

|                |                  |  |
|----------------|------------------|--|
| Present:       | Terry Lazenby    | Chair                                      |
|                | Jerry Tapp       | Chair of Governors                         |
|                | Jackie Pearson   | Chair of Curriculum and Performance Review |
|                | Steve Brice      | Chair of Resources                         |
|                | Gail Walker      | Principal                                  |
| In Attendance: | Josephine Carr   | Clerk to the Governing Body                |
|                | Margaret Franchi | Interim HR Manager                         |

- Item 1**  
PRG/06/18/1      **Action in the event of fire**  
Action in the event of fire was noted.
- Item 2**  
PRG/06/18/2      **Welcome and apologies**  
Apologies were received from Jerry Loy and Shereen Samersinghe. The Chair welcomed Margaret to the Committee and thanked her for attending the Committee on only her 6<sup>th</sup> day in the role.
- Item 3**  
PRG/03/18/3      **Declarations of Interest**  
There were no declarations of interest.
- Item 4**  
PRG/03/18/4      **Minutes 14<sup>th</sup> March 2018**  
The Committee approved the minutes as a correct record of the meeting.
- Item 5**  
PRG/06/18/5      **Matters arising**  
The functional specification for the Unit 4 HR system has not yet been compiled due to staffing levels below establishment levels.
- Item 6**  
**Item 6.1**  
PRG/06/18/6      **Human Resources**  
**Termly Human Resources Report**  
The Principal confirmed that HR is included in the overarching College QIP. Any areas of concern from the QIP will be flagged up in the termly HR Summary; in particular where the risk rating has changed.
- PRG/06/18/7      The meeting considered whether PRG should review the College QIP given that Resources, Audit and CPR look at their individual areas of interest. The meeting concluded that it should only review the College QIP if a problem occurred; the overarching QIP acts as an aide memoir for inter committee communication.
- PRG/06/18/8      The Governors asked for an updated organisational staff structure together with the individual job titles.
- PRG/06/18/9      The Chair of Resources reported that the discussion at Resources Committee regarding the College QIP does not give a sense of where the focus of SLT is in the terms of moving the QIP forward (because the detail is not available). The details previously seen by Governors are contained within the departmental QIPs.
- PRG/06/18/10      The Chair of PRG acknowledged that SLT use the College QIP to manage College and wondered if there is a way in terms of the actions/milestones of RAG rating items and/or key action points for each term? The Principal and Deputy Principal will consider this.
- PRG/06/18/11      The Interim Head of HR was asked to highlight items within the report:
- Employee relations is the main focus at the moment; all staff affected are aware of their position. SLT are hoping for only 3 enforced redundancies, whilst other staff are redeployed. The Governors agreed that the process was very thorough and well managed by College.
- PRG/06/18/12      Staff review 2018/19: The meeting asked if the Brooklands Business Solutions Unit had sufficient resources. The Vice Principal advised the meeting that no cuts were planned for the Team. The new Sales Manager, Dawn Hare, is looking to change the structure of the team by changing job descriptions, realigning roles to get a better fit for what the College needs.

- PRG/06/18/13 Recruitment: SLT scrutinise every vacancy and only recruit where necessary (make amendments where possible) and removing non-essential vacant positions where these will have least impact upon the College. For instance, Friday afternoons in the library at Ashford are extremely quiet and so 2 hours on a Friday afternoon have been reduced, allowing additional hours with industrial placements.
- PRG/06/18/14 The College restricts usage of agency staff for sickness cover and where, for whatever reason, a vacancy remains unfilled. The College is looking for an 80% established and 20% sessional ratio; and this has been discussed at every Performance Review Summer Term. The meeting acknowledged that the use of sessional staff allows the curriculum to grow and shrink.
- PRG/06/18/15 The Chair of CPR reminded the meeting that the Internal Audit had raised Safeguarding and recruitment. The Head of HR advised the meeting that having recently experienced the recruitment process at first hand she was able to confirm that the safeguarding procedures were adhered to for new members of staff.
- PRG/06/18/16 The meeting asked the interim Head of HR, Margaret, about her experience of the induction process. Margaret advised that this is available online and was undertaken at home in about 2 hours. There are ways of improving process and Margaret will also speak with new senior staff, the Assistant Principals and Finance Director regarding their experience of the Brooklands induction and identify any areas which may be improved.
- Item 6.2**  
PRG/06/18/17 **Disciplinary policy**  
The Vice Principal advised the meeting that the updates have been made to align with College structure and to include social media. The meeting approved the updated Disciplinary Policy.
- PRG/06/18/18 The Governors thanked Margaret for her input and she left the meeting.
- Item 7**  
**Item 7.1**  
PRG/06/18/19 **Strategic Planning**  
**2017/18 Governance QIP**  
The meeting noted the updated Governance QIP.
- Item 8**  
**Item 8.1**  
PRG/06/18/20 **Governing Body Development**  
**Governing Body Membership**  
The Committee considered the Clerk's report and agreed that Paul Stedman should be recommended to the July FGB as a full governor. The meeting noted that Paul's construction background is very useful at CSC.
- PRG/06/18/21 The meeting agreed that Rupert Moor should remain as an Associate Governor. His attendance has not been particularly good.
- PRG/06/18/22 The Committee recommended to July FGB that Terry Lazenby should be Chair of Governors 2018-19 onwards.
- PRG/06/18/23 The meeting noted that a Vice Chair of Governors is then required. To date only Barbara Spittle has expressed an interest. The meeting agreed that Barbara Spittle would be an excellent candidate. The meeting agreed that the Clerk should ask for formal nominations for Vice Chair and that this be discussed and decided at the July FGB.
- PRG/06/18/24 A replacement for Jackie Pearson as Chair of CPR is required. The Principal nominated Nick Vaughan Barratt. The meeting agreed with this proposal noting that whilst Nick may not have an educational background he asks pertinent questions. The Chair to ask Nick Vaughan-Barratt to chair CPR and ask if he is happy for Jackie Pearson to remain on CPR as an ordinary member: Action Vice Chair
- PRG/06/18/25 As Chair of Governors, Terry Lazenby will be unable to remain as a member of the Audit Committee. Jerry Tapp agreed to join Audit if required, Mr Fred Gray, a retired ICI accountant may be interested in becoming a Governor. Terry Lazenby to enquire and forward Mr Gray's details to the clerk to commence the formal recruitment process.

- PRG/06/18/26 Resources will need a new Chair as Steve Brice is scheduled to retire as a Governor in April 2019. Richard Shaw was suggested as a possible candidate. The Vice Chair to make enquiries.
- PRG/06/18/27 The meeting recommended to July FGB that the Staff Governor (Teaching), Teresa Roberts role be renewed for 4 years to July 2022.
- PRG/06/18/28 Further to the March PRG and FGB, the meeting agreed that Constitutional status of Capital Strategy Committee should be of equal status as the other Committees and no longer a subcommittee of Resources. The Chair of CSC will be invited to be a member of PRG
- PRG/06/18/29 The Principal proposed that Steve Brice is asked to be a Friend of Brooklands College. Frank Hanna, a previous Governor is also a Brooklands Friend and has maintained close contact with the Construction Department. There are some 35 Friends, listed on the website who maintain links with specific departments via a variety of ways, a meat masterclass, talks to business students et al. A Friends' dinner in the Training Restaurant has also been suggested. The meeting agreed that this would be a good way of maintaining links with Steve Brice.
- PRG/06/18/30 The meeting noted the summary results of the 2017/18 governor skills audit together with the comparison with 2015/16 findings. The governor training sessions 2018/19 will look to address some of the lesser areas of experience. The Clerk is looking to recruit more governors with financial experience.
- PRG/06/18/31 The meeting noted the updated Governance QIP.
- Item 9**  
**Item 9.1**  
PRG/06/18/32 **Committee Chair Updates**  
**Resources Committee**
- The Resources Chair noted that much of the discussion at the June Resources meeting had already been covered in this meeting. The Resources meeting discussed the new format of the College QIP and how best Governors and Colleges may lobby politicians regarding the Apprenticeship provision post Levy (April 2017)
- Resources also discussed course provision and the need to break even. There was a debate whether these decisions were the responsibility of SLT or Governors. Resources agreed that these are SLT decisions until any significantly changes the strategic direction of the College, e.g. A levels decision.
- Resources Committee expressed concern regarding contraction of courses but were assured that there is growth in some areas, particularly in Construction and electrical installation. Governors should be mindful of overall provision.
- PRG/06/18/33 Communication between CPR & Resources: The termly Performance Reviews facilitate this by looking at future provision.
- PRG/06/18/34 The Principal assured the meeting that the Master Plan will include room for growth and flexibility in the short, medium and long term.
- Item 9.2**  
PRG/06/18/35 **Curriculum and Performance Review Committee**
- The Chair of CPR advised the meeting that the tutorial presentation had been good together with good feedback from the student governor.
- PRG/06/18/36 IT is still an issue for the curriculum and it has been agreed that CPR members will receive the termly IT report to Resources Committee.
- PRG/06/18/37 Both Assistant Principals have resigned their posts and the College has appointed replacements who will commence in the autumn: Simon Lovegrove and Cass Hardy
- PRG/06/18/38 The proposal to provide 3 A level and BTEC courses jointly with Thomas Knyvett at Ashford has been stalled by the lack of applicants for September 2018.
- PRG/06/18/39 The Principal has been successful in bidding for matched funding capital bids with the LEP. The IT bid for £160,000 will enable the College to install additional cabling in the Tower Building.

- PRG/06/18/40 Further to a letter from the ESFA, the College has a Minimum standards QIP to ensure the “added value” and expected outcomes of students are fully recorded and analysed. The CPR committee discussed whether the purchase of ALPS or ALICE was required to ensure that the College had the correct tools and resources to undertake this work.
- PRG/06/18/41 The June CPR Committee discussed the need to encourage a culture of growth and income generation within curriculum areas
- PRG/06/18/42 The launch of the new College website has been delayed until the end of September (after enrolment for the new academic year). It is planned that the website will go live in mid-late September and tie in with “Any Questions” broadcast from the College on 28<sup>th</sup> September.

**Item 9.3 Audit Committee**

PRG/06/18/43 The Audit Chairman advised the meeting that the External Audit Strategy was discussed and agreed at the June meeting together with three Internal Audit reports on Tuition Fees, Learner Numbers and Subcontracting. The Learner Numbers report identified the problem of recording 20% off the job training for post May 2017 apprenticeships

PRG/06/18/44 The Chair of Audit advised the meeting that the termly Risk register heat map is a useful summary of the College’s termly position. Recent changes are primarily associated with financial aspect of College, e.g. failure to meet budgeted surpluses.

**Item 10 Fareham College visit**

PRG/06/18/45 The meeting agreed that the discussion with the Fareham governors should concentrate on

- Board organisation and level of detail of supporting papers
- Interaction with students
- Difficulties of managing Government finances
- What were the specific areas of improvement which helped them achieve an outstanding inspection?

**Item 11 Committee administration**

PRG/06/18/46 The meeting approved the Business Calendar 2018/19

PRG/06/18/47 The meeting recommended the PRG Terms of Reference 2018/19 to FGB subject to the amendment to reflect CSC as a full committee

PRG/06/18/48 The Chair of PRG suggested that members complete the self-assessment forms and return to him and the Clerk for collation.

**Item 12 Chair’s Business**

PRG/06/18/49 The Principal and Clerk advised the meeting of the proposed Insolvency Regime and the need to advise the July FGB of this and to include the proposals in the induction sessions for new Governors.

Decisions made.

1. That Paul Stedman should be recommended to the July FGB as a full governor
2. The Committee recommended to July FGB that Terry Lazenby should be Chair of Governors 2018-19 onwards.
3. That the Clerk should ask for formal nominations for Vice Chair and that this be discussed and decided at the July FGB.
4. The meeting recommended the renewal of the Staff Governor (Teaching) for a further 4 years.
5. The meeting supported the suggestion that Nick Vaughan-Barratt be asked to be Chair of CPR 2018/19.
6. The meeting agreed that the constitutional status of the Capital Strategy Committee should be amended to a standalone committee as opposed to a sub Committee of Resources. The Chair of Capital Strategy should be invited to join PRG. This will be recommended to the July FGB.
7. All governors should be using their College emails by the end of the current academic year.