

**Brockenhurst College
Corporation Meeting Minutes**

Minutes of the one hundred and ninety fourth meeting of the Corporation, held on 8, July 2024 at 5.00pm via MS Teams.

Present			Meetings attended
	Alex Neill	Chair	(9 out of 9)
	Helen Odhams	Principal	(9 out of 9)
	Shaun Williams		(8 out of 9)
	Ian Fry		(6 out of 9)
	Vicky Essex		(8 out of 9)
	Jerry Ede		(9 out of 9)
	Magdalena Baugh		(8 out of 9)
	Rob Dunford		(7 out of 9)
	Bella Laraman		(1 out of 1)
	Lauren Ellery		(1 out of 1)
	Lisa Bell		(4 out of 4)
	Xing Li-Bloodworth		(3 out of 4)
 In attendance	 Limor Feingold	 Vice Principal, Finance (VPF)	
	Judith Munro	Assistant Principal, Learning and Quality (APL&Q)	
	Steve Jenkin	Assistant Principal, Vocational (APV)	
	 Lynn Payne	 Clerk to the Corporation	 (9 out of 9)

Meeting commenced at 5.00pm

Minute number		Action
194.1	WELCOME AND APOLOGIES The Chair welcomed everyone to the meeting. Apologies were received from James Hiley-Jones, Jenny Jenkin, Bob Hogg and Gary Cooper.	
194.1.1	ANY CONFLICT OF INTEREST No member expressed any conflict of interest with the agenda.	
194.1.2	ELECTION: Vice-Chair of Corporation 2024-2025 The Clerk informed members there had been several nominations for James Hiley-Jones to become Vice Chair of the Board for the next academic year. There had been no other nominations. Members unanimously agreed the appointment of James Hiley-Jones as Vice Chair of the Board to July 2025.	
194.1.3	RATIFICATION of the Appointment of: Student Governors Members were introduced to Bella Laraman and Lauren Ellery, the student body elected governors. Members ratified the appointments of Bella and Lauren as Student Governors of the Board for one year to July 2025	



194.2	CORPORATION BUSINESS	
194.2.1	<p>Minutes of meeting held on 5, March 2024 The minutes of the board meeting held on the 5th of March 2024, having been previously circulated to members, were agreed as a true record and would be signed by the chair. All Members were agreed.</p>	
194.2.2	<p>Matters arising from the meeting held on 5, March 2024 It was noted matters arising from the meeting had either been actioned or would be considered within the agenda.</p>	
194.2.3	<p>Application of the College Seal There were no matters to report in relation to the use of the college seal.</p>	
194.2.4	<p>Schedule of Business for 2024/2025 Members had received and considered the Schedule of Business for 2024-2025. This was agreed.</p>	
194.2.5	<p>Review of Effectiveness of the Committees of the Corporation 2023/2024 The reviews of effectiveness of all the committees of the corporation for the last academic year were considered. The reports were approved.</p>	
194.3	CONTEXT SETTING AND UPDATE REPORTS	
194.3.1	<p>Principal's report The Principal's report including, highlighting student recruitment activity, exams, the Annual Strategic Conversation, and the creation of the new SU executive team was noted, and taken 'as read'. In relation to the forthcoming general election and new government the Principal informed members that candidates from all the main political parties had been invited to the college to talk through matters regarding education. There was a discussion around how the new government will have an impact on the FE sector including their commitment to Level 3 Pause and Review, the creation of Skills England and the potential for Technical Excellence Colleges Finally, the Principal highlighted the good news stories at the college and forthcoming college events. The report was noted.</p>	
194.3.2	<p>Draft Strategic Plan 2024-2029 (SP) <i>To enable there to be sufficient time to consider the Draft Strategic Plan in detail, the Chair advised members he would be taking all the other agenda items at this meeting first, returning to the Draft Strategic Plan as the last item of business. To ensure there would be plenty of time for this matter important matter he informed members he would be moving quickly through the other agenda items.</i> <i>The Draft Strategic Plan item, although taken at the end of the meeting is recorded here and in sequence in the minutes.</i> Members were asked to share, discuss, and agree the Draft Strategic Plan (SP) 2024-2029. The SP set out the College's strategic vision for the next five years. The first half of the SP included: Purpose, Vision, Values and Context setting information about the college. The second half of the SP included: Key strategic pillars alongside objectives and intended outcomes of the approach in the next five years. Including outstanding student experience, the college people, growth and development, strong financial health and Sustainability and the environment.</p>	



	<p>The Principal advised members that so far, the SP was a culmination of collaboration with governors, staff, students, and employers.</p> <p>The high-level SP had several operational plans supporting and informing it such as the Property and Estates Strategy, Workforce Development Strategy, Curriculum Strategy, and IT Development Strategy. The College's QIP, Annual Accountability Statement and Risk Register would annually monitor the achievement of the SP.</p> <p>Members were asked if the SP was ambitious enough to be a five-year plan and whether the purpose of the college and associated vision was reflective of what it was hoped the college would achieve. Members were asked to consider if they felt the values accurately reflected the college. In addition, whether the strategic vision description should be more of a high-level summary and whether EDI was sufficiently embedded throughout the plan.</p> <p>It was noted that some members had provided advance commentary and information to inform the SP, and this had been considered. Alex Neill was keen to have more detail about the college at the beginning of the document relating to the college being part of the New Forest community. This was agreed and would appear in the final document.</p> <p>Members asked about the length of the SP and wondered if it should be a shorter document and with a likely change in government and that it should also become a 'live' document. A new government was likely to make changes requiring new policies with a need to update the design curriculum to meet local skills needs. The Principal was of the view that the SP could make the curriculum provision looser at this stage and perhaps the SP could become three years. Mrs Jenkin was keen to see 'live' SP's refined every year by way of an implementation plan. The Principal agreed to take these points back to SLT for discussion and update the SP as appropriate.</p> <p>Alex Neil in relation to the list of key partners, felt this may not be a useful inclusion, but it was considered important to make further reference to local schools.</p> <p>Members discussed the need for branding. Also, with a five-year SP how a need to ensure the SP stayed relevant.</p> <p>On the pillars and titles paragraphs Rob Dunford felt these could be condensed on a single line descriptor including how financial health would look in 5 years. The view was objectives needed to be crisp and strong.</p> <p>The Principal thanked members for their helpful comments and would consider the suggestions proposed. It was agreed that the SP did not need to come back to the Board for approval but the finalised version would come back to the next meeting of the Board. The SP was approved. All Members agreed.</p>	<p>Principal</p> <p>Principal</p> <p>Principal</p>
<p>194.3.3</p>	<p>Governor Corporation and Committee meetings 2024-2025</p> <p>Members noted the report on the request for a change to the timings and dates of some of the Corporation and committee meetings in the next academic year. The Principal detailed the reasons for this. Of note was the introduction of a new regular Board meeting in September. IN the 2024-25 academic year this would be at the start of October.</p>	



	<p>Regarding ongoing governor training, there would now be different presentations taking place at the start of each board meeting. These would be 'deep dive' sessions into key areas of the college work. It was proposed they would be 10 minutes long.</p> <p>Members felt 10 minutes would be insufficient time for such presentations as there would also need to be some time question time.</p> <p>It was noted there would be two Board Strategy Days in the year, one in December and one in March.</p> <p>The report was noted.</p>	
194.3.4	<p>3-year External Review of the Board</p> <p>Members noted the 'Three Year External Review of the Board' had taken place. It had already been considered by the Strategy, Governance and Search committee. Members noted the recommendations suggested in the review.</p> <p>It was agreed to delegate to the Principal and the new Chair of the board what to action to take from the review as beneficial to the Corporation.</p> <p>The Three-Year External Review of the Board was agreed.</p>	
194.3.5	<p>Quality Improvement Plan (QIP) update</p> <p>The Principal highlighted the progress that had been made against the targets in the QIP and the emerging issues. Members noted the changes proposed. Mrs Jenkin felt there were generally too many items on the QIP and suggested the targets be made more succinct. Mr Dunford also felt that where there were unsatisfactory outcomes, the reasons for that should be included in the Plan. For example, if there were disappointing exam results, the reasons for that should be included in the plan.</p> <p>The Principal advised members that at Q&C Committee, she had advised members that the QIP would be re-developed for the 2024-25 academic year. and would consider the helpful points raised by members.</p> <p>The report was noted.</p>	Principal
194.3.6	<p>Student Union Activities report</p> <p>The two new student governors gave a short verbal report on the current student union activities. This would be a regular report from the student governors.</p> <p>The report was noted.</p>	
194.4	FINANCIAL AND COMMERCIAL MATTERS	
194.4.1	<p>May Management Accounts and report on Key performance indicators (KPI's) 2023-2024.</p> <p>The Chair asked for the report to be taken 'as read'.</p> <p>Members had noted the year-to-date EBITDA of £1,637k as £722k above budget, principally reflecting underlying savings in administration costs and payroll for the first nine months of the year.</p> <p>It was noted that whilst international income was below budget due to a lower than planned level of enrolments, this had been offset by other income areas notably the Adult Education Budget.</p> <p>The financial reforecast had decreased by £147k to a full year EBITDA of £1,227k which represented 5.2% of total income. The forecast EBITDA was £49k better than budget and combined with an improving current ratio would result in an ESFA health rating of borderline 'Good' compared to a budgeted rating of 'Requires Improvement'.</p> <p>Members noted the information in the management accounts and report on key performance indicators 2023 to 2024.</p> <p>The provision for future losses including the onerous lease was noted as was the big upside for staffing costs of £694k.</p> <p>The report was noted.</p>	



194.5	COMMITTEE REPORTS	
194.6	Report of Quality and Curriculum Committee	
194.6.1	Minutes of meeting held on 14, May 2024 The minutes of the meeting held on the 14th of May 2024 were noted.	
194.6.2	Summary report from the Chair of Q&C Alex Neil provided a brief summary of the work of the Quality and Curriculum committee this term.	
194.6.3	Recommendations from the Committee to the Board	
194.6.3.1	Q&C Terms of Reference Members considered and agreed the Terms of Reference.	
194.6.3.2	Review of Effectiveness Members had already agreed to the Review of Effectiveness of the committee earlier in the agenda.	
194.6.3.3	Quality Strategy Members considered and agreed the Quality Strategy and manual.	
194.7	Report of Resources Committee	
194.7.1	Minutes of meeting held on 18, June 2024 The minutes of the meeting of the 18th of June were noted.	
194.7.2	Summary report from the Chair of Resources There was a summary report on the work of the Resources Committee this term from the Chair, Ian Fry. There was an update on the matter relating to Asbestos from the Vice Principal including the comprehensive set of actions being undertaken . It was noted that the Critical Incident Policy would be revised to incorporate some other linked policies to enable all the key associated information to be in one place.	
194.7.3	Recommendations from the Committee to the Board	
194.7.3.1	Resources committee Terms of Reference The Terms of Reference were considered and agreed.	
194.7.3.2	Review of Effectiveness of the committee. The Review of Effectiveness of the committee had been considered earlier in the agenda.	
194.7.3.3	Financial Regulations The Financial Regulations were considered and agreed.	
194.7.3.4	Trans Equality Policy Statement It was noted that the College are awaiting updated government guidance in order to be able to update this statement further. The Trans Equality Policy Statement was agreed	
194.7.3.5	Tuition Fees Policy The Tuition Fees Policy was agreed.	
194.7.3.6	Critical Incident Policy The Critical Incident Policy was agreed.	



194.7.3.7	Disciplinary Policy for Senior Postholders The Disciplinary Policy for Senior Post Holders was agreed.	
194.7.3.8	Grievance Guidance on Complaints against Senior Postholders The Grievance Guidance on Complaints against Senior Postholders was agreed.	
194.7.3.9	Grievance Procedure for Senior Postholders The Grievance Procedure for Senior Postholders was agreed.	
194.7.3.10	Health and Safety Policy The Health and Safety Policy was agreed.	
194.7.3.11	Leave Policy The Leave Policy was agreed.	
194.8	Report of Audit Committee	
194.8.1	Minutes of meeting held on 16, May 2024 The minutes of the meeting on 16 May 2024 were noted.	
194.8.2	Summary report from the Chair of Audit The Chair of Audit Committee, Shaun Williams, presented a brief report of the work of the Audit Committee this term.	
194.8.3	Recommendations from the Committee to the Board	
194.8.3.1	Review of Effectiveness The review of the effectiveness of the committee had been considered earlier in the agenda.	
194.8.3.2	Audit ToR The audit terms of reference were considered and agreed.	
194.8.3.3	External Audit Plan for the Audit of the College's Accounts and Benchmarking report The external audit plan for the audited of their colleges accounts and benchmarking report were considered and agreed.	
194.8.3.4	Proposed Internal Audit Visits 2023-2024 and 2024-2025 The proposed internal audit visits 2023 to 2024 and 2024-2025 were agreed.	
194.8.3.5	Risk Management Register and Action plan update 2023-2024 The Risk Management Register and Action Plan was considered and discussed. As a result of a recommendation in the three-year review of the board, it had been agreed to remove some operational risks from the main Risk Register. It was noted that Asbestos related matters at the college would now be included in the Risk Register. The Principal noted that the Risk register would be re-developed during the 2024-25 academic year to focus on a smaller number of significant college risks. The Risk Register was approved. Members looked forward to an updated new changed Risk Register at the next meeting.	
194.9	Report of Governance & Search Committee	
194.9.1	Minutes of meeting held on 16, May 2024 The minutes of the meeting held on the 16th of May were noted	



194.9.2	Summary report from the Chair of S G&S There was a summary report from Shaun Williams which was noted.	
194.9.3	Recommendations from the Committee to the Board	
194.9.3.1	Review of Effectiveness The review of the effectiveness of the committee had been considered at the start of the agenda.	
194.9.3.2	S G&S ToR Members considered and agreed the terms of reference of the committee.	
194.9.3.3	Draft Strategic Plan 2024-2029 This had been considered as a separate item earlier in the agenda.	
194.9.3.4	Draft Accountability Agreement It was noted that Accountability Agreement had been agreed by the Board on the 1st July 2024.	
194.9.3.5	Corporation and Committee meetings 2024-2025 The dates for the Corporation and committee meetings 2024-2025, were agreed.	
194.9.3.6	3-year External Review of the Board The Three-year External Review of the Board had been considered and agreed in an earlier item (3.4) on the agenda.	
194.10	Evaluation of Meeting Members were pleased to evaluate their performance at the meeting. They felt there had been good interaction on the key items of business and particularly on the Draft Strategic Plan. The chairing of the meeting was considered effective with the shuffle of agenda items at the start to enable sufficient time to be spent on the key items. The reports were considered clear and sufficient to inform decisions.	
194.11 194.11.1	AOB (to be notified to Clerk in advance of meeting) Retrospective entry to minutes 23.3.23 (a) For completeness's sake, members were asked to agree a retrospective entry to the Board Minutes of the 23.3.23, relating to the appointment date of the Auditors. This was agreed. (b) Members were advised that this would be Ian Fry's last meeting as he was now leaving the Board. The Chair and colleagues thanked Ian for his exceptional work on the board over several years and particularly for his work with the executive team. Ian was pleased to say that it had been a privilege and a delight to work with the college, on the governing body, and wished everyone well for the future. Members also thanked co-opted member, and former Chair of the Board, Graham Beards for his work, for chairing the Audit Committee in this last academic year, as he was now standing down as a co-opted member. Finally, members acknowledged that this would be Alex Neill's last meeting. He had been a governor for the last 10 years and Chair of the Board for the last year. He was thanked for his huge contribution to the college in his many roles and wished well for the future. Alex responded with his thanks to all those he had worked with and saying how much he	



	had valued the work at the college. (c) There were no other matters of business raised.	
194.12	Date of next meeting 1 October 2024 at 5.00pm 10 December 2024 at 5.00pm	

Meeting ended at 6.50pm