

Brooklands College

CORPORATION PART ONE

DATE: WEDNESDAY 20 OCTOBER 2021

PLACE: Vickers Suite, Brooklands Museum

TIME: 5pm

PRESENT:

Andrew Baird	Chair
Fred Gray	Chair of Resources
Mary Hughes	Safeguarding Governor
Hilary Omissi OBE	Governor
Jackie Pearson	Chair of Curriculum & Performance Review
Christine Ricketts	Principal & CEO
Dr Barbara Spittle	Vice Chair
Melanie Harding	Governor
Lee Chantry	Staff Governor
Nicholas Woolf OBE	Governor

IN ATTENDANCE

Dr Stephen Dowbiggin OBE	Estates Advisor & Consultant
Sarah Glasspool	Executive Director, Finance, Resources & People
Sarah Clancy	Director of Quality and Standards
Andrew Russell	Executive Director of Student Support & Stakeholder Relationships
Natalie Watt	Clerk to the Corporation

STANDING AGENDA ITEMS	Action By
<p>1. Action in the Event of Fire Members were advised to exit through the rear door. Meeting point was on the paddock green.</p> <p>2. Welcome & Apologies for Absence The Chair welcomed those present, Members of SLT who were observing and new attendees were introduced to the Corporation. Natalie Watt – Clerk to the Corporation Paul Mittendorfer – ESFA Observer</p> <p>Apologies Dr Andrew Gilchrist, Bob Pickles.</p> <p>3. Declarations of Interest</p> <ul style="list-style-type: none"> i. The Chair of the Corporation also holds the position of Chair of Orbital South Colleges. ii. Dr Stephen Dowbiggin OBE, Chair of Sainsbury’s T-Level Committee and a T level ambassador. iii. Melanie Harding - Department for Education, Project Director for School Rebuilding Programmes <p>4. Notification of Any Other business</p>	

None notified and none declared.

Items for Consideration & Approval

5. **Part One Minutes of the meeting held on 19 July 2021.**

Presented by the Estates Advisor and Consultant.

6. **Matters Arising – Part One**

- The Clerk confirmed that a letter had been sent on behalf of the Corporation thanking the Academic Staff Governor and the previous Clerk for their service.

Noted.

7. **Governance Update - Presented by the Clerk to the Corporation**

Items discussed:

Re-Appointment (Dr B Spittle withdrew from the meeting for this matter).

- The Clerk informed the members that the re-appointment of Dr Barbara Spittle was proposed. The Corporation unanimously voted to appoint Dr Barbara Spittle for a further term of office. Re-Appointment **APPROVED**.

Corporation Vacancies

- The Clerk drew Members' attention to the proposals for holding elections during the Autumn Term which it was anticipated would lead to nominations for the appointments for the roles of Academic Staff Governor and Student Governors so these could be proposed and confirmed at the December Corporation meeting. A further update on progress would be provided to the meeting of the Search & Governance Committee on the 2 November 2021. **Noted.**

Clerk

Autumn Term Schedule

- The draft Schedule was **APPROVED**.

The Corporation RECEIVED the updates on the following matters:

- **Committee Membership – APPROVED** subject to noting that M Hughes also served on the Audit Cttee.
- **Terms of Reference - APPROVED**
- **Chair's Action**
- **Use of the College Seal**
- **Brooklands Enterprises Ltd**
- **Annual Returns**
- **Updating of Governors' section of the College Website**
- **Communication with Governors' –** Some Members of the Corporation advised the Clerk that they were already in direct receipt of the AoC briefings. It was agreed that the Clerk would contact Members to seek confirmation that they wished to be included in the bulletin circulation.
- **Governors Self-Assessment and Quality Improvement Plan**

Clerk

The Report was RECEIVED and the recommendations APPROVED.

8. **Principal & CEO Update – Presented by the Principal & CEO**

Items Discussed:

COVID

Members' attention was drawn to the Executive Summary on page 1. The Principal & CEO provided Members with a verbal update on cases that had developed since the

report had been circulated. Members were advised that the Public Services staff and students were quarantining currently. The Principal & CEO confirmed that all agreed COVID measures had been followed and a deep clean of the area implemented. The Principal & CEO reiterated the COVID protocols in place for information.

KPIs

- Members' attention was drawn to the update and they were assured that the results were broadly in line with the targets.
- Members were informed that the final data deadline was the 21st October just after the meeting.

Enrolments

- Brief discussion followed on the final numbers, the trend in slight growth and the number of new starts in apprenticeship provision.
- The Principal & CEO drew Members' attention to the 16-18 enrolment of 1422 against an allocation target of 1368, the retention of 1422 learners. Members were also informed that the College would be continuing with enrolments in the Autumn Term.
- Members received the update on Apprenticeships and performance against the Adult Education Budget. Members were also advised that Higher Education courses are recruiting well and are above target at 102.
- Members noted the growth in recruitment and Adult performance of 4% when compared to 2019/2020.
- The interim report on performance against the Key Performance Indicators was received.
- Members' attention was drawn to paragraphs 7 and 8 in particular which detailed achievements in GCSE English and Maths.
- Members noted the areas of concern identified in the report and that overall attendance rates required further improvement.
- The Principal & CEO also drew Members' attention to the updates on the Annual Accounts at paragraphs 13-15. Noted.
- The Principal & CEO updated the Corporation on the opening of the hairdressing salon at Ashford and thanked Governors for their attendance at the successful event.
- Members noted the detailed report the key news items detailed from paragraph 23 onwards.
- The Chair thanked the Principal & CEO for the detailed report and noted the recruitment improvement which was particularly good news in light of challenges that have arisen from schools. Members discussed the national impact of schools retaining considerable A level students in the wake of grade inflations due to the pandemic.
- Members queried the lack of destination data. The Principal & CEO confirmed that this information was still being collated and would be provided to the Curriculum Performance & Review Committee in due course.
- Members also queried what action was being taken to address the issues in functional skills. The Principal & CEO confirmed to the Corporation that the area was in supportive intervention and was being closely monitored.
- Members were informed that there were some cross-college issues that had a wider impact across the college namely timetabling and communication. In light of this best practice was being shared across all areas.

The Corporation RESOLVED to RECEIVE the Report.

PART TWO – Subject to a separate confidential minute.

None

11. **Date of Next Meeting**

- **Wednesday 15 December 2021 at 6pm on site at Brooklands College Catering Conference Room.**

Signed By: _____

Date: _____