



**Brockenhurst College Corporation  
Part I**

Minutes of the one hundred and seventy-first meeting of the Brockenhurst College Corporation on Tuesday, 5 July 2022 via Zoom.

**Present:**

Mr G Beards	Chair
Dr K Webb	Interim Principal and CEO
Prof A Neill	
Mr I Fry	
Mr J Hiley-Jones	
Mrs D Hawkins	
Mr G Cooper	
Mrs J Pitman	
Mrs C Cooke	
Mr R Dunford	
Mr S Williams	
Ms M Trinh	
Ms H Coast	
Ms X Li-Bloodworth	
Mr D Andrew	Outgoing Student Governor
(Miss O Minnock	Incoming Student Governor)
Miss N Brzeszcz	Student Governor

**Meetings attended**

(12 out of 12)
(2 out of 2)
(11 out of 12)
(11 out of 12)
(12 out of 12)
(9 out of 12)
(10 out of 12)
(12 out of 12)
(11 out of 12)
(6 out of 9)
(1 out of 5)
(7 out of 12)
(5 out of 6)
(6 out of 6)
(4 out of 6)
(1 out of 1)

**In attendance:**

Mr L Feingold	Vice Principal, Finance
Mr S Lovegrove	Vice Principal, Curriculum and Quality
Mr G Francis	Assistant Principal – A-Levels
Mr S Jenkin	Assistant Principal – Vocational
Mrs L Payne	Clerk to Corporation

**Meeting commenced at 6.00pm**

		<b>Action</b>
171.1	<p><b>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST</b> Apologies had been received from Assistant Principal, J Munro.</p> <p>The Chair welcomed everyone to the last meeting of the academic year. He particularly welcomed Shaun Williams as this was his first Board meeting.</p> <p>No member declared any conflict of interest with the agenda.</p>	
171.1.1	<p><b>Election: Vice Chairs of Corporation 2022/2023</b> The Clerk advised members that nominations had been received for James Hiley-Jones and Alex Neill to be appointed Vice-Chairs of the Corporation. Both James and Alex had confirmed they would be willing to take on these offices and there were no other nominations. <b>Members unanimously agreed to appoint James Hiley-Jones and Alex Neill as Vice-Chairs of the Corporation for 1 year.</b></p>	
171.1.2	<p><b>Ratification of the Appointment of Student Governors</b> Members were introduced to Natalia Brzeszcz and Olivia Minnock, the President and Deputy President of the Students' Union respectively. The Clerk advised members that it had been previously agreed by the Board that the two student Governors could be elected from the whole body of</p>	



	<p>students at the College and not particular categories as had been the case historically.</p> <p>Due to the particular circumstances of this calendar year an election had been postponed and accordingly members of the Board were asked to agree that for the academic year 2022-2023 that the student Governor appointments be held by the President and Deputy President of the College Student Union.</p> <p><b>All Members were agreed.</b></p> <p>Accordingly, Natalia Brzeszcz and Olivia Minnock were appointed the Student Governors for the academic year 2022-2023.</p> <p><b>All Members were agreed.</b></p> <p>The Chair thanked Danny Andrew the outgoing Student Governor for his contribution in the last year.</p>	
171.2	<b>CORPORATION BUSINESS</b>	
171.2.1	<p><b>Minutes of meeting held on 8, March 2022</b></p> <p>The minutes of the meeting held on 8, March 2022 having been previously circulated to members were agreed as a true record and would be signed by the Chair.</p> <p><b>All Members were agreed.</b></p>	
171.2.2	<p><b>Matters arising from the meeting held on 8, March 2022</b></p> <p>There were no matters arising.</p>	
171.2.3	<p><b>Application of the College Seal</b></p> <p>Members agreed to consider this later in the agenda when the SEND Independence Hub and New Classrooms report from the Capital Project Committee was considered.</p>	
171.2.4	<p><b>Schedule of Business for 2022/2023</b></p> <p>Members considered and agreed the Schedule of Business for the year 2022-2023.</p> <p><b>All Members were agreed.</b></p>	
171.2.5	<p><b>Review of Effectiveness of the Committees of the Corporation 2021/2022</b></p> <p>Members noted the Review of Effectiveness of the Committees and Corporation 2021/2022 and this was agreed.</p>	
171.3	<b>CONTEXT SETTING AND UPDATE REPORTS</b>	
171.3.1	<p><b>Interim Principal's report</b></p> <p>This item was presented by the Interim Principal. She informed members she had been very impressed with the dedication and work of Brock College Teachers and Professional Service Staff. She also felt Brock was very lucky to have a vibrant student body and she referred to the plethora of news of students performing, working for charity, fundraising and contributing through the Student Union.</p> <p>The Interim Principal spoke about the Greenwood Bursary and how much it was a good example of what Brock meant to its local community and how lucky the college were to have it. She spoke about the current recipient of the award, a Chemistry student, with offers from Russell Group universities, and how the bursary would provide payment of all three years of his undergraduate tuition fees.</p> <p>Members noted the proposed £4.9m Brockenhurst College building project that would be a 1200 square-metre building incorporating a Special Educational Needs and Disabilities (SEND) Independence Hub. Members were advised that the structure would also house the College's existing Foundation Studies</p>	



	<p>department. There would be new classrooms, social space, staff space, meeting rooms, a medical room, a hygiene room and a sensory room among other facilities.</p> <p><b>The report was noted.</b></p>	
171.4	<b>STRATEGIC MATTERS</b>	
171.4.1	<p><b>Draft 1-year Strategic Plan 2022-2023.</b> Members were asked to consider the College's draft 1-year Strategic Plan for 2022-2023. Members had previously attended a discursive session on this. The 1-year Strategic Plan 2022-2023 focused on the three themes of People, Curriculum, and Community and Culture and was measured by College ambitions in outstanding learning, outstanding outcomes and sustainability and growth for Brock.</p> <p>Members agreed the Strategic Plan for 2022-2023 as a working document. It was noted that time would be put aside for the following academic year to review this working document and extend it into a three year plan. <b>All Members were agreed.</b></p>	
171.5	<b>OPERATIONAL MATTERS</b>	
171.5.1	<p><b>Off-Site Activities and Hazardous Pursuits Spring 2022</b> The Vice Principal, Finance highlighted the key points in the offsite activities and hazardous pursuits report for the Spring Term 2022. <b>The report was noted.</b></p>	
171.6	<b>COMMITTEE REPORTS</b>	
171.6.1	<b>Report of Employment &amp; Personnel Committee</b>	
171.6.1.1	<p><b>Minutes of meeting held on 12, May 2022</b> The minutes of the meeting held on 12, May 2022 were noted.</p>	
171.6.1.2	<p><b>Summary report from the Chair of E&amp;P</b> The Chair of the E&amp;P Committee (Davina Hawkins) outlined for members the work of the committee in the last term, in particular, there had been an emphasis on the desire to see an affordable pay award made to staff as soon as practicable.</p>	
171.6.2	<b>Recommendations from the Committee to the Board</b>	
171.6.2.1	<p><b>Terms of Reference</b> Members approved the Employment and Personnel Terms of Reference. <b>All Members were agreed.</b></p>	
171.6.2.2	<p><b>Absence Management and Sick Pay Policy and Procedure</b> Members approved the Absence Management and Sick Pay Policy and Procedure. <b>All Members were agreed.</b></p>	
171.6.2.3	<p><b>Grievance Procedure for Employees</b> Members approved the Grievance Procedure for Employees. <b>All Members were agreed.</b></p>	
171.6.2.4	<p><b>International Assignments Policy</b> Members approved the International Assignments Policy <b>All Members were agreed.</b></p>	
171.6.2.5	<p><b>Joint Agreement on Guidance for Regulating Working Hours in Further Education</b></p>	



	Members approved the Joint Agreement on Guidance for Regulating Working Hours in Further Education <b>All Members were agreed.</b>	
171.6.2.6	<b>Parental Leave Policy</b> Members approved the Parental Leave Policy <b>All Members were agreed.</b>	
171.6.2.7	<b>Redundancy Policy</b> Members approved the Redundancy Policy <b>All Members were agreed.</b>	
171.6.2.8	<b>Shared Parental Leave (Adoption) Policy</b> Members approved the Shared Parental Leave (Adoption) Policy <b>All Members were agreed</b>	
171.6.2.9	<b>Shared Parental Leave (Birth) Policy</b> Members approved the Shared Parental Leave (Birth) Policy <b>All Members were agreed.</b>	
171.6.2.10	<b>Health and Safety Policy</b> Members approved the Health and Safety Policy. <b>All Members were agreed.</b>	
171.6.2.11	<b>Environmental and Sustainability Policy and Plan</b> Members approved the Environmental and Sustainability Policy and Plan <b>All Members were agreed</b>	
171.6.2.12	<b>Critical Incident Policy</b> Members approved the Critical Incident Policy <b>All Members were agreed.</b>	
171.6.3	<b>Report of Standards &amp; Finance Committee</b>	
171.6.3.1	<b>Minutes of meeting held on 21, June 2022</b> The minutes of the meeting held on 21, June 2022 were noted.	
171.6.3.2	<b>Summary report from the Chair of S&amp;F</b> The Chair of the S&F Committee (Alex Neill) reported on the work of the committee this term.	
171.6.4	<b>Recommendations from the Committee to the Board</b>	
171.6.4.1	<b>Terms of Reference</b> Members approved the Standards and Finance Terms of Reference <b>All Members were agreed.</b>	
171.6.4.2	<b>Curriculum Statement of Intent</b> Members approved the Curriculum Statement of Intent <b>All Members were agreed.</b>	
171.6.4.3	<b>Financial Regulations</b> Members approved the Financial Regulations <b>All Members were agreed.</b>	
171.6.4.4	<b>Student Finance Support Policy</b> Members approved the Student Finance Support Policy <b>All members were agreed.</b>	



171.6.4.5	<p><b>Debt Management Policy</b> Members approved the Debt Management Policy <b>All Members were agreed.</b></p>	
171.6.4.6	<p><b>Sub-Contracting Policy</b> Members approved the Sub-Contracting Policy <b>All Members were agreed.</b></p>	
171.6.4.7	<p><b>Fitness to Study Policy</b> Members approved the Fitness to Study Policy <b>All Members were agreed.</b></p>	
171.6.4.8	<p><b>Debt write-offs</b> Members approved the Debt write-offs <b>All Members were agreed.</b></p>	
171.6.5	<p><b>Report of Audit Committee</b></p>	
171.6.5.1	<p><b>Minutes of meeting held on 17, May 2022</b> The minutes of the meeting held on 17, May 2022 were noted.</p>	
171.6.5.2	<p><b>Summary report from the Chair of Audit</b> The Chair of the Audit Committee (Ian Fry) outlined the work of the Audit Committee at its last meeting, in particular, a need for more Audit Committee members. The Chair of the Committee referred members to the main College Key Risks are referred to in the Audit minutes of the 17 May, in particular he referred to the failure to manage and deliver the major new build construction project and curriculum changes as part of the SEND Hub new classroom post-16 capacity fund project. This matter was discussed, and it was agreed the Risk would need to be managed carefully with input from the Capital Project Committee to ensure the project was managed and delivered on time and within budget. It was agreed the Capital Project committee should meet more frequently to monitor this risk.  The Chair of the Audit committee also informed members it was proposed to add two new risks to the Risk register, 1) Failure to Manage the operational and reputational impact of the implementation of two new IT systems and 2) Failure to manage the financial and reputational impact of adopting the College's International Strategy and Ethical Framework. The Chair of the Board thanked the Audit Chair for the in-depth report on the Audit Committee work.</p>	<p><b>Clerk</b></p> <p><b>Clerk/Interim Principal</b></p>
171.6.6	<p><b>Recommendations from the Committee to the Board</b></p>	
171.6.6.1	<p><b>Terms of Reference</b> Members approved the Audit Terms of Reference. <b>All Members were agreed.</b></p>	
171.6.6.2	<p><b>External Audit Plan Client service agreement for Audit of the College Accounts for year ended 31 July 2022 and External Auditors letter regarding Informed Management and General Audit Confirmations</b> Members approved the External Audit Plan Client service agreement for Audit of the College Accounts for year ended 31 July 2022 and External Auditors letter regarding Informed Management and General Audit Confirmations. <b>All Members were agreed.</b></p>	
171.6.6.3	<p><b>Internal Audit Strategic Plan and Annual Plan 2022-2023</b></p>	



	<p>Members approved the Internal Audit Strategic Plan and Annual Plan 2022-2023  <b>All Members were agreed.</b></p>	
171.6.6.4	<p><b>Risk Management Register and Action Plan 2021-2022</b>  Members approved the Risk Management Register and Action Plan 2021-2022.  <b>All Members were agreed.</b></p>	
171.6.7	<p><b>Report of Governance &amp; Search Committee</b></p>	
171.6.7.1	<p><b>Minutes of meeting held on 17, May 2022</b>  The minutes of the meeting held on 17, May 2022 were noted.</p>	
171.6.7.2	<p><b>Summary report from the Chair of G&amp;S</b>  The Chair of the G&amp;S Committee (James Hiley-Jones) referred to the meeting schedule to December 2023 which would help members plan and be available for meetings.  Members were advised that Sarah Murray had now left the Board, so as there was now a governor vacancy. Members were asked to consider whether they knew of anyone with the requisite skills to consider becoming a governor.   The Chair also spoke about the requirement from the Department of Education for there to be an External Review of the Board, every three years, and he informed members that the Governance and Search committee would be looking at this in more detail at their next meeting.</p>	
171.6.8	<p><b>Recommendations from the Committee to the Board</b></p>	
171.6.8.1	<p><b>Terms of Reference</b>  Members approved the Governance and Search Terms of Reference.  <b>All Members were agreed.</b></p>	
171.6.8.2	<p><b>Dates Schedule Corporation and Committee meetings to December 2023</b>  Members approved the Dates Schedule for Corporation and Committee meetings to December 2023.  <b>All Members were agreed.</b></p>	
171.6.8.3	<p><b>Governors' Quality Improvement Development Plan May update 2021-2022</b>  Members noted the strengths and weaknesses and the update of impact from the May 2022 update. Members approved the Governors' Quality Improvement Development Plan May update 2021-2022.  <b>All Members were agreed.</b></p>	
171.6.9	<p><b>Planning and Advisory Board</b></p>	
171.6.9.1	<p><b>Minutes of meeting held on 18, May 2022</b>  The minutes of the meeting held on 18, May 2022 were noted.</p>	
171.7	<p><b>Evaluation of Meeting</b>  Members were happy with the information in the reports being sufficient to inform their decisions.  There was a challenge on the use of the Seal in relation to the SEND Independence Hub and New Classrooms at this time as the Chair of Audit required further assurances on the matter, that would be discussed in Part II before the Seal was used. The challenge was in relation to the careful monitoring of the risk that the project could be developed on time and within the financial constraints.  Members felt they 'added value' and made 'appropriate challenge' at the meeting.</p>	



	It was felt that although the meeting was online, it had been effective. The Chair proposed that future Board meetings were now conducted 'in person' retaining online meetings for the committees in the next academic year	
171.8	<b>AOB (to be notified to Clerk in advance of meeting)</b> No other business was raised.	
171.9	<b>Date of next meeting</b> <b>Tuesday, 6 December 2022 at 5.00pm</b>	

**The meeting ended at 6.22pm**