

Brooklands College

Minutes of the Planning, Remuneration and Governance Committee meeting held at
10 am on 22 June 2016, in room MC5.

Present: Jerry Tapp Acting Chair
Jackie Pearson
Steve Brice
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/06/16/1 Action in the event of fire was noted.

Item 2 Welcome and apologies

PRG/06/16/2 Apologies for absence were received from Terry Lazenby and Clare Watling.

Item 3 Declarations of interest

PRG/06/16/3 There were no declarations of interest.

Item 4 Minutes

PRG/06/16/4 The minutes of the meeting held on 16 March and 5th May 2016 were approved as a correct record.

Item 5 Matters Arising

PRG/06/16/5 The committee received the report on matters arising. The following items were noted:

PRG/07/15/05 : Online equality and diversity training

The majority of Governors have now completed this training. The meeting agreed that those who do not complete this by Tuesday 5th July should be named at the Full Governing Body meeting on 6th July. **Action:** Clerk to advise Governors of this deadline

Item 6 Strategic Planning

Item 6.1 Strategic Plan Aim 3 Part B 2015-16 QIP Update

PRG/06/16/6 The meeting noted that the HR restructuring had taken priority this term, which together with the Area Based Review had increased the problems of recruiting high calibre staff.

PRG/06/16/7 The Head of HR advised the meeting that the 4 Surrey GFE Colleges were sharing vacancies via a Jobs Board and hoped that this may attract greater interest in vacancies at Brooklands

PRG/06/16/8 The meeting requested that the job vacancy pages on the Brooklands website be reviewed and made more "Brooklands focussed" with comments from Brooklands staff and more welcoming: **Action** HR and IT

PRG/06/16/9 A discussion ensued regarding the HR function within AGRESSO with regard to both job vacancies and reporting functions. The Head of HR advised that AGRESSO was

limited in its reporting facilities and that the previous system CRIS was far more user friendly.

PRG/06/16/10 Sickness Reporting: The Head of HR advised that the short term sickness was higher for support staff than teaching staff. The College is introducing sickness monitoring using the Bradford Factor which will provide further information and identification of any short-term sickness trends.

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 and to compare, if possible, with other Colleges: Action Head of HR

PRG/06/16/12 Future reports to Committee will include year-on-year comparative figures.

PRG/06/16/13 Equality and Diversity of College Staff: There have been no major changes in the proportion of genders. The age profile remains stable but continues to grow, highlighting the need for succession planning. It was confirmed that there is no longer an automatic retirement age and currently 1% of staff are above the age of 65.

PRG/06/16/14 Ethnicity data suggests a significant change in profile, however, the principal reason is the paucity of data taken from the CRIS system to the AGRESSO system. Going forward, only 76% of staff returns have been made this year. Many staff remain reluctant to divulge information regarding their religious beliefs and other preferences.

The HR department are looking to encourage greater participation in the next survey. Participation will also be encouraged via the staff appraisal meetings.

PRG/06/16/15 The meeting asked if any action might be taken to boost staff morale. Following a restructure, morale will always be sensitive. There is no single issue regarding staff morale, rather a range of contributing factors.

The meeting thanked the Head of HR for her contribution and she left the meeting.

Item 7 Strategic Plan Chair's Reports

PRG/06/16/16 The reports from the Audit Committee, Resources Committee and Curriculum and Performance Review Committee were duly noted.:

PRG/06/16/17 Strategic Aims are delegated to each Committee to monitor progress:

- Resources Committee: QIP 2 and 3 A
- Curriculum and Programme Review: QIP 1 (including English & Maths)
- Planning, remuneration and Governance: QIP 3B and Governance

Item 8 Human Resources Report

PRG/06/16/18 Human Resources matters were discussed earlier during item 6.1

Item 9 Governor Body Development

Item 9.1 Re-appointment and Recruitment of Governors

PRG/06/16/19 The meeting noted the Clerk's report.

PRG/06/16/20 The meeting agreed to recommend to the Full Governing Body the re-appointment of one year for Katie Normington and Steve Brice.

PRG/06/16/21 The meeting agreed to recommend to FGB the re-appointment of Frank Hanna as an Associate Governor and Richard Shaw as a Governor.

PRG/03/16/22 The meeting agreed that Steve Brice may reduce his commitment by not being a member of Curriculum and Performance Review in 2016/17.

PRG/06/16/23 The meeting noted that a new support staff governor and at least one student governor will be required for 2016/17.

PRG/06/16/24 A discussion ensued regarding:

- The need for succession planning for the Governing Body
- Recruitment of Associate governors: NHS representative would be extremely useful
- Committee membership for 2016/17 should be completely reviewed. In the interim, it was agreed that Richard Shaw should join Resources Committee.

Item 10 Governance Quality Improvement Plan

PRG/06/16/25 The meeting reviewed the Governance QIP as at June 2016.

PRG/06/16/26 A discussion ensued regarding Governor attendance at College events. The meeting agreed that attendance enabled Governors to learn more about the College. Governors should be encouraged to attend the Graduation ceremony in September.
Action: Clerk to highlight the major College events in the weekly update to Governors and the Principal's weekly update

Item 10 Developments in the Sector

Item 10.1 Area Based Review

PRG/03/16/33 The Deputy Principal reported that the Area Based Review visit appeared to go well with positive feedback from the Reviewers.

Item 11 Calendar of Business for 2016-17

PRG/06/16/27 The meeting recommended the Calendar of Business 2016/17 to the FGB

Item 12 Committee Terms of Reference and Self-Assessment

PRG/06/16/28 The meeting recommended the Terms of Reference for 2016/17 to the FGB.

Item 13 Review of Standing Orders

PRG/06/16/28 The Clerk to review the Standing Orders **Action** Clerk

Item 14 Chair's Business

Item 14.1 Review of committee business for emerging risks

PRG/06/16/29 No items that have not already been considered as part of the meeting.

Item 15 Any other business

PRG/06/16/30 SLT would like to make a small pay award to staff, the exact format has yet to be agreed as SLT are considering the options and accompanying on-costs. The Principal will present a proposal to FGB.

Item 16 Date of next meeting

PRG/06/16/31 Wednesday 7th December 2016 at 08.00

Action points

1. Advise Governors that those who have not completed the online safeguarding and Equality & Diversity training by Tuesday 5th July will be names at FGB on 6th July: **Action Clerk**
2. The meeting requested that the job vacancy pages on the Brooklands website be reviewed and made more "Brooklands focussed" and welcoming: **Action** HR and IR

3. 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
4. Clerk to highlight the major College events in the weekly update to Governors and the Principal's weekly update

Decisions:

1. To recommend to FGB the re-appointment of one year for Katie Normington and Steve Brice.
2. The meeting agreed to recommend to FGB the re-appointment of Frank Hanna as an Associate Governor and Richard Shaw as a Governor
3. Richard Shaw should join Resources Committee
4. The meeting recommended the Calendar of Business 2016/17 to the FGB
5. The meeting recommended the Terms of Reference for 2016/17 to the FGB