

Committee held at 08.00, 14th March 2018

Room MC5, Weybridge Campus.

Present:	Terry Lazenby	Chair
	Jerry Tapp	Chair of Governors
	Jackie Pearson	Chair of Curriculum and Performance Review
	Steve Brice	Chair of Resources
	Jerry Loy	Chair of Audit
	Gail Walker	Principal
In Attendance:	Josephine Carr	Clerk to the Governing Body

- Item 1**
PRG/03/18/1 **Action in the event of fire**
Action in the event of fire was noted.
- Item 2**
PRG/03/18/2 **Welcome and apologies**
Apologies were received from Shereen Samersinghe and Donna Wall.
- Item 3**
PRG/03/18/3 **Declarations of Interest**
There were no declarations of interest.
- Item 4**
PRG/03/18/4 **Minutes 29th November 2017**
The Committee approved the minutes as a correct record of the meeting.
- Item 5**
PRG/03/18/5 **Matters arising**
The College Policies list was presented to Audit Committee (28th February). Further work has been undertaken to this list as evidenced by the document presented to this Committee. A discussion regarding the review process ensued. The Principal confirmed that the College policies on the website were fully compliant with the funding bodies' rules. The Committee asked that the College Policies list with a colour code descriptor be presented to the March FGB. Action Principal and Clerk
- PRG/03/18/6 It was confirmed that Unit 4 own the software system formerly known as Agresso (when part of SiSSC).
- PRG/03/18/7 The Clerk advised the meeting of the current use of BoardPacks, Governor Dissatisfaction with the system and its cost of £843 per month. After a brief discussion, the meeting agreed that 3 months' notice should be given after the March FGB and that a separate VLE for Governors be established on the College website. Action Clerk
- PRG/03/18/8 A near miss accident occurred when the Principal tripped on the doorstep within MC5: Action: Clerk to report.
- Whilst waiting for the Interim HR Manager, the meeting discussed Item 7
- Item 7**
Governing Body Development
- Item 7.1**
Governing Body Membership
PRG/03/18/9 The Clerk presented her report. The meeting agreed to recommend to the March FGB that Marcus Youden and Nick Vaughan-Barratt become full governors. The recommendation regarding the second term of the Staff Governor (Teaching) was deferred until the June PRG meeting.
- PRG/03/18/10 Steve Brice wishes to continue as a Governor. The Committee must ensure that this is possible without making any amendments to the Constitution before they make any recommendation to FGB. Steve Brice has been a Governor since September 2002 and last year FGB agreed his re-appointment for 12 months given "his current contribution and wish not to lose his expertise" which is permissible as an extension in exceptional circumstances.

PRG/03/18/11 Jerry Tapp advised that his term as Chair concludes in Sept 2018. In September 2018 he will have been a full governor for 8 years (2 x 4 years) and an Associate for 3 years. Jerry has not yet decided about his future involvement; but would like to remain as a Governor provided that the other Governors are happy with this and that this is constitutionally possible.

Jerry Tapp and Steve Brice left the meeting whilst their role as governors was discussed.

PRG/03/18/12 The meeting agreed that Jerry Tapp should remain as a governor, should he wish to, from September 2018 and that his position be reviewed on an annual basis.

PRG/03/18/13 The Clerk will investigate the process for electing a new Chair of Governors for September 2018. Action: Clerk

PRG/03/18/14 After discussion the meeting agreed that Steve Brice's tenure should be extended until April 2019 and that Steve should stand down as Chair of Resources Committee at the end of the current academic year and so allow for two terms of transition/support for the new Chair of Resources.

Jerry Tapp and Steve Brice re-joined the meeting

PRG/03/18/15 At the last training evening the constitutional status of the Capital Strategy Committee was raised as part of the Committee structure presentations. Currently it is a sub Committee of Resources, however it has grown in importance. The Chair of Capital Resources is redefining the Terms of Reference. The meeting agreed to postpone the discussion regarding the constitutional status of the Capital Strategy Committee until the June meeting.

Item 10.2

Governor emails

PRG/03/18/16

The meeting agreed that the IT clinic worked well at the last training evening. All governors should be using their College emails by the end of the current academic year.

Item 6

Human Resources

Item 6.1

Termly Human Resources Report

PRG/03/18/17

In the absence of the Interim Head of HR, the Principal tabled the report. The HR department has been understaffed for some time and is now fully staffed. However, the functional specification has not been completed and is work in progress.

PRG/03/18/18

The HR departmental QIP identified Agresso development and interviews post exit as areas requiring attention. Staff exit interviews are not always conducted.

PRG/03/18/29

The recent staff survey responses identify an increase in staff feeling part of a team. Whilst I have a clear understanding of what is expected of me is marginally lower than previous results. On the whole the Principal was quite pleased with results, which are better than last year, significantly improved in some areas particularly following on from the restructure in July 2017. The resultant new posts commenced in September and so there has been little time to see impact of these changes.

PRG/03/18/20

The meeting noted that the number of staff survey returns has increased compared to previous years. Staff are allocated specific time during staff development days to complete the surveys.

Item 8

Strategic Planning

Item 8.1

Training Evenings

PRG/03/18/21

The meeting agreed that it they were happy with the current format of the Governor Training sessions.

Item 8.2

Possible engagement with East Surrey

PRG/03/18/22

Deferred until the end of the meeting

Item 9

Governance QIP 2017/18

PRG/03/18/23

The meeting noted the updates

Item 10

PRG/03/18/24

Committee Reports

The meeting acknowledged the short intervals in the meeting cycle for preparing committee reports for both PRG and FGB.

PRG/03/18/25

The importance of Curriculum and Resources Committees working together was noted. The two respective chairs of these committees had walked around the Tower Block after the Employers' Breakfast. The question was asked whether the environment is the best that it might be in order for both students and staff to succeed in. During the SAR process and termly performance reviews departments are asked if they have the appropriate resources to deliver their programmes. It was agreed that this question should be asked at the Curriculum Committee Departmental presentations.

PRG/03/18/26

The Principal reminded the meeting of the predicted year-end deficit and that even tighter control of resources than usual was needed by management.

Item 13

PRG/03/18/27

Any Other Business

There being no further business the Chair confirmed the date of the next meeting and closed the meeting.

Item 14

PRG/03/18/28

Date of Next Meeting

Wednesday 27th June at 08.00

Decisions made.

1. The Committee asked that the College Policies list with a colour code descriptor be presented to the March FGB.
2. That 3 months' notice be given to BoardPacks after the March FGB
3. The meeting agreed to recommend to the March FGB that Marcus Youden and Nick Vaughan-Barratt become full governors.
4. The meeting agreed that Jerry Tapp should remain as a governor, should he wish to, from September 2018 and that his position be reviewed on an annual basis.
5. The meeting agreed that Steve Brice's tenure should be extended until April 2019 and that Steve should stand down as Chair of Resources Committee at the end of the current academic year.
6. The meeting agreed to postpone the discussion regarding the constitutional status of the Capital Strategy Committee until the June meeting.
7. All governors should be using their College emails by the end of the current academic year.

Actions:

1. Clerk to report the near-miss accident
2. Departments at the CPR Departmental presentations should be asked if they have the appropriate resources to deliver their programmes.