

Brooklands College

Minutes of the Planning, Remuneration and Governance Committee meeting held at
4 pm on 16 March 2016, in room MC5.

Present:	Terry Lazenby Jackie Pearson Clare Watling	Chair
In Attendance:	Gail Walker Josephine Carr	Deputy Principal Clerk to the Governing Body

Item 1 Action in the event of fire

PRG/03/16/1 Action in the event of fire was noted.

Item 2 Welcome and apologies

PRG/03/16/2 Apologies for absence were received from Jerry Tapp (AoC meeting in reading), Steve Brice and Maureen Kilminster. It was confirmed that Gail Walker represented the Principal at this meeting.

Item 3 Declarations of interest

PRG/03/16/3 There were no declarations of interest.

Item 4 Minutes

PRG/03/16/4 The minutes of the meeting held on 15 December 2015 were approved as a correct record.

Item 5 Matters Arising

PRG/03/16/5 The committee received the report on matters arising. The following items were noted:

PRG/07/15/05: Governor Appraisals and Training.
The meeting considered moving the Governor training sessions from Wednesday evenings to a morning sessions, such as after each FGB, in order to maximise attendance. **Action:** Matter to be raised at FGB

PRG/07/15/05: Online equality and diversity training
Navigation of Moodle would be part of the Governors' training session that evening.

PRG/07/15/31: Student Governors
Student governors will be paid for attendance at FGB and Committee, using the Student Ambassador rate.
The Acting Principal is meeting the Student Governors on 22nd March to brief them regarding FGB the following day.

Item 6 Strategic Planning

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

PRG/03/16/6 The Head of Human Resources had submitted an update regarding the HR elements of the QIP. The Deputy Principal responded to questions in her absence.

PRG/03/16/7 "Review and develop the College's staff benefits packages" the Chair expressed concern that the Directors of Faculties (4) were paid commensurate to their increased responsibilities. The Deputy Principal advised that Directors no longer had timetabled

teaching commitments and assured the meeting that their remuneration was commensurate with their responsibilities. Recruitment of suitably qualified staff is a sector-wide problem exacerbated by the cost of living in Surrey. Vacant posts are reported to SLT on a weekly basis. Engineering and Health & Social Care are particular areas of concern for recruitment.

PRG/03/16/8 Staff L2 literacy and numeracy. The Chair reported that he had attended the AoC webinar, 'English and maths: the latest trends that governors need to consider' on 8th March which had raised interesting points which the Deputy Principal had addressed. The Deputy Principal advised the meeting that the College has a "Skills for Life Policy" which may be found on the intranet.

PRG/03/16/9 Later course start times trial has been postponed until 2016/17.

PRG/03/16/10 International School: two members of staff are currently in China with a view to Chinese students coming to Brooklands in 2018/19. Whilst an embryonic long term development, should this project be recognised/reflected in the College's list of partnerships and collaborative working? **Action:** to refer to resources Committee.

Item 6.2 Strategic Plan Chair's Reports

PRG/03/16/11 Curriculum and Programme Review: The March meeting was happy with the progress being made in regard to the QIP and no additional risks were identified.

Jerry Tapp joined the meeting at 16.35.

PRG/03/16/12 Resources: In the Chair's absence it was noted that the cost and quality of agency staff had been discussed.

PRG/03/16/13 Capital Strategy: The Deputy Principal advised that:

- The Ashford construction is currently one week ahead of schedule.
- The Locke King project is currently progressing on time and within budget.
- The power outages are proving more difficult than originally envisaged.

PRG/03/16/14 Audit: The Five Point Action Plan has not been signed off by Internal Audit – This will be resolved this week by the Interim Vice Principal.

PRG/03/16/15 Strategic Aims are delegated to each Committee to address and 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
- The PRG Committee needs to be satisfied that the QIPs are being challenged and updated on a regular basis. The meeting confirmed that the QIPs were being challenged on a regular basis.

Item 7 Human Resources Report

PRG/03/16/16 The Head of Human Resources was unable to produce the annual Equalities and Diversity Report due to preparation for the Area Based Review visit taking precedence. **Action:** The report will be presented at the June meeting: Head of Human Resources.

Item 7.1 Recruitment of Deputy Principal

PRG/03/16/17 The meeting noted that the Governors had ratified the recommendations of the Interview panel of 4th March in appointing Christine Ricketts as the Deputy Principal via email. The appointed will also be tabled at the full Governor Board meeting on 23rd March.

Item 8 Governor Body Development

Item 8.1 Recruitment of Governors

PRG/03/16/18 The 2015/16 collated Governors' skills audit was considered. It was agreed that some of the questions should be reviewed and some form of moderation applied. This may be undertaken during the appraisal process with the Clerk collating responses.

PRG/03/06/19 The Chair has agreed to hold interim meetings with the two Associate Governors to evaluate their first 6 months as Associate Governors, identify their training needs and establish whether they wish to extend their appointment.

PRG/03/16/20 The Area Based Review recommendations are expected on 7th June. It was agreed to postpone the search for a new Associate Governor to replace Sheryl Simon until the recommendations are published. Should the College need a specific area of expertise as a result of the Area Based Review recommendations this will be incorporated in the search criteria.

PRG/03/16/21 The meeting agreed that Frank Hanna and Richard Shaw should be encouraged to renew their appointment as Associate Governors. **Action** Chair

PRG/03/16/22 The meeting agreed to ask Steve Brice to renew his appointment for one year and reduce his Committee responsibilities. **Action:** Chair

PRG/03/16/23 The meeting agreed that Katie Normington be asked to renew her appointment for 3 years. **Action:** Clerk

PRG/03/16/24 Clare Watling identified the need for additional audit experience given the intention to re-tender for both external and internal audit functions. The Deputy Principal agreed to re-contact AOSEC and Tim Strickland from FE Sussex, to establish whether any other Colleges wish to hold joint presentation phase/sessions by interested audit firms.

Item 9 Governance Quality Improvement Plan

PRG/03/16/25 The PRG Committee makes recommendations regarding the Governance QIP which FGB subsequently considers.

PRG/03/16/26 Principle 2, Schedule of Delegation: review will take place in the summer term once the Deputy Principal and Vice Principal appointments have commenced.

PRG/03/16/27 Governor website information – target completion August 2016.

PRG/03/16/28 Register of Interest updated in January 2016.

PRG/03/16/29 Principle 5 – an example of assurance mapping applied to one of the College's key risks will be presented to the June Audit Committee, **Action:** Clerk to remind Internal Auditors.

PRG/03/16/30 Principle 6 – Susan McCondochie presented an update regarding her report of December 2015. After meeting with Head of Business Development, a further update will be available for the June meeting. **Action:** Report update for June meeting

PRG/03/16/31 Principle 8 – statutory responsibilities for equality and diversity – no update received from the Human resources Department – presentation of annual report deferred until the June meeting.

PRG/03/16/32 To ensure equality and diversity of governing body – recruitment of associate governor delayed until the recommendations of the Area Based Review are known.

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.

PRG/03/16/34 The AoC meeting for Principals and Chair of Governors in Reading recommended that a Governors' meeting be pencilled in after each steering group meeting:

- 12th April – initial findings from visits
- 10th May – estates and possible options
- 7th June – recommendations

It was agreed to hold an additional PRG meeting on 4th May at 4pm.

PRG/03/16/35 A discussion regarding the importance of communication regarding the process and proposals ensued.

Item 11 Chair's Business

Item 11.1 Review of committee business for emerging risks

PRG/03/16/37 The Area Based Review was identified as an emerging risk. The recommendations are due on 7th June and a single item FGB has been scheduled for 16th June.

Item 12 Any other business

PRG/03/16/38 There were no items of any other business

Item 15 Date of next meeting

PRG/03/16/39 Wednesday 29 June 2016 at 3.00pm. This may need to be re-scheduled,

Action points

1. Alternative timing of Governor training sessions to be raised at the next FGB: Action **Clerk**
2. Should the China project be considered as part of the College's collaborative working to be considered at the next Resources Committee: Action **Clerk**
3. Associate Governors to be asked to renew their appointment: Action: **Chair**
4. Steve Brice to be asked to renew his appointment for one year with reduced Committee responsibilities. Action: **Chair**
5. Katie Normington be asked to renew her appointment for three years: Action **Clerk**
6. An example of assurance mapping of a key risk to be presented at the June Audit meeting: Action: **Internal Auditors**
7. Update re report of November 2015 re Principle 6 to be presented to the June meeting: Action: **Governor** (Susan McCondochie)