

FGB/09/16/7 Staff Pay Award: this was agreed in principle at the July meeting pending any fall-out from Brexit and affordability in terms of on-costs. Staff will be awarded 0.3% in November 2016 and 0.2% in November 2017. There will also be a review of sessional pay. AoC have recommended no pay increase this year, however Brooklands staff have not received pay awards in previous years when AoC have recommended small increases.

In response to Governor questions, the Principal confirmed that staff turnover, save for restructures, remains low and that staff sickness data is skewed by a number members of staff being on long-term sick leave.

Item 7 Governance

Item 7.1 Ratification of Committee Chair appointments

FGB/09/16/8 The Board approved the re-appointment of the Committee Chairs:

Curriculum and Performance Review	Jackie Pearson
Planning, Governance and Remuneration	Terry Lazenby
Audit	Clare Watling
Resources (Capital Strategy)	Steve Brice

Jerry Loy has agreed to move to the Audit Committee to replace Susan McCondochie.

Item 7.2 College Seal Report 2015/16

FGB/07/16/9 The Board noted the report detailing the usage of the College Seal in 2015/16.

Item 8 Finance: July Management Accounts

FGB/09/16/10 The Board noted the accounts and asked for the principal reasons for the changes since the May management accounts. The Vice Principal advised that

- the Agency staff costs for both teaching and administrative staff were considerably higher than originally budgeted for (as per discussions at both Resources Committee and Board meetings in 2016/17).
- Enrolment income is shown as lower than budgeted. However, this will change when the final accounts are presented. This is due to enrolments taking place throughout the academic year and that the associated enrolment and achievement monies are not claimed until the electronic records are one hundred percent correct and verified. This delay in claiming income occurs each academic year.
- The Vice Principal is forecasting that a small operating surplus will be achieved for 2015/16 final accounts. Over 50% of FE colleges are expected to report an operating deficit for 2015/16. In response to Governor questioning, the Vice Principal did not anticipate or foresee any unexpected or unusual items expenditure

FGB/09/16/11 The next instalment of the Ashford sale monies of £3M is scheduled for October.

Item 9 Enrolments

FGB/09/16/12 The Deputy Principal provided an update regarding enrolments as at 21st September. For 16-18 year olds the target is 1,807 and as at Wednesday 1,510 had enrolled. There are some 164 students whose enrolment is not yet complete leaving a current shortfall of 133. However, the Prince's Trust programmes and Traineeships have enrolments throughout the year and so the College is relatively confident that the 16-18 enrolment target will be achieved.

The College Admissions team are text messaging any students who expressed an interest in Brooklands and have not yet enrolled advising them that it is not too late to enrol for 2016/17. Twitter is also being used to advise that enrolment is still open.

FGB/09/16/13 Adult recruitment is still in progress and is due for review at the end of September.

Item 10 Success rates

FGB/09/16/14 The Deputy Principal advised the meeting that “Success rates” have been renamed as “Achievement rates”

FGB/09/16/15 As at Wednesday 21st September the overall College Achievement rates were 85.4% compared to the national average of 83.1%. Further achievement data is being added. The College target is 87% and the Deputy Principal is confident that this will be achieved ensuring that the College sits comfortably above the national average (83.1%).

FGB/09/16/16 The College retention rate is currently 94%. Continuing numbers are currently 2,446, including:

Basic Skills	593
Certificates	437
Diploma	392

FGB/09/16/17 The Basic Skills overall achievement rate is 78% compared with the national average of 67%

FGB/09/16/18 IGCSE English overall achievement is 89% with 431 students completing the course (479 started the course):
282 students (60%) achieved A*-C
138 students (29%) achieved D - G

The Board agreed that these were excellent results.

FGB/09/16/19 IGCSE Maths had 446 students commence the course of who 405 completed the course with an overall achievement rate of 82%
97 students (22%) achieved A* – C
264 students (60%) achieved D - G

FGB/09/16/20 The English teaching team have shared resources and best practice during the year. There are some new maths teachers for 2016/17 and two of the maths teaching staff who had difficulties and challenges during 2015/16 have now left. SLT will continue to work with the English and Maths teams in particular to share the successful skills and systems developed by the English team with the Maths team. SLT feel that the Maths Team will be better placed for 2016/17 and anticipate a higher achievement rate of A*-C next summer.

The English and Maths co-ordinators will be using a classroom as a subject centre/ drop in facility offering one-two-one sessions, lunchtime sessions and other additional support for students. The College is also looking at best practice from other Colleges with higher maths achievement rates such as Eastleigh whilst sharing our good practice in English with Eastleigh.

FGB/09/16/21 The overall achievement rate for the Apprenticeship framework is 91% compared to the national average of 75%.

The Apprenticeship timely achievement rate is 65.8% compared to the national average of 55.7%.

However, this data is not yet complete. The previous gap between subcontractors and College provision has narrowed. An area for development in 2016/17 is timely success. For 2015/16 this was further skewed by an employer who made all their staff redundant including an apprentice who had not yet completed his course.

FGB/09/16/22 The Board agreed to send a letter of thanks to the English teaching team for all their hard work and supporting the achievement of their students. Action: Chair of Curriculum

Item 11 College Events

FGB/09/16/23 The Board noted the upcoming College events listed on the Agenda. The Clerk asked Governors to advise of their availability regarding the forthcoming internal SAR panels.

A discussion ensued regarding how many College events per term Governors should attend. The meeting noted the difference between events where Governors were seen to be supporting the College and those where Governors may further develop their understanding of the College and its multifarious activities.

FGB/07/16/24 Elmbridge Planning Committee meeting on Monday 25th September will consider the Power League Planning application. One objector is expected to speak at the meeting. The Vice Principal will be attending the meeting. Governors were asked if they wished to attend. Richard Rawes agreed to attend the Planning Committee meeting

Item 12 Chair's Business

FGB09/16/25 As stated in Item 2 Frank Hanna has resigned as an Associate Governor but wishes to continue to support the Construction Unit with actual materials, supply of specialist staff as guest lecturers, sponsoring students to attend Construction Industry events (primarily competitions) and introducing other local building companies to the College. Thus the role of "Friend of Brooklands College" is to be developed and Friends for each department will be established in due course. A "Friends of Brooklands" webpage and termly newsletter are anticipated with an annual dinner in the Training Restaurant as a way of thanking them for their invaluable contribution to the students.

Item 12.1 Review of committee business for emerging risks

FGB/09/16/26 The Chair questioned whether the Sainsbury Report would be fully implemented.

FGB/09/16/27 The Chair commented that the Surrey ABR has emerged with no significant or contentious recommendations, other than for the two Colleges with Financial and Achievement weaknesses. This is in contrast to the reports for earlier Reviews. The Review Team recognised the good ratings and financial condition of the great majority of Surrey Colleges.

Item 13 Any Other Business

FGB/09/16/28 The Principal and Chair are meeting the Principal and Chair of Farnborough College next Thursday 29th September. Camberley is an area in which the two Colleges may collaborate in order to serve the community

FGB/09/16/29 The aide memoire produced by Jackie Pearson has been circulated and will be available on eshare.

Item 14 Date of next meeting

FGB/09/16/30 Wednesday 14th December at 08.00 followed by Christmas Lunch in the Training Restaurant.

Action points:

1. The Chair of Curriculum and Performance Review to write a letter of thanks to the English Teaching staff
2. Richard Rawes agreed to attend the Elmbridge Planning Committee meeting on Monday 25th September re the Power League Planning application.