

# Brooklands College

Minutes of the Full Governing Body meeting held at 8 am on 21<sup>st</sup> September 2018,  
Room MA1, Weybridge Campus.

Present:	Terry Lazenby Richard Shaw Richard Rawes Barbara Spittle Nick Vaughan Barratt Teresa Roberts Andrew Barrett Gail Walker Fred Gray Mary Hughes Andy McDonnell	Vice Chair     (Staff Governor) (Staff Governor) Principal
In Attendance:	Christine Ricketts Shereen Sameresinghe Josephine Carr	Deputy Principal Vice Principal Clerk to the Governing Body

**Item 1 Action in the event of fire**

FGB/09/19/1 Action in the event of fire was noted.

**Item 2 Welcome and apologies**

FGB/09/19/2 Apologies for absence were received from Jerry Tapp, Steve Brice, Jackie Pearson, Paul Stedman, Jerry Loy and Rupert Moor.

An email has been received this morning from Jerry Tapp, who, because of his personal circumstances is no longer able to continue as a Governor. Jerry sends everyone his best wishes and every success in the future in the governance of the College. The Chair will write to Jerry and also at a later stage offer to host a meal.

**Item 3 Resolution**

FGB/09/19/3 The resolution that a brief Part Two meeting would take place.

**Item 4 Declarations of interest**

FGB/09/19/4 There were no declarations of interest.

**Item 5 Minutes**

FGB/09/19/5 10.3 FGB/07/18/33 was amended:

The next meeting with Barclays Bank will be after the ESFA July submission. The College and Barclays Bank are considering the option of restructuring the loan which is secured by a charge over the Art and Engineering Building. The Vice Principal reported that the bank is supportive of the College's position during recent discussions.

FGB/07/18/6 10.6 FGB/07/18/37 was amended: "Tenet" as opposed to "Tenon"

FGB/07/18/7 The minutes were approved as a correct record and duly signed by the Chair.

**Item 6 Matters Arising**

FGB/07/18/8 The Summer holiday provision for SEND students is not currently viable. The Principal asked the Surrey CC new lead of Children's Services before summer holidays who agreed to look into this option. The Principal will ask him again next week.

**Item 7 Governance**

**Item 7.1 Governing Body Membership**

FGB/07/18/9 The three candidates for Associate Governorships were asked to temporarily leave the meeting. The meeting was unanimous in their agreement that all three, Fred Gray, Mary Hughes and Andy McDonnell should be appointed as Associate Governors. The meeting noted that their input had been most insightful and useful during the day.

FGB/07/18/10 The meeting ratified the appointment of Terry Lazenby as Chair of Governors and Barbara Spittle as Vice Chair for 2018/19 and 2019/20.

FGB/07/18/11 The Chairs, Vice Chairs and Membership of Committees were discussed. The Chairs and Vice Chairs will be agreed at the individual Autumn term Committee meetings. The Committee membership itself was agreed. Further to Jerry Tapp's resignation a Chair and Vice Chair of the Resources Committee will be needed.

**Item 7.2 College Seal Report 2017/18**

FGB/07/18/12 The application of the College Seal Report 2017/18 was noted.

**Item 7.3 Annual summary report of Complaints received 2017/18**

FGB/07/18/13 The Deputy Principal presented the report together with a summary with 3-year historical perspective. There was an increase in the number of complaints received in 2017/18 compared to 2016/17.

FGB/07/18/14 The Complaints Policy and process is currently under review; a draft format has been submitted to SLT with a recommendation to reduce the response time. Improvements to the excel spreadsheet recording the complaints have been suggested to enable better year on year analysis.

FGB/07/18/15 Recent changes in the College structure and realignment of College departments distort year on year comparisons. The largest increase in complaints received in 2017/18 related to engineering, HE, professional courses and BBS. There are some common themes such as teaching and learning assessments and some staffing issues. Returning AAT students have been offered a 10% reduction in fees for 2018/19. The Assistant Principal Curriculum is now directly managing AAT. The areas experiencing the most significant decrease in the number of complaints were Finance and Digital Services. The complaints as a percentage of the students within the curriculum department concerned reflect the relatively small number of unhappy students in the majority of curriculum departments.

FGB/07/18/16 In response to a governor questions the Deputy Principal agreed that a significant proportion of the complaints correlate to concerns discussed at Performance Reviews. There have been some national problems associated with AAT in addition to some local issues.

FGB/07/18/17 The College is also looking to capture both positive and negative feedback from the College Twitter feed.

**Item 7.4 Instrument and Articles updated 2018/19**

**Item 7.5 Standing Orders updated 2018/19**

FGB/07/18/18 The Chair advised the meeting that the College Instrument and Articles, Standing Orders and Financial Regulations had been reviewed in August to ensure that these key constitutional documents correlated with each other. The meeting approved the Instrument and Articles and Standing Orders 2018/19 as tabled.

**Item 8 Finance**

**Item 8.1 To receive the July management accounts**

FGB/07/18/19 The Vice Principal reminded the meeting that the end of year position will be different to the July Management accounts tabled. College staff are currently updating student data (achievements and enrolments) which will impact upon final year and funding position. The External Auditors will undertake their statutory work in October. The end of year operating deficit has been reduced to £346,000 and is not anticipated to increase and may reduce slightly further.

FGB/07/18/20 Staffing ratios. The Vice Principal confirmed that the ESFA takes out subcontracting income but not the associated costs. If the Brooklands costs associated with subcontracting are removed from this formula, then the ESFA staffing costs 66%

FGB/07/18/21 The Vice Principal advised that Surrey CC have paid their outstanding debts. The Student Loans Company is not a prompt payer but will pay provided that the students have not left the course. The Chair of Resources suggested putting a greater proportion of the cash reserves on a fixed notice account. The College will not be liable to tax on any interest earned.

**Item 8.2 Budget 2018/19 and Two-Year Plan**

FGB/07/18/22 The Vice Principal confirmed that these final submission documents were used by the consultants when reviewing the options for Brooklands going forward.

**Item 8.3 Internal Audit Plan 2018-19 (Revised)**

FGB/07/18/23 The June Audit Committee discussed possible topics and opinion work and the Principal and Vice Principal met with the Internal Auditors to agree the revised Internal Audit Plan. The principal changes include the Learner Journey from the point of view of an applicant (experience through to enrolment) and Collaborations; how the College manages these relationships with other organisations such as schools, Kier, Heathrow et al and the due diligence undertaken. The revised Plan has not been discussed by the Audit Committee and FGB approval is requested. The meeting approved the Internal Audit Plan 2018-19 as tabled.

**Item 8.4 Summer Capital Works updated**

FGB/07/18/24 Significant site works to facilitate the expansion of the Construction department were undertaken during the summer holidays. Supported Learning moved out of the Berkley Building into the Wellington Building whilst Public Services moved out of the Wellington Building into Locke King and Supported Learning to Wellington.

FGB/07/18/25 The Ashford construction workshop has been reorganised to accommodate the move of electrical installation to Ashford. The staff and students are pleased with the transformation.

FGB/07/18/26 Additional Security measures within the Weybridge campus: additional lighting in the student car park and new barrier.

FGB/07/18/27 New IT hardware and cabling, part funded by the LEP have been installed. The annual deep clean has undertaken together with statutory electrical and water testing.

**Item 8.5 Awarding of the Tower Boiler contract (for information) – Fairways Engineering**

FGB/07/18/28 The Vice Principal, having informed earlier CSC meetings and FGB July confirmed that the back-up boiler tender had been won by Fairways Engineering (who installed the other boiler last year).

**Item 9 Enrolments**

FGB/07/18/29 The Deputy Principal gave an update regarding enrolments as of 20<sup>th</sup> September.

16 -18	<b>1378</b> ( target 1,607 / 229 short of target)
Traineeships	3 ( target 119)
Higher Education/ Professional Courses	159
Adults (AEB)	444
Direct Apprenticeships	73 starts target 140 ( last year 120)
Subcontracted Apprenticeships	700 carry in 2017/18 120 New starts Target 450 however, still waiting for outcome of the growth bid submitted to the ESFA in August.

FGB/07/18/28 Note **expected** in year enrolments

Traineeships	119
TRUST	20
LEAP	15
Supported Internships	6
Head start	20
Pre-16 ( full time)	10
<b>Total</b>	<b>190</b>

In summary: 2018/19 Target =1,607. Current student numbers 1,378 + 190 = 1,568 (39 below target).

FGB/07/18/30 The Deputy Principal advised the meeting that Headstart student numbers may increase more than 20 as the College recruited 38 in 2017/18.

FGB/07/18/31 Enrolment is ongoing and will continue. Ten students have enrolled today (21<sup>st</sup> September). The Deputy Principal reminded the meeting of the ESFA's lagged learner funding formula whereby the College would not receive any additional funding for additional students until the following academic/financial year.

**Item 10**

FGB/07/18/32

**Success Rates: Achievement to date including GCSE Maths and English**

The College is looking to submit the final ILR in two weeks' time. Currently some 2,000 qualifications have not yet been logged and claimed.

Achievement 2017/18 ( to date)

	As of Thursday, 20 <sup>th</sup> September 2018	College Target ( last year's outcomes in brackets)	National Rates
Overall	88%	87% ( 86%)	80.7%
16 -18	86%	85% (84%)	77.5%
19+	92.1%	92% ( 92.6%)	86.6%
Apprenticeships Overall	79.2% (898 leavers)	(81.3%)	72.2%
GCSE English ( 9 - 4)	17%	60% (45%)	29.8%
GCSE Mathematics ( 9 - 4)	14%	30% (17%)	18.1%

GCSE English & GCSE MathematicsGCSE English

In 2017/18, in Surrey 10,530 16-year olds sat GCSE English, of those 78.8% achieved 9 – 4. The country national rate is 70.2% achieving 9 – 4. Those closest to this achievement often go to the sixth form and the College is left with those further away from achieving 9-4. This is one reason why it is hard to achieve. 1,800 17-19-year olds sat GCSE English in Surrey in 17/18 and of these 33.9% in the county passed at 9 -4. The national rate is **29.8%**.

GCSE Mathematics

In 2017/18, in Surrey 10, 305 16-year olds sat GCSE Mathematics and 79. 1% in the county achieved 9 - 4 , the national rate is 70.8%. In Surrey 1,955 17-19-year olds sat GCSE Mathematics and of these 22% achieved 9 -4. The national rate is **18.1%**.

FGB/07/18/33 Therefore, we can conclude that Surrey rates are higher. The College is disappointed with the GCSE outcomes and more intervention will take place this year. At the Term 3 (2017/18) Performance Review the managers for the team presented a much better predicted outcome. However, since the publication of the GCSE results SLT have identified a fundamental problem with the English and Maths assessment process: overmarking.

FGB/07/18/34 The New Assistant Principal has been tasked with Maths and English as a priority area and will be running an English and Maths impact group, looking in particular at assessment and monitoring of progress. The timetabling of English and Maths (effectively sandwiched between vocational lessons) should improve attendance rates.

FGB/07/18/35 25 students will be resitting GCSE in November. In addition to their regular timetabled classes they have 3 additional sessions per week working on their particular gaps (the College has their exam scripts from the exam board).

**Item 11**

FGB/07/18/36

**College Events**

The Any Questions Panel members will include Sian Berry, Ian Dale (LBC)

**Item 12****Item 12.1**

FGB/09/19/37

**Chairs Business****Review of Board business for Emerging Risks**

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

**Item 13**

FGB/09/19/38

**Any Other Business**

No further matters were raised.

**Item 14**

FGB/09/19/39

**Date of Next meeting**

Wednesday 12<sup>th</sup> December at 09.00 followed by lunch in the Training Restaurant

Meeting closed at 5pm

Decisions:

1. Fred Gray, Mary Hughes and Andy McDonnell should be appointed as Associate Governors.

2. The meeting ratified the appointment of Terry Lazenby as Chair of Governors and Barbara Spittle as Vice Chair for 2018/19 and 2019/20.
3. The Committee Membership was agreed
4. The meeting approved the Instrument and Articles and Standing Orders 2018/19 as tabled.
5. FGB approved the Internal Audit Plan 2018-19 as tabled.

#### Actions

1. A Chair and Vice Chair of Resources are required.