerk's report. The Chair of Governors asked whether the two prospective Associate Governors were aware of the College's current challenges as this had not been included in the interview process. After discussion it was agreed that the Principal and Chair, if available, should meet with the two candidates before the April FGB to inform them of the current position of the College: Action Clerk.

PRG/03/19/17 The Vice Chair advised the meeting that she was not part of the interview process for Hilary Omissi as she had worked with Hilary in previous roles

PRG/03/19/18 The meeting agreed to recommend the appointment of Hilary Omissi and Melanie Harding as Associate Governors.

PRG/03/19/19 The Chair of Resources advised the meeting that Andy McDonnell had agreed to become Vice Chair of Resources. It was agreed that Andy McDonnell should be asked to be Vice Chair of Capital Strategy as this provided a good synergy.

Item 7.2 Meeting Schedule 2019-20

PRG/03/19/20 Subject to moving the Spring term CPR to the morning the Committee approved the meeting schedule. The Clerk will arrange one Committee meeting per term at Ashford. The Clerk to circulate the schedule and post on the Governor VLE.

Item 7.3 Review of Governor Skills Audit 2018-19

PRG/03/19/21 The meeting noted the compiled Governor skills audit responses and the accompanying brief paper. The Clerk advised the meeting that one further response had been received and that the skills audit would be updated accordingly.

Item 7.4 Review of Governors' VLE

PRG/03/19/22 The Clerk advised the meeting that the VLE had been updated with the Boardpacks for meetings for the previous two academic years. The Clerk asked members to contact her directly if they had any suggestions regarding the development of the VLE during its first year of use. The meeting agreed that the VLE was useful.

Item 8 Strategy Day Friday 20th September

PRG/03/19/23 The Vice Chair of Governors confirmed that a September strategy day was required to review the College strategy status and update if required (not change strategy). If events move quicker than expected, the Governor Strategy Day will be brought forward.

Item 9 Governance QIP Term 2 update

PRG/03/19/24 The update Governance QIP was discussed and updated. The updated version will be tabled at the April FGB. The Governance QIP should be a standing item at each Committee meeting to ensure that all Governors contribute towards its monitoring and updates.

PRG/03/19/25 Further to the FE Commissioner's report and recommendation that the Governors' self-assessment process feeds into the College SAR, the meeting agreed that a Governance SAR would be prepared and be included in the College SAR during the Autumn term 2019. To facilitate its compilation the meeting agreed that:

- The full governor skills audit scheduled for the Autumn Term 2019 is brought forward for completion in the Summer Term 2019. The meeting agreed that the format should remain the same as in the previous two audits in order to facilitate meaningful comparisons.
- Appraisals of all full Governors wishing to remain in post for 2019/20 be undertaken during the Summer Term 2019

Item 10.

Amendment to the College Instrument and Articles to encompass the temporary senior post holders' arrangement

PRG/03/19/26

The meeting discussed the paper regarding the proposed amendment:
To clause 1a *"any reference to the Principal and Chief Executive Officer shall include a person or persons acting as Principal"*
The amendment was recommended to the April FGB for approval.

Item 11

PRG/03/19/27

Committee Reports

The Committee discussed how best the Committee Chairs may report back to FGB each term. A draft reporting format had been included in the meeting agenda. The Committee Chairs agreed that they would continue with the verbal update and not use a written format. The meeting noted that governors may access Committee minutes via the VLE.

Item 12.1

PRG/03/19/28

Resources Committee

The Chair of Resources advised the meeting that the principal points from the meeting included:

- Health & Safety issues with the lack of reporting of near-misses
- The Financial Action Plan
- Website concerns

The Chair will address the request of a pre-meet prior to the June Resources Committee meeting.

Item 12.2

PRG/03/19/29

Curriculum and Performance Review Committee

The Chair of CPR advised the meeting that CPR had discussed the bullying as tasked by the December FGB. The CPR Committee is confident that bullying is not a growing or significant problem and process in place are correct.

Item 12.3

PRG/03/19/30

Audit Committee

The Vice Chair of Audit reported in the Chair's absence. Principal items of discussion were:

- Internal Audit Report regarding the Learner Journey. The Vice Chair of Audit had attended the termly performance review of Admissions the previous week and this put the report into context. The vice Chair reported that the admissions staff were open and positive regarding the need to change processes.
- The Risk Heat Map is a most useful document which instigates informed discussions.

Item 13

Item 13.1

PRG/03/19/31

Chair's Business

Review of Committee Business for Emerging Risks

No new items that have not already been considered as part of the meeting.

Item 14

PRG/03/19/32

Any other business

The Chair of PRG congratulated SLT on their resilience this term.

Item 15

Date of next meeting

Wednesday 13th June at 08.00

Decisions made.

1. The meeting agreed to recommend the appointment of Hilary Omissi and Melanie Harding as Associate Governors.
2. Subject to moving the Spring term CPR to the morning the Committee approved the meeting schedule.
3. The Governance QIP should be a standing agenda item at each Committee meeting

4. A Governance SAR will be produced which will be included within the College SAR
5. The meeting agreed not to adopt a formal link governor process
6. The amendment to clause 1a of the Articles and Instruments was recommended to the April FGB for approval
- 7.

Actions:

1. The Principal and Chair, if available, should meet with the two candidates before the April FGB to inform them of the current position of the College: Action Clerk.
2. The Clerk to circulate the Governor meeting schedule 2019/20 and post on the Governor VLE.
3. The Clerk to update the skills audit with the late submission.
4. The meeting requested SLT to look at possible options for Governor link schemes and alternative names/descriptions to be presented to the June PRG meeting with a view to adoption the new scheme in September 2019.

The Part One meeting closed and a Part Two meeting commenced.