



**Brockenhurst College
Corporation meeting**

Minutes of the one hundred and eighty second meeting of the Brockenhurst College Corporation held on Tuesday, 23 March 2023 at 5.00pm via Zoom.

Present:

Mr G Beards	Chair	Meetings attended (9 out of 9)
Mr J Hiley-Jones		(8 out of 9)
Prof A Neill		(8 out of 9)
Mr S Williams		(7 out of 9)
Mr G Cooper		(6 out of 9)
Mrs C Cooke		(6 out of 9)
Mrs V Essex		(3 out of 3)
Mr R Dunford		(8 out of 9)
Mr I Fry		(8 out of 9)
Mrs Xing Li-Bloodworth		(7 out of 7)
Ms L Bell		(3 out of 3)
Miss N Brzeszcz		(1 out of 4)

In attendance:

Mr L Feingold, Vice Principal Finance	
Mr S Lovegrove, Vice Principal Curriculum and Quality	
Mrs J Munro Assistant Principal, Learning & Quality	
Mr G Francis Assistant Principal, A-Levels	
Mrs Lynn Payne – Clerk to Corporation	(8 out of 9)

Meeting commenced at: 5.00pm

Minute No.		Action
182.1	<p>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST Apologies had been received from Interim Principal, Mr S Wain, Mrs D Hawkins and Miss O Minnock. Apologies had also been received from Assistant Principal, Mr S Jenkin.</p> <p>The Chair welcomed everyone to the meeting and apologised that the meeting had been deferred from 7, March but this was to ensure that the meeting would be quorate. The Chair of the Corporation declared a conflict of interest in relation to the item regarding the Chair of Audit in the next academic year and would leave the meeting at that time.</p>	
182.1.1	<p>Election of the Chair of the Board 2023/24 The Clerk advised members that there was one nominee for the office of Chair of the Board from July. This was Professor Alex Neill. She informed members that there had been a large number of nominations for Alex to become Chair in the next year and that there were no other nominees. Accordingly, members unanimously approved the appointment of Professor Alex Neill as Chair of the Board from 1, August 2023 until 31, July 2024.</p>	
182.1.2	<p>New Governors The Chair of the Governance and Search committee reminded members that Peridot consultants had been working with the college to find applicants for the</p>	



	<p>office of Governor of the Board. He confirmed six candidates had been shortlisted in the process. Four had already been interviewed and there would be further interviews after Easter. The recommendation from the Panel to the Governance and Search committee was for two appointments to be made now. The Governance and Search committee had met just before this Board meeting and the committee members were unanimous in their recommendation to the Board the appointments of Jenny Jenkin (JJ) and Jerry Ede (JE).</p> <p>Members unanimously agreed the appointments of Jenny Jenkin and Jerry Ede as new Governors of the Board, from March 2023, subject to completion of the required formalities.</p>	
182.2	CORPORATION BUSINESS	
182.2.1	<p>Minutes of meeting held on 6, December 2022</p> <p>The minutes of the meeting held on 6, December 2022 having been previously circulated to members, were agreed as a true record and would be signed electronically by the Chair.</p> <p>All Members agreed.</p>	
182.2.2	<p>Matters arising from the meeting held on 6, December 2022</p> <p>It was noted that all matters arising had been actioned.</p>	
182.2.3	<p>Minutes of the meeting held on 26, January 2023</p> <p>The minutes of the meeting held on 26, January 2023 having been previously circulated to members, were agreed as a true record and would be signed electronically by the Chair.</p> <p>All Members agreed.</p>	
182.2.4	<p>Matters arising from the meeting held on 26, January 2023</p> <p>It was noted that there were no matters arising from the meeting held on 26, January 2023.</p>	
182.2.5	<p>Application of the College Seal</p> <p>Members noted the report on the Application of the College Seal and that it had been not been used since the last meeting.</p>	
182.3	CONTEXT SETTING AND UPDATE REPORTS	
182.3.1	<p>Interim Principal's report</p> <p>As the Interim Principal was not present at the meeting, the Chair asked for his report to be taken 'as read'.</p> <p>The Chair of Audit felt that it may be useful to ask the new Principal (HO), when she joins in June, to review the points in the Interim Principal's report and to respond to the Board within 100 days of her tenure.</p> <p>Members felt this was useful and the Chair of the Board would discuss this with her in due course.</p>	Chair
182.4	<p>STRATEGIC MATTERS</p> <p>There were no reports.</p>	
182.5	OPERATIONAL MATTERS	
182.5.1	<p>Off-Site Activities and Hazardous Pursuits Winter Term 2022-23</p> <p>Members noted the report from the Vice Principal, Finance on the Off-Site Activities and Hazardous Pursuits Winter Term 2022-23.</p> <p>The report was noted.</p>	
182.6	COMMITTEE REPORTS	



182.6.1	Report of Employment & Personnel Committee	
182.6.1.1	Minutes of meeting held on 2, February 2023 The minutes of the meeting held on 2, February 2023 were noted.	
182.6.1.2	Summary report from the Chair of E&P The Chair of the E&P committee (GC) spoke about the work of the committee in the term.	
182.6.2	Recommendations from the Committee to the Board	
182.6.2.1	Whistleblowing Policy Members considered the Policy. This policy was agreed.	
182.6.2.2	Critical Incident Policy Members considered the Policy. This policy was agreed.	
182.6.2.3	Asbestos Management Policy Members considered the Policy. This policy was agreed.	
182.6.3	Report of Standards & Finance Committee	
182.6.3.1	Minutes of meeting held on 6, December 2022 The minutes of the meeting held on 6, December 2022 were noted.	
182.6.3.2	Minutes of meeting held on 9, February 2023 The minutes of the meeting held on 9, February 2023 were noted.	
182.6.3.3	Summary report from the Chair of S&F The Chair of the S&F Committee (AN) spoke about the work of the committee in the term.	
182.6.4	Recommendations from the Committee to the Board	
182.6.4.1	Anti-Fraud Policy Members considered the Policy. This policy was agreed.	
182.6.4.2	Tuition Fees Policy and Grid Members considered the Policy. This policy was agreed.	
182.6.5	Report of Audit Committee	
182.6.5.1	Minutes of meeting held on 17, November 2022 The minutes of the meeting held on 17, November 2022 were noted.	
182.6.5.2	Minutes of meeting held on 7, February 2023 The minutes of the meeting held on 7, February 2023 were noted.	
182.6.5.3	Summary report from the Chair of Audit The Chair of the Audit committee (IF) spoke about the work of the committee in the term.	
182.6.6	Recommendations from the Committee to the Board	



	There were no reports.	
182.6.7	Report of Governance & Search Committee	
182.6.7.1	Minutes of meeting held on 7, February 2023 The minutes of the meeting held on 7, February 2023 were noted.	
182.6.7.2	Summary report from the Chair of G&S The Chair of the G&S committee (JHJ) spoke about the work of the committee in the term.	
182.6.8.1	Recommendations from the Committee to the Board <i>The Chair of the Board, GB left the meeting.</i> James Hiley-Jones (JH-J) assumed the office of Chair of the Board. The Chair of the Governance and Search (G&S) committee (JH-J) informed members that when Graham Beards leaves the College in July, he will have served nine years as a governor, and time as Chair of the Board. Graham had, earlier in the year, offered to continue to support the college, at this time of change in the senior leadership, and become a co-opted member of the Audit committee. The Chair of the G&S committee confirmed that members were grateful to Graham for putting himself forward and wholeheartedly supported his move to become a co-opted member and recommended that he become Chair of Audit for a year. The Chair of the Standards and Finance (S&F) committee, Alex Neill, confirmed he supported the move to have Graham on the Audit committee and the current Chair of Audit would in all likelihood move to Chair the Finance committee. Members unanimously agreed to appoint Graham Beards as Chair of Audit in a co-opted capacity for 1 year from the 1, August 2023. <i>The Chair of the Board, GB returned to the meeting.</i> The Chair of the G&S committee informed members that when the formalities had been completed on the two new governors, it was proposed that JJ be invited to join the Audit Committee and JE invited to join the Standards and Finance Committee.	
182.6.8.2	Dates Schedule Corporation and Committee meetings to Dec 2024 Members considered the report. The Dates schedule was agreed.	
182.7	Evaluation of Meeting Members felt the papers were comprehensive and sufficient to inform their decisions and that there had been good discussions on the recommendations from committees with good appropriate challenge and added value from governors.	
182.8	AOB (to be notified to Clerk in advance of meeting) The Chair of the Board asked the Vice Principal, Finance (VP-F) to provide an update on the Accountability Statement. Members were advised that there was a new requirement to produce an Accountability Statement which needed to appear on the College's website. The deadline for producing the document was 31, May 2023. It was noted there was a rough draft in place but the VP-F advised members that he might seek to ask the ESFA if the College could submit their Accountability Statement in July.	VP – Finance
182.9	Date of next meeting	



Tuesday, 4 July 2023 at 5.00pm

Meeting ended at: 5.33pm