

# Brooklands College

Minutes of the Full Governing Body Part 1 meeting held at 4.00pm on 25 September 2015,  
in room MA1, Brooklands College

Present:	Jerry Tapp	Chair
	Terry Lazenby	Vice Chair
	Steve Brice	
	Frank Hanna (associate)	
	Brian Harris	
	Maureen Kilminster	
	Jerry Loy	
	Susan McCondochie	
	Katie Normington	
	Richard Rawes	
	Teresa Roberts	
	Sheryl Simon (associate)	
	Richard Shaw (associate)	
	Clare Watling	

In Attendance:	Gail Walker	Deputy Principal
	Diana Pogson	Interim Vice Principal
	Angela Terry	PA to Principal/SLT

**Item 1      Action in event of fire**

FGB/09/15/1    Action in the event of fire was noted.

**Item 2      Welcome and apologies**

FGB/09/15/2    Apologies for absence were received from Chris Barlow, Jackie Pearson, Ricky Zalman and Ian Pocock.

**Item 3      Resolution**

FGB/09/15/3    The resolution that the Part 2 meeting would take place with the withdrawal of staff and students was passed.

**Item 4      Declaration of interest**

FGB/09/15/4    There were no declarations of interest.

**Item 5      Minutes**

FGB/09/15/5    The minutes of the meeting held on 15 July 2015 were approved as a correct record.

**Item 6 Matters Arising**

- FGB/09/15/6 The full governing body (FGB) received the report on matters arising, noting those actions which had been completed and those items which would be carried over. In addition, the following points were noted:
- FGB/09/15/7 The circulation of the governors' calendar of meetings was noted. One change would need to be made to the date of the planning, remuneration and governance (PRG) committee for the summer term **Action: Clerk.**
- FGB/09/15/8 Governors were reminded of the need to undertake the equality and diversity training module the Brooklands virtual learning environment (Moodle) **Action: Governors.**
- FGB/09/15/9 The PRG committee would be considering recruitment of a governor in a community leadership role **Action: PRG Committee.**
- FGB/09/15/10 Governors would be keen to understand the rational underpinning scoring in future discussion of the risk register **Action: SLT.**

**Item 7 Ratification of committee chair appointments and committee membership**

- FGB/09/15/11 The chair noted that since the report had been drafted Susan McCondochie had agreed to be vice chair of the audit committee, and Katie Normington to be vice chair of curriculum performance and review. With these two additions the committee membership and chairs of committees were agreed for 2015-16.

**Item 8 Management Accounts July 2015**

- FGB/09/15/12 The governing body received a report which presented draft financial results for the twelve months to 31 July 2015. Members noted that there would be adjustments, particularly relating to FRS17 and the sale of Ashford, prior to audit at the end of October 2015.
- FGB/09/15/13 The draft underlying surplus was reported as £115k. The main variance from the June position related to higher than anticipated apprenticeship income, and lower costs relating to Oxford Brookes. Pay costs were higher than expected by £213k related to pension payments.

**Item 9 Enrolments**

- FGB/09/15/14 The governing body received a verbal update on enrolments. For 16-18, the current figure was 1616 against a target of 1887 and it was anticipated that the target would be met. For full cost students the target had already been reached. Princes Trust students would be recruited throughout the year

**Item 10 Success rates**

- FGB/09/15/15 The principal reported that success rates were currently at 83.9%, with some results still to be included. GCSE results for English and mathematics had however been disappointing. This was the case across the further education sector.

**Item 11 Chair's Business**

FGB/09/15/16 The chair confirmed that the lease agreement with Thomas Knyvett College for the re-provision of facilities in Ashford had been signed the previous week.

**Item 12.1 Enterprise Strategy**

FGB/09/15/17 The governing body received the enterprise strategy for information. Steve Brice, Frank Hanna, Brian Harris, Jerry Loy and Chris Barlow would be invited to join a sponsorship group.

**Item 12.2 Student Satisfaction Survey**

FGB/09/15/18 The governing body noted that only 500 from a possible 2000 students had taken part. The questionnaire might need to be reviewed, and participation facilitated through tutorials.

**Item 13 Any other business**

FGB/09/15/19 There were no items of any other business.

**Item 14 Date of next meeting**

FGB/09/15/20 16 December 2015

Chair .....

Date .....