

Minutes of the Planning, Remuneration and Governance Committee meeting held at 9.30am on 21st June 2017, Room MA1, Weybridge Campus.

Present: Jerry Tapp
Terry Lazenby Chair
Steve Brice
Jackie Pearson
Gail Walker Principal

In Attendance: Shereen Sameresinghe Vice Principal
Josephine Carr Clerk to the Governing Body

- Item 1**
PRG/06/17/01 **Action in the event of fire**
Exit via the windows.
- Item 2**
PRG/06/17/02 **Welcome and apologies**
Apologies were received from Clare Watling.
- Item 3**
PRG/06/17/03 **Declarations**
There were no declarations of interest.
- Item 4**
PRG/06/17/04 **Minutes**
The minutes of the meeting held on 18th May 2017 were approved as a correct record other than Steve Brice was not at the meeting.
- Item 5**
PRG/06/17/05 **Matters Arising**
Matters arising – none that are not addressed in the Agenda.
- Item 6**
Item 6.1
PRG/06/17/06 **Human Resources**
Human Resources summary report June 2017
The Vice Principal introduced the HR Report as the Head of HR; Fiona Owens left the College on 16th June. The College has contracted an HR Consultant for 2 days per week on an interim basis whilst the College recruits a permanent replacement.
- PRG/06/17/07 The summer HR report ordinarily considers staff sickness, however, since this was considered at the last Committee meeting a summary HR report is presented. Action: HR to present a termly summary report
- PRG/06/17/08 There have been 12 formal employee relations cases during the current academic year. These have been anonymised, but give an indication of the case work. The Principal and Vice Principal assured the meeting that 12 was not a high number. Action: Vice Principal to collate data from the previous 3 years to establish any trends.
- Item 6.2**
PRG/06/17/08 **QIP Aim 3 part B**
The Management training programme with BCOT (Basingstoke College of Technology) has finished and received excellent feedback from staff.
- PRG/06/17/09 Recruitment, retention and succession planning: The Principal confirmed that the majority of potholders for the new structure had been appointed internally. The two new Assistant Principal posts have been filled by two of the current Head of Faculties, Paul Laver and Leanne Poyner. All Curriculum group and Progression group posts have been offered and acceptances are expected for the majority of these new posts. The Progression group is likely to have one post advertised externally but this is yet to be confirmed.

- PRG/06/17/10 Applications for the post of Director of Estates closed today. There will be no change to the existing Properties and Facilities Manager's role (Wendy Angell). It is anticipated that the post of the Estates Administrator will be advertised externally. The Estates Team will also be recruiting an apprentice.
- PRG/06/17/11 Applications for the post of Marketing Manager closed yesterday and short listing will take place today. There was a good response and there is a plan for an interim appointment if there is no one deemed suitable after the interviews.
- PRG/06/17/12 Safeguarding is part of the Assistant Principal Progression's responsibility (Leanne Poyner) together with the Head of Progression (Claire Wye) both of whom have significant experience with safeguarding. The College designated senior manager for Safeguarding remains with the Deputy Principal. The College Safeguarding Officer will report to the Head of Progression. The meeting requested that staff with specific responsibilities for safeguarding are highlighted on the structure chart: Principal to present an updated chart to FGB.
- PRG/06/17/13 The new structure commences on 1st August 2017. The BMU Team is being renamed, Brooklands Business Solutions. The post of the Business Sales Manager will be externally advertised later today with a salary of £35,000 pa.
- PRG/06/17/14 The post of Health & Safety Officer has been amended to a term time role of 30 hours per week; the previous post holder worked 3 days per week all year round. The remodelling will provide greater resource availability during term time. The Vice Principal is overseeing Health & Safety in conjunction with a consultant previously used and it is hoped a new appointment will be made before the start of term.
- PRG/06/17/15 The meeting noted the importance of the Health & Safety role. The Resources Committee has requested that the new Health & Safety Officer attends the Committee meetings to present their termly report.
- PRG/06/17/16 The meeting enquired regarding the longevity of this restructure. The Principal assured them that the structure is devised for the long term but cannot give cast iron guarantees because of external pressures. The Progression roles in particular have cross college roles and will ensure greater consistency across the College.
- PRG/06/17/17 The staff benefits package has been rated amber because the summer term window was postponed due to the consultations regarding the Restructure. A new window will be opened in the Autumn Term 2017
- PRG/06/17/18 L2 qualifications for Staff. Work to identify suitable courses has been delayed by the Restructure consultation process. This work will be a priority for autumn term.
- PRG/06/17/19 Prevent training for staff is on-going because of new staff joining throughout the year. It is also planned for Teaching and Learning week in July. At the last staff training day, Operation ARGOS training (what to do in the event of a terrorist attack) was provided to Managers who subsequently cascaded to members of their respective teams. Teaching staff will take responsibility for their students and for taking them to an area of safety in an emergency. The response time from the Police is expected to be one hour; there is only one armed response team in Surrey.
- PRG/06/17/20 The Crisis management group meet tomorrow; given the number of real incidents, desk top exercises have not been a priority.

The Vice Principal left meeting at 10.10

Item 7

Chair's Updates

PRG/06/17/21 The Chair of Resources reported that the June meeting had debated the contribution levels and margins of subcontracted activity and noted that the pressure subcontractors are using to reduce these further.

PRG/06/17/22 The Capital Strategy Committee has regular progress reports from Fusion regarding the Weybridge Master Plan. Fusion will present their findings and interim proposals at the Governors Strategy Day. The Chair confirmed that Fusion, SLT and Governors were ensuring that the property strategy combines/supports with curriculum strategy. This was a central premise of the tendering process to ensure curriculum plan is integrated into the master plan for Weybridge estate. The importance of flexible and adaptable space is fundamental to any proposals.

PRG/06/17/23 The Chair of CPR advised the meeting that the CPR Committee were not aware of the work of the Capital Strategy regarding the Master Plan. A discussion ensued regarding how best to share information amongst the committees and how to promote better communication between Committees. The meeting agreed that 3 hours should be sufficient time provided that papers are published on time, read in advance of the meeting and that the meeting is chaired effectively. The Clerk should prepare Chair of Committee summaries for discussion and approval at PRG for submission to FGB. The paper should be a brief two page overview of key points considered at the Committee meeting and not a repetition of the minutes. Action Clerk to draft and send to relevant Chairs for approval.

PRG/06/17/24 Governors not members of CPR are encouraged to attend one CPR meeting per annum. The meeting discussed whether go to other committees beyond the CPR recommendations. The meeting agreed that this might be of significant assistance to new governors (subject to their time constraints) in providing a greater insight to the breadth of provision and activities within the College.

Item 9

Governing Body membership

PRG/06/17/25 The clerk presented her report and reminded the meeting that there would be 3 full governor vacancies at the end of the academic year. There are some prospective candidates, a colleague of Katie Normington's at Royal Holloway and a colleague of Terry Lazenby has shown interest. The Clerk has also advertised via a new governor recruitment website, educaionemployers. The meeting agreed that now the building work at Ashford was complete, a governor from Thomas Knyvett or the Howard of Effingham Trust could be beneficial.

PRG/06/17/26 The meeting discussed the poor attendance of Chris Barlow for the current academic year and 2015/16. The Chair of Resources advised that Chris had been reluctant to undertake an appraisal interview. The meeting agreed that the Vice Chair should ask Chris whether he had the time to continue as a governor and ask for a timely response (before the papers for the summer FGB are due for publication). The Clerk advised that Chris had submitted his apologies for the June FGB.

PRG/06/17/27 There will be two Student Governor vacancies at the beginning of 2017/18. The clerk will attend the Autumn Term Student Council to seek potential Governors.

PRG/06/17/28 The meeting agreed to commence Committee meetings at 3 pm on days where Governor training was scheduled for the evening session. CPR afternoon meetings will commence at 2.30pm.

- PRG/06/17/29 The meeting discussed topics for Governor training sessions which should include:
OFSTED readiness
Changing funding – levy and non-levy
New governors – Prevent
New initiatives/challenges, which arise during the academic year
- PRG/06/17/30 Committee vice chairs: The meeting discussed the appointment of vice chairs and their attendance at PRG if their Chair was unable to attend:
Audit – Liz Lacovara should she become a full Governor
CPR – Richard Rawes
Resources – Richard Shaw
CSC – Chair Richard Rawes and Vice Chair Steve Brice
- PRG/06/17/31 The meeting discussed the low completion rate of Governor appraisals. All agreed that the revised format was helpful and that all governors should complete the process before the end of the academic year. The Committee referred this matter to the June FGB.
- Item 10**
PRG/06/17/32 **Governance QIP**
Many of the actions had already been discussed earlier in the meeting.
- Item 11**
PRG/06/17/33 **Business Calendar**
The Business Calendar was approved. A discussion ensued regarding the format of the Chairs reports. It was agreed that the reports would be based upon the summary updates of the QIPs.
- Item 12**
PRG/06/17/34 **Committee Terms of Reference and Self Assessment**
Terms of Reference were approved.
- PRG/06/17/35 Vice Chair for PRG is appointed bi-annually at first meeting of the academic year. Jackie Pearson (Chair of CPR) was suggested.
- PRG/06/17/36 Committee Self-assessment the Chair of PRG requested that individual responses be sent to him by the end of next week (23rd June).
- Item 13**
PRG/06/17/37 **Review of Standing Orders**
The meeting were happy with the updated Standing Orders.
- PRG/06/17/38 The positions of Chair and Vice Chair of Governors need to be ratified for 2016/17 and approved for 2017/18. Action: Clerk to prepare a paper for FGB. These and Committee appointments will be ratified by the autumn term committees.
- Item 14**
Item 14.1
PRG/06/17/39 **Chair's Business**
Review of Committee Business for emerging risks
The meeting debated whether 'a sufficient number of Governors' be on the Risk Register. The meeting agreed that given the current number of new candidates they would review whether the number of governors should be added to the risk register at the November meeting.
- Item 14.2**
PRG/06/17/40 **Any other business**
There were no items of any other business.
- Item 15**
PRG/06/17/41 **Calendar of Meetings for 2017/18**
The Calendar of Governor Meetings 2017-18 was recommended to June FGB for acceptance.
- PRG/06/17/42 The meeting agreed that the major agenda items for the September Strategy Day were the Weybridge Estate masterplan and an update on the improvements in provision and student experience.

Item 16

PRG/06/17/43

Date of Next MeetingWednesday 29th November at 10.30 (immediately following the Joint Audit and Resources Meeting).

The meeting ended at 11:52.

Decisions taken:

1. The Vice Chair to ask Chris Barlow whether he had the time to continue as a governor and ask for a timely response (before the papers for the summer FGB are due for publication)
2. The low completion rate of Governor appraisals was referred to the June FGB
3. The PRG Terms of Reference 2017/18 were approved
4. The PRG Business Calendar 2017/18 was approved
5. The meeting approved the updated Standing Orders.
6. The Calendar of Governor Meetings 2017-18 was recommended to June FGB for acceptance.
7. The major items for the September Strategy Day were the Weybridge Estate masterplan and an update on the improvements in provision and student experience.

Actions:

1. HR to present a termly summary report
2. Vice Principal to collate data from the previous 3 years to establish any trends in formal employee relations cases.
3. The Clerk should prepare Chair of Committee summaries for discussion and approval at PRG for submission to FGB. The paper should be a brief overview of key points considered at the Committee meeting and not a repetition of the minutes. Action Clerk to draft and send to relevant Chairs for approval.
4. Committee Self-assessment the Chair of PRG requested that individual responses be sent to him by the end of next week (23rd June).
5. The meeting agreed that given the current number of new candidates they would review whether the number of governors should be added to the risk register at the November meeting.

