



Minutes of the Planning, Remuneration and Governance Committee meeting held at  
8 am on 7<sup>th</sup> December 2016, in room MC5.

Present: Terry Lazenby Chair  
Jackie Pearson  
Steve Brice  
Clare Watling via conference call  
Gail Walker Principal

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

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

PRG/12/16/1 Action in the event of fire was noted.

**Item 2 Welcome and apologies**

PRG/12/16/2 Apologies for absence were received from Jerry Tapp.

**Item 3 Declarations of interest**

PRG/12/16/3 There were no declarations of interest.

**Item 4 Minutes**

PRG/12/16/4 The minutes of the meeting held on 22<sup>nd</sup> June were approved as a correct record.

**Item 5 Matters Arising**

PRG/12/16/5 The committee received the report on matters arising. The following items were noted:

PRG/07/15/05 Online equality and diversity training: All Governors have now completed the training.

PRG/06/16/11 The Head of HR agreed to analyse the sickness data to establish the levels of sickness attributed to anxiety and/or stress. This work is on going and a report should be presented to the Spring Meeting

**Item 6 Strategic Planning**

**Item 6.1 2015/16 Governance QIP Update**

PRG/12/16/6 The meeting noted the updated Governance QIP and discussed Governor attendance at College events and their impact as a result of these. The meeting agreed that there needs to be a balance for Governors between attending formal meetings, attending celebratory events and attending College meetings which contribute to College processes such as the SAR. It was noted that Governors also contribute to the College in other ways in addition to attendance.

The meeting agreed that the Committee Chairs and the Clerk should monitor Governor attendance.

The meeting agreed that at least one governor should be scheduled to attend all internal and external SAR validation meetings.

The meeting agreed that Governors should attend 2 out of 3 of the termly training sessions (67%). There should be a further analysis of Governor training needs.

PRG/12/16/7 The Governor website pages are to be updated as a priority in January. The Clerk to receive training to make changes to the website: Action Clerk

- PRG/12/16/8 Each Student Governor should be assigned a mentor. The AoC Student Governor course was offered to the two student Governors in 2015/16 together with travelling expenses, but both declined the invitation. This will be offered to the Governors in 2016/17.
- PRG/12/16/9 The interaction with the local community has increased but this item should remain on the 2016/17 QIP together with the on going recruitment of new governors. With regard to Equality and Diversity, the Governing Body should reflect the diversity of the local community.
- PRG/12/16/10 The meeting discussed whether the Governors had sufficient resources with the current 0.6% of the Clerk. The Principal and Clerk will review workloads in January

**Item 6.2 Outcomes of the Strategy Day on 23<sup>rd</sup> September 2016**

- PRG/12/16/7 The Strategy Day is now a standing event in the annual calendar and should be removed from the Governance QIP for 2016/17.
- PRG/12/16/8 The notes from the day and SLT's input will be used to draft the 2016-2021 Plan. Once finalised this will be a public document.

**Item 6.3 Mission, strategic aims, values and Strategy Day on 23<sup>rd</sup> September 2016**

- PRG/06/16/12 The College Mission was agreed at the Strategy Day. The College Values are being agreed by staff following the September Staff Development day, and work undertaken by a sub-group who will be presenting at next week's FGB. Governors will attend the Staff Development Day (3<sup>rd</sup> January), which will concentrate on the further development of the College Values.
- PRG/12/16/13 Governors should have an input to the formulation of the College Values. However, the staff should have the major input given their day-to-day interaction with students as exponents of these values. The values should be reflected in the extended aims of the Strategic Plan 2016-2021.
- PRG/12/16/14 The meeting asked if the values were stretching enough/ sufficiently aspirational?. It was noted that aspirations are included in the aims and objectives, whilst values relate to culture and behaviour.
- PRG/12/16/15 The draft Strategic Plan was discussed and a member of the Staff Values Working-Party will be invited to discuss the staff perspectives with Governors.
- PRG/06/16/16 The meeting agreed that there should be at least one measurable outcome linked to each objective. A discussion ensued whether KPIs should be published or not. It was agreed that they should not be included in the Strategic Plan. The Principal agreed to review some of the wording and picture choices to ensure that they reflect the values of Integrity, Respect and Compassion.

**Item 6.4 Governance SAR**

- PRG/12/16/17 The Committee Chair reported that the meeting to discuss the Governance SAR on Wednesday 15<sup>th</sup> November was most productive. The Chair will be meeting with the Principal to produce the Governance SAR, which will then be used to populate the Governance QIP 2016-17.

**Item 7 Human Resources Report and QIP**

- PRG/12/16/18 The Head of HR presented her report highlighting advising that the number of sessional and casual staff distort any College Staff FTE.
- PRG/12/16/19 The staff turnover figure of 20.76% includes staff redundancies as result of the 2016 restructure. The national FE average is 21%, with London and SE at 21.1%. 73 staff left

Brooklands in 2015/16, 12 were made redundant and 52 resigned. Two deaths in service have occurred.

PRG/12/16/20 A discussion ensued regarding the completion levels of exit questionnaires. The Head of HR advised the meeting that the 3 principal reasons for staff resignations were:

- Pay
- Workloads
- Lack of training opportunities

PRG/12/16/21 79 jobs have been advertised and 525 applications received. The Head of HR was unable to confirm how many of the 79 posts had been filled and how many had been re-advertised. Action Head of HR

PRG/12/16/22 The staff training budget has been cut from £56,530 in 2013/14 to £26,000 in 2015/16. This budget cover both in-house and external training. This budget was discussed at great length by the Committee. The Committee asked that this be reconsidered for the 2017/18 budget.

PRG/12/16/23 Sickness update. The Head of HR advised the Committee that absence due to anxiety/Stress and depression had increased. Given the Agresso there is little previous year data. A new sickness reporting system has been introduced and the resultant data is far more robust. Similarly, there are new "Return to work" forms and completion rates are significantly higher than in previous years. The meeting asked for further detail regarding the nature the reasons for sickness absence and any underlying trends. Action Head of HR

PRG/12/16/24 The meeting thanked the Head of HR for her contribution.

#### **Item 8 Governor Body Development**

PRG/12/16/24 The Clerk presented the report.

PRG/12/16/25 The Committee agreed that Richard Shaw be recommended to the December FGB as a full Governor.

PRG/12/16/26 Recruitment of new associate governors is ongoing

PRG/12/16/27 Nominations for the post of Staff Governor (Support) closed on 2<sup>nd</sup> December and only one nomination was received

PRG/12/16/28 There were two nominations for the post of student governor (Weybridge) and one has been duly confirmed.

PRG/12/16/29 Committee Membership for 2016/17 was discussed and recommended to the December FGB. The role of Committee vice chairs was discussed and the role removed from the Committee membership for 2016/17. The Committee asked whether a governor should sit on both CPR and Resources (as Steve Brice has previously done). No decision was made.

#### **Item 9 Committee Self Assessment**

PRG/12/16/30 The Committee agreed to complete the revised self-assessment forms.

#### **Item 10 Chair's Business**

##### **Item 10.1 Review of committee business for emerging risks**

PRG/12/16/31 No new items that have not already been considered as part of the meeting.

##### **Item 11 Any other business**

PRG/12/16/32 None

##### **Item 12 Date of next meeting**

PRG/12/16/31 Wednesday 15<sup>th</sup> March 2017 at 15.00

### Action points

1. Governors will attend the January Staff Development Day in January 2017.
2. The Clerk will update the Governor website pages in January, once she has received website training.
3. To review the workload of the Clerk in January: Principal and Clerk
4. To review the wording (smarter) and picture choice of the draft Strategic Plan: Principal
5. The Clerk to undertake a training needs analysis.
6. The Head of HR to advise how many of the 79 posts advertised have been filled and how many re-advertised.
7. The Staff budget to be re-considered for 2017/18
8. The Head of HR agreed to analyse the sickness data to establish the levels of sickness attributed to anxiety and/or stress and to compare, if possible, with other Colleges: **Action** Head of HR
9. Clerk to highlight the major College events in the weekly update to Governors and the Principal's weekly update

### Decisions:

1. The meeting agreed that the Committee Chairs and the Clerk should monitor Governor attendance.
2. The meeting agreed that at least one governor should be scheduled to attend all internal and external SAR validation meetings.
3. Governors should attend a minimum of 2 out of 3 training sessions
4. The Committee recommended that Richard Shaw become a full Governor.
5. Committee Membership for 2016/17 was recommended to FGB
  
6. To recommend to FGB the re-appointment of one year for Katie Normington and Steve Brice.
7. The meeting agreed to recommend to FGB the re-appointment of Frank Hanna as an Associate Governor and Richard Shaw as a Governor
8. Richard Shaw should join Resources Committee
9. The meeting recommended the Calendar of Business 2016/17 to the FGB
10. The meeting recommended the Terms of Reference for 2016/17 to the FGB