

Brooklands College

Minutes of the Full Governing Body meeting held at 8 am on 4th July 2018,
Room MA1, Weybridge Campus.

Item 1 Action in the event of fire

FGB/07/18/1 Action in the event of fire was noted.

Item 2 Welcome and apologies

FGB/07/18/2 Apologies for absence were received from Marcus Youden, Andrew Barrett, Rupert Moor and Ariphon Farrell.

Item 3 Resolution

FGB/07/18/3 The resolution that a brief Part 2 meeting would take place with the withdrawal of Student Governors was passed.

Item 4 Declarations of interest

FGB/07/18/4 There were no declarations of interest.

Item 5 Minutes

FGB/07/18/5 The minutes of the meeting held on 28th March 2018 were approved as a correct record.

Item 6 Matters Arising

FGB/07/18/6 The Principal advised that the review dates of the College policies are monitored by SLT.

Item 7 Student report

FGB/07/18/7 The Board noted the Ashford Student Governor's report in her absence.

FGB/07/18/8 A member asked if the role of Student Governor was actively advertised to all students at the beginning of the academic year. The Deputy Principal advised that the Student Governor roles are advertised to Course (class) Representatives at the beginning of the academic year.

Item 8. Principals Report and KPIs

FGB/07/18/9 The Principal tabled her report and advised the meeting that it had been a busy and good term.

FGB/07/18/10 The Principal is meeting Kwasi Kwarteng (MP Spelthorne) in September.

FGB/07/18/19 It was suggested that the College links with a charity and set up private provision, possibly summer holiday provision as a starting point, using the students respite allocation? The Principal agreed to consider this option.

FGB/07/18/20 The meeting confirmed that it was still comfortable to extend its high needs provision.

FGB/07/18/23 **KPIs:** The Principal noted that the Term 3 KPIs are difficult given the interdependence on student achievements and results.

FGB/07/18/25 Valued added rating for L3 students on Applied General Programmes red rated for Terms 2 and 3.

FGB/07/18/26 OFSTED is now looking at the progress of learning and not just achievement; how students develop their learning post 16 school.

Item 9. College QIP

FGB/07/18/27 The College QIP in its new format, having been discussed at Committee level, is tabled for information.

FGB/07/18/28 Self-Assessment and Achievement Rates: of the 19 curriculum and support areas 7 will be graded as outstanding and 10 good with two requiring improvement. The Term 3 Performance Reviews will identify whether these targets have been achieved. The examination results will be required to confirm these assessments. At this juncture, the Deputy Principal does not expect 7 areas to achieve outstanding.

FGB/07/18/29 Apprentice progress logging of data requires a RAG rating on progress. The Deputy Principal will ensure that all elements are RAG rated and that FGB will only discuss red rated items at future meetings.

Item 10. Resources Committee

Items 10.1 and 10.2 April and May Management Accounts

FGB/07/18/31 The Chair of Resources informed the meeting that the April accounts had been discussed. It was noted that the College currently has a healthy cash balance and because of this the ESFA are likely to rate the Financial Health of the College as satisfactory for 2017/18.

Item 10.3 Draft Budget 2018/19 and Two-Year Plan

FGB/07/18/32 The Vice Principal presented the draft budget and 2-year plan which has been updated since the Resources Meeting and advised the meeting that final versions must be submitted to the ESFA no later than 31st July.

FGB/07/18/33 The first next meeting with Barclays Bank will be after the ESFA July submission.

Item 10.4 Capital Budget 2018/19

FGB/07/18/34 The Capital budget has been updated to include the new boiler, summer works and IT as agreed at Capital Strategy Committee last week.

FGB/07/18/35 The meeting approved the budgets and two-year plan.

Item 10.5 Financial Regulations 2018/19

FGB/07/18/36 The amendments to the Financial Regulations were discussed at the June Resources Committee with the proposed changes highlighted. The meeting approved the Financial Regulations 2018/19.

Item 10.6 Procurement: Ratification of Utilities

FGB/07/18/37 The Vice Principal advised the meeting that the fixed unit rate had been agreed for the next 3 years. Three brokers provided three rates which were reasonably similar. The meeting noted that Tenet tender management had generated cost savings on the cleaning contract. Gardening and IT Procurement are the next tenders to be prepared over the summer. The meeting ratified the email decision regarding Utilities procurement.

Item 10.7 Resources Committee's Terms of Reference 2018/19

FGB/07/18/38 The meeting noted that the Capital Strategy Committee is to become a Committee in its own right as opposed to a sub-Committee of the Resources Committee. Subject to amendments to changing job titles and the Capital Strategy Committee status the Terms of Reference were approved. **Action** Clerk to update.

FGB/07/18/39 The Resources Committee wish to advise the meeting of their discussions.

Item 11 Curriculum and Performance Review Committee

FGB/07/18/40 The termly Safeguarding report presented to the June CPR meeting is included in the FGB papers. The OFSTED monitoring visit went well.

FGB/07/18/41 OFSTED judged that the College has made reasonable progress regarding the recommendations made after the November inspection.

FGB/07/18/42 The June CPR meeting included a Tutorial presentation which addressed the first year of the new centralised tutorial system and the developments to be introduced for 2018/19. In summary the students are very positive regarding the new system and the student experience is more consistent across the College.

FGB/07/18/44 The College has been working with Thomas Knyvett to develop a small joint provision A Levels and BTEC at Ashford. However, no applications have been received to date.

FGB/07/18/45 Construction, Public Services and SEND departments are moving/expanding to different parts of the Weybridge campus during the summer.

FGB/07/18/46 The June CPR meeting had a positive discussion regarding the strategic direction of the curriculum and the promotion of a growth culture; even in times of financial constraint the College should not contract too much.

FGB/07/18/47 The meeting approved the CPR Committee Terms of Reference 2018/19.

Item 12. Audit Committee

Item 12.1 Heat Map

FGB/07/18/48 The Chair of Audit advised the meeting that the Heat Map provided a useful snap shot summary of the College Risk Register. The June Audit Committee looked at principal changes since the February meeting.

FGB/07/18/49 The Chair of Audit advised the meeting that the Internal Auditors gave a positive overview regarding the College's performance last year.

FGB/07/18/50 The Internal Auditors have been asked to provide longer term internal audit plans for years 2, 3 and 4 in addition to revising the 2018/19 plan.

FGB/07/18/51 The Audit Committee discussed the Internal Audit fees and the cost saving of £5,000 fees if Internal Audit were not asked to give an opinion regarding the College finances and processes. The Committee agreed that an Internal Audit opinion should be given and so await a revised Audit Plan for 2018/19 which will be presented at the September FGB. The meeting agreed with this decision.

FGB/07/18/52 The Audit Committee recommends acceptance of the External Audit Plan 2018/19. The meeting approved the External Audit Plan 2018/19.

FGB/07/18/53 The meeting approved the Audit Committee Terms of Reference 2018/19.

Item 13 Planning, Remuneration and Governance Committee

Item 13.1 Governance QIP

FGB/07/18/54 The Chair of PRG advised, further to the recommendation that Governors should look at other Colleges for examples of good practice, that PRG members visited Fareham College on 27th June. The Clerk has produced a summary of the points discussed during the visit.

PRG members are considering whether to visit a College in need of improvement.

Item 13.2 Governing Body membership

FGB/07/18/55 The Governing Body approved the appointment of Terry Lazenby as Chair of Governors from the commencement of the 2018/19 academic year.

FGB/07/18/56 Barbara Spittle is the only Governor to indicate interest in becoming the Vice Chair of Governors. The meeting approved the election of Barbara Spittle as the Vice Chair of Governors 2018/19.

FGB/07/18/57 The meeting approved the appointment of Nick Vaughan-Barrett as Chair of Curriculum and Performance Review Committee

FGB/07/18/58 The meeting discussed the process of renewing governor's tenure for greater than two terms of 4 years and the PRG recommendation to renew Jerry Tapp's role as Governor

for one year. The meeting approved the process and renewal of Jerry Tapp's role for one year.

FGB/07/18/59 The meeting agreed that Paul Stedman be appointed as a Full Governor.

FGB/07/18/60 The meeting approved the renewal of Teresa Roberts as Staff Governor for a second four-year term.

Item 13.3 Review of Standing Orders

FGB/07/18/61 The Chair of PRG advised the meeting that he, the Principal and Clerk will be reviewing Standing Orders, Instruments and Articles over the summer to ensure that they are both current and correlate.

Item 13.4 Terms of Reference

FGB/07/18/62 The meeting approved the PRG Terms of Reference 2018/19 subject to the updating regarding the status of CSC.

Item 13.5 Disciplinary Policy

FGB/07/18/63 The revised Staff Disciplinary Policy for 2018/19 was discussed at the June PRG meeting and is recommended to FGB for approval. The meeting approved the Disciplinary Policy.

FGB/07/18/64 The PRG Committee wish to advise the meeting of the following points:

- College Insolvency: the Government has issued new proposals for FE and 6th Form Colleges whereby normal insolvency rules applying to charity and commercial business will apply to Colleges.
- The Governor Skills Audit identified gaps in Governor knowledge/expertise particularly with regards to finance and audit. The audit demonstrates sufficient support on curriculum matters and local contacts.

Item 14 Business Calendar 2018/19

FGB/07/18/65 The Meeting approved the Business calendar and agreed that one Committee meeting per term should be held at Ashford.

Item 15

Chairs Business

Item 15.1

Review of Board business for Emerging Risks

FGB/07/18/66

The Chair advised that there were no new emerging risks from the meeting.

Item 16

FGB/07/18/67

Any Other Business

The meeting thanked Jerry Tapp for his considerable contribution to the College for the last 8 years. The incoming Chair of Governors noted that Jerry was a hard act to follow. Jerry thanked the Governors for all their support during his tenure as Chair of Governors.

Item 17

FGB/07/18/68

Date of Next meeting

Friday 21st September (Governor Strategy Day) 16.30

Close Part 1

Jerry Loy and the Student Governor left the meeting