

Brooklands College

Minutes of the Full Governing Body meeting held at 3.30 pm on 22nd September 2017,
Room MA1, Weybridge Campus.

Present:	Jerry Tapp	Chair
	Terry Lazenby	Vice Chair
	Steve Brice	
	Jackie Pearson	
	Brian Harris	
	Richard Rawes	
	Richard Shaw	
	Liz Lacovara	
	Marcus Youden	
	Barbara Spittle	
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/09/17/1 Action in the event of fire was noted.

Item 2 Welcome and apologies

FGB/09/17/2 Apologies for absence were received from Jerry Loy, Teresa Roberts and Andrew Barrett. The Chairman welcomed the two prospective governors who had attended the day, Nick Vaughan Barratt and David Howard from Royal Holloway (who had attended the morning session).

Item 3 Resolution

FGB/09/17/3 The resolution that a brief Part 2 meeting would take place with the withdrawal of Staff Governors was passed. To discuss property matters

Item 4 Declarations of interest

FGB/09/17/4 There were no declarations of interest.

Item 5 Minutes

FGB/09/17/5 The minutes of the meeting held on 28th June 2017 were approved as a correct record.

Item 6 Matters Arising

FGB/09/17/6 The meeting noted the report

FGB/09/17/7 FGB/06/17/35: the Vice Principal confirmed that the fire stopping work had been completed over the summer and subsequently certificated. The final inspection with Glenman is scheduled for 3rd October. The Vice Principal confirmed that the cladding around the Tower is deemed safe.

FGB/09/17/8 Fire safety has been added to the 2017/18 risk register.

Nick Vaughan Barratt was requested to leave the meeting for this item:

Item 7 Governance

Item 7.1 Appointment of Full and Associate Governors

FGB/09/17/9 The meeting noted the report on Governing Body Membership.

FGB/09/17/10 The meeting approved the recommendation that Barbara Spittle and Liz Lacovara should become full governors.

FGB/09/17/11 The meeting approved the recommendation that David Howard and Nick Vaughan Barratt were appointed as Associate Governors. Nick Vaughan Barratt was invited back to the meeting and congratulated on his appointment.

FGB/09/17/12 Having discussed current and possible governor vacancies, the meeting approved the recommendation that the potential number of Associate Governors increased from 3 to 6.

Item 7.2 Ratification of Chair and Vice Chair of Governors

FGB/09/17/13 The Board agreed the re-appointment of Jerry Tapp as Chair of Governors and Terry Lazenby as Vice Chair for 2017/18.

Item 7.3 Chair and Vice Chair of Committees

FGB/09/17/14 The Board recommended the appointment of Chairs and Vice Chairs as detailed in the report to the respective Autumn Term Committees.

Item 7.4 College Seal Report 2016/17

FGB/09/17/15 The meeting noted the report. Action: The Clerk to confirm who signed the document sealed on 10th May

Item 7.5 Annual summer of complaints report 2016-17

FGB/09/17/16 The Deputy Principal advised that 76 complaints had been received in 2016/17 compared to 71 in 2015/16. 47 of the 76 complaints related to 19+ group of students (compared to 56 in 2015/16). There has been an increase in the number of complaints from 16-18 year old students, 28 in 2016/17 compared to 15 in 2015/16. The majority of these complaints relate to IT, timetabling, collection of certificates and facilities in particular toilets. Complaints regarding the toilets were received from male and female students and related to cleanliness and the new unisex facilities. The Ashford toilet facilities now have an additional clean during the day.

FGB/09/17/17 There was an increase in complaints from students within the Learning and Development and Creative and Service Industries. Most of these relate to IT and timetabling issues. Very few complaints regarding staff were made, most related to deadline dates set by teaching staff.

FGB/09/17/18 All complaints received are logged on a spread sheet. However, it is difficult to compare these on year by year by curriculum area because of changing structures in the College. The meeting asked the Deputy Principal to advise the number of complaints received as a percentage of the College Student Body: Action Deputy Principal

Teresa Robert joined the meeting at 3.55

FGB/09/17/19 All complaints are responded to within 20 working days of receipt of the complaint. However, the College acknowledges receipt of the complaint and advises the complainant that further investigation into the matter is required if this timescale cannot be met. The meeting asked for the number/percentage of complaints that are resolved within 20 days. Action Deputy Principal .

Item 8 Finance

Item 8.1 July Management Accounts

FGB/09/17/20 The Vice Principal advised the meeting that the July Management accounts had not been previously presented to Resources Committee

FGB/09/17/21 Appendix 1: the forecast column may change as year-end adjustments are finalised.

FGB/09/17/22 The end of year forecast position of £149,000 surplus is a significant improvement on the forecast of £20,000 in May. The Vice Principal assured the meeting that £149,000 was a realistic target, but below the budgeted figure of £204,000.

FGB/09/17/23 ESFA have confirmed that they will fund the 16-18 apprenticeship over delivery in full.

FGB/09/17/24 The members of the Capital Strategy Committee advised the meeting that the Vice Principal's summary of capital receipts regarding the sale of Ashford and resultant

capital expenditure was extremely useful and suggested that this be updated and presented at the November Resources Committee. Action Vice Principal

FGB/09/17/25 A discussion ensued regarding both bank cash flow and capital cash flow re receipts from Ashford sale and the capital expenditure. The Vice Principal confirmed that there was £4M in the bank at 31st July, however, a significant proportion of this is already committed expenditure and this will be reflected in the year-end accounts.

FGB/09/17/26 A discussion ensued regarding staff vacancies and their impact upon budget savings. The Vice Principal informed the meeting that there are currently some 10-15 vacancies; some of these posts have been recruited but are waiting for the new member of staff to commence at the College (for instance Director of Estates). Significantly less agency staff are currently being used than in previous years.

FGB/09/17/27 The September management accounts will be available in November at the Resources Committee (there are no August management accounts).

Item 8.2 Internal Audit Plan 2017/18

FGB/09/17/28 The plan has been amended following the Audit Committee to make more effective use of the days available and to incorporate risk/governance into the subcontracting internal audit. The risk management process has been changed this academic year and so a review by Internal Audit in 2017/18 was deemed not the best use of audit time. The review will be conducted in 2018/19.

FGB/09/17/29 The Governing Body accepted the Internal Audit Plan 2017/18.

FGB/09/17/30 The Chair of Planning, Remuneration and Governance advised the meeting of his reservations regarding the new risk management system, in particular with the management of departmental risks. He asked the Chairs of Resources and Curriculum and Performance to ensure that they cover both emerging and existing risks and that existing risks have not worsened.

FGB/09/17/31 Appendix E Internal Audit Plan: The Chair of Governors noted that response times are listed except when given to management; should there be a specific response time for management responses to be returned to the internal auditors? 10 working days was deemed to be reasonable. Action: Vice Principal

Item 8.3 External Audit Plan 2017/18

FGB/09/17/32 The meeting noted the Plan and letter of engagement. The Vice Principal confirmed that the Plan is consistent with year-end procedures and that the Audit Committee recommended its acceptance.

FGB/06/17/39 The meeting accepted the External Audit Plan 2017/18.

Item 9 Enrolments

FGB/09/17/40 The Deputy Principal provided a verbal update as numbers are constantly changing at the beginning of term. A full report will be presented to November Curriculum and Performance Review Committee. After the first 42 days of the academic year numbers will settle. However, the College will continue to recruit until October half-term.

FGB/09/17/41 1,553 16-18 year olds have been enrolled to date; a further 189 are still to be enrolled totalling 1,742. A 4% retention factor is usually applied but Brooklands seems to be close to its target. The other 3 Surrey FE Colleges are not sharing their enrolment information and so Brooklands is unable to have a comparative for its enrolment data.

FGB/09/17/42 The Deputy Principal assured the meeting of the processes in place to maintain contact with students who have expressed an interest in the College, particularly those students who were not as successful in obtaining the grades they had hoped for. However, there are also students who apply for places at a number of Colleges

GB/09/17/43 A current summary shows increased student numbers in Construction and Media with a small decrease in hospitality and catering. The cohort for music is below target numbers and alternative options are being offered to students. There is an extra group in engineering; but no students have been recruited for space engineering. Further details and analysis will be provided at the November Curriculum and Performance Review Committee.

GB/09/17/44 Both the Principal and Deputy Principal stressed the importance of matching the right course for right student. This year the College has introduced a transition programme for students who do not know what they are going to do. The students undertake a carousel of activities, literacy and numeracy and employability skills for 1 year before embarking on a specific vocational course in their second year.

GB/09/17/45 1,149 Adults; the College will continue to recruit throughout the year

GB/09/17/46 Higher Education = 60 students, which includes an extra engineering group for the Foundation degree with Oxford Brookes.

Item 10 Success rates

GB/09/17/47 The achievement rates for 2016/17 have not yet been finalised. The data return is due in October. College staff are currently checking to ensure that all achievement data is duly logged. Currently the stats are:

- 16-18 year olds: 83.7% with a further 932 claims still to make. If all these students achieve passes the achievement rate will be 88%; the worse case, where 50% are unsuccessful would result in 75.4%. The College is anticipating that the final overall achievement rate percentage (16 -18) to be close to 84% The rate in 2015/16 was 83.2%
- Adults: 91.5% compared to 85.5% in 2015/16. This is a good improvement, in part due to ESOL and functional skills.

GB/09/17/48 The overall College target is 86%; currently the average is 86.7% and in 2015/16 it was 84.1%.

GB/09/17/49 GCSEs: A*-C 45% for English and 18% for Maths for those students who sat the exam. This is a slight increase to those in 2015/16 but with maths somewhat static. The national average for FE GCSE Mathematics is 22% and so Brooklands is inline with national FE results.

GB/09/17/50 Functional skills 80.3% compared to the national rate of 67%

GB/09/17/51 Apprenticeships: the current success rate is 78% with 284 students continuing their studies. The College target is 83%, which should be achieved with the continuing students.

Item 11 College Events

FGB/09/17/52 The diary of events on the weekly update is useful.

Item 12 Chairs Business

Item 12.1 Review of Board business for Emerging Risks

FGB/09/17/53 The Chair advised that other than the discussion regarding the management of existing risks there were no new emerging risks from the meeting.

Item 13 Any Other Business

FGB/09/17/54 The Chair proposed a short Part 2 to discuss the Master Plan strategy. The Staff governor left the meeting.

The Part One meeting closed 16.50

Decisions made.

1. The appointments of Liz Lacovara and Barbara Spittle as full Governors were approved.
2. The appointments of David Howard and Nick Vaughan Barratt as associate governors were approved
3. The meeting approved the recommendation that the potential number of Associate Governors increased from 3 to 6.
4. The Board agreed the re-appointment of Jerry Tapp as Chair of Governors and Terry Lazenby as Vice Chair for 2017/18.
5. The Board recommended the appointment of Chairs and Vice Chairs as detailed in the report to the Autumn Term Committees
6. The Board accepted the Internal Audit Plan 2017/18
7. The External Audit Plan was approved

Actions:

1. The Clerk to confirm who signed the document sealed on 10th May
2. The summary of capital receipts regarding the sale of Ashford and resultant capital expenditure be updated and presented at the November Resources Committee. Action Vice Principal