



Brockenhurst College Corporation meeting

Minutes of the one hundred and sixty-third meeting of the Brockenhurst College Corporation held on Thursday, 2 December 2021 via Zoom.

Present:

Mr G Beards	Chair	Meetings attended (4 out of 4)
Ms S Perkins	Principal	(3 out of 3)
Mrs J Milone		(4 out of 4)
Mr I Fry		(4 out of 4)
Mr J Hiley-Jones		(4 out of 4)
Mrs J Pitman		(4 out of 4)
Mrs S Murray		(4 out of 4)
Prof A Neill		(4 out of 4)
Ms M Trinh		(1 out of 4)
Ms C Cooke		(3 out of 4)
Ms D Hawkins		(2 out of 4)
Ms X Li		(3 out of 3)
Ms H Coast		(1 out of 3)
Mr D Andrew		(1 out of 3)
Mr C Underhill		(2 out of 4)

In attendance:

Mr L Feingold	Vice Principal, Finance
Mr S Lovegrove	Vice Principal, Curriculum and Quality
Mr D Chapman	Assistant Principal, Learners
Mrs J Munro	Assistant Principal, Learning and Quality
Mr G Francis	Assistant Principal, A-Levels

Mrs L Payne	Clerk to Corporation	(4 out of 4)
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Meeting commenced at 5.00pm

		Action
163.1	<p>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST</p> <p>The Chair welcomed everyone to the meeting and introductions were made for the benefit of new members of staff, present. Apologies had been received from Gary Cooper.</p> <p>No member declared any conflict of interest with the agenda.</p>	
163.1.1	<p>Approval of the Appointment of:</p> <p>Members were asked to approve the appointment of Rob Dunford as a new Governor subject to the usual formalities. All Members were agreed.</p> <p>The Chair informed members that it would be Christian Underhill's last meeting and thanked him for his work as a Governor over nearly 8 years and colleagues wished him well for the future.</p> <p>The Chair advised members that this would also be Dominic Chapman, Assistant Principal, Learners, last meeting. Members wished him well for the future and thanked him for all the work he had done at the College.</p>	



163.2	CORPORATION BUSINESS	
163.2.1	<p>Minutes of meeting held on 6, July 2021 The minutes of the meeting held on 6, July 2021 having been previously circulated to members were agreed as a true record and would be signed electronically by the Chair. All Members were agreed.</p>	
163.2.2	<p>Matters arising from the meeting held on 6, July 2021 There were no matters arising.</p>	
163.2.3	<p>Minutes of the meeting held on 19, November 2021 The minutes of the meeting held on 6, July 2021 having been previously circulated to members were agreed as a true record and would be signed electronically by the Chair. All Members were agreed.</p>	
163.2.4	<p>Application of the College Seal Members noted the College Seal had been used on the Post-16 Capacity Fund Deed which had been agreed in advance.</p>	
163.2.5	<p>Governor Expenses Members noted the report.</p>	
163.2.6	<p>Corporation matters Members noted the information report.</p>	
163.3	CONTEXT SETTING AND UPDATE REPORTS	
163.3.1	<p>Principal's report The Principal informed members that at the start of term it had become clear that a higher proportion of students had made applications to multiple institutions possibly in the expectation of higher GCSE results arising from Teacher Assessed Grades (TAG's). Whilst learner numbers had grown overall, it was not necessarily the learner numbers and areas that had been expected, and attendance and retention had been a real challenge before the October half term. The Principal informed members that students remained noticeably anxious and that there had been a number of issues with student wellbeing and behaviour, that has been challenging for the mental health of both students and staff. She considered this would remain a hot topic. The Principal referred to the withdrawal of Bournemouth and Poole College (BPC) from WESS, the shared service partnership, that would take place by 31 July 2022. She confirmed both College's had been working together to manage the exit and that significant progress had been made in allocating staff resources between the College's and implementing the transition. It was noted the first wave of staff within the MI and Funding, Exams and Enrolments Team had been transferred under TUPE to BPC in early November. The Principal informed members that the transition brought an element of risk and potential disruption but would ultimately bring tangible benefits to the College in terms of closer controls of processes and procedures and a clearer focus on Brock specific requirements. The Principal reported on the achievements, updates and celebrations at the College. Finally, the Principal referred to the new build with SEND independence centre and T-Level introduction (early years and beauty) as projects in 2022. She hoped to continue the journey towards outstanding and would refresh the strategy, review of the curriculum offer and prepare for the Ofsted inspection that would take place by September 2025 at the very latest. Members noted the report.</p>	



163.4	STRATEGIC MATTERS	
163.4.1	<p>College Self-Assessment Report 2020-2021</p> <p>This item was presented by the Assistant Principal, Learning and Quality. Members commended the College for their excellent Self-Assessment report. The Assistant Principal, Learning and Quality informed member that the Further Education Commissioner reports had been used an evidence base to give external validation to the judgements in the SAR. It was noted that next year the Governance SAR would form part of the main SAR. Members were aware of their weaknesses and held Senior Staff to account. The Self-Assessment report was approved.</p> <p>All Members were agreed.</p>	
163.4.2	<p>HE Outcomes and Self-Assessment Report 2020-2021</p> <p>The Assistant Principal, Learning and Quality reminded members that the Office for Students (OfS) was the regulator for the FE Sector and the College was registered with them. One of the conditions of the OfS was that the Board be provided with outcomes. Members noted the exceptional score and congratulated the College and particularly the Assistant Principal, Learning and Quality for the good outcome. Members approved the HE Outcomes and Self-Assessment Report 2020-2021.</p> <p>All Members were agreed.</p>	
163.5	OPERATIONAL MATTERS	
163.5.1	<p>Marketing, recruitment and enrolment</p> <p>The Chair took the report 'as read' unless members had questions. It was noted that the overall 16-19 funded student number stands at 2899 at the key 42-day milestone. This is some 81 above the final reported 20/21 figure (2818) at the same point last year and 75 more than the 21/22 funded places (2824).</p> <p>The report was noted.</p>	
163.5.2	<p>International Annual Plan and 3-year strategy</p> <p>The Chair took the report 'as read' unless members had questions.</p> <p>The report was noted.</p>	
163.5.3	<p>Off-Site Activities and Hazardous Pursuits Summer 2021</p> <p>The Chair took the report 'as read' unless members had questions. It was noted that that since the easing of lockdown restrictions on 12 April 2021 a number of low risk day trips had taken place and from August 2021 residential and overseas visits were able to resume with strict adherence to Government and Foreign Office guidance.</p> <p>The report was noted.</p>	
163.5.4	<p>Capital Project update</p> <p>The Chair took the report 'as read' unless members had questions. It was noted the key Capital Projects and Funding applications were:</p> <ul style="list-style-type: none"> • FE Capital Transformations Fund (FECTF) • SEND Hub • Post 16 Capacity Fund • Institute of Technology • Strategic Development Fund <p>The report was noted.</p>	
163.6	COMMITTEE REPORTS	
163.6.1	Report of Employment & Personnel Committee (E&P)	
163.6.1.1	<p>Minutes of the E&P meeting held on 7, October 2021</p> <p>The minutes of the meeting held on 7, October 2021 were noted.</p>	



163.6.1.2	Summary report from the Chair of E&P This item was presented by Jane Milone, Chair of the committee, who reported on the meeting of the 7, October 2021.	
163.6.2	Recommendations from the Committee to the Board	
163.6.2.1	Equality and Diversity Policy Members approved the Equality and Diversity Policy. All Members were agreed.	
163.6.2.2	Homestay Statement of Principles and Practice Members approved the Homestay Statement of Principles and Practice. All Members were agreed.	
163.6.2.3	Child Protection and Safeguarding Policy Members approved the Child Protection and Safeguarding Policy. All Members were agreed.	
163.6.2.4	Continuous Professional Development Policy Members approved the Continuous Professional Development Policy. All Members were agreed.	
163.6.2.5	Local Government Pension Scheme Policy Statement Members approved the Local Government Pension Scheme Policy Statement. All Members were agreed.	
163.6.2.6	Retention Policy and Schedule Members approved the Retention Policy and Schedule. All Members were agreed.	
163.6.2.7	Policy for the use of CCTV at Brockenhurst College Members approved the Policy for the use of CCTV at Brockenhurst College. All Members were agreed.	
163.6.2.8	Premature Retirement Policy Members approved the Premature Retirement Policy. All Members were agreed.	
163.6.2.9	Probation Procedure Members approved the Probation Procedure. All Members were agreed.	
163.6.2.10	Smoking Policy and Guidance Members approved the Smoking Policy and Guidance. All Members were agreed.	
163.6.2.11	Freedom of Speech and Expression Code of Practice Members approved the Freedom of Speech and Expression Code of Practice. All Members were agreed.	
163.6.2.12	Fitness to Study Policy Members agreed to approve the Fitness to Study Policy. All Members were agreed.	
163.6.2.13	Freedom of Information Policy Members approved the Freedom of Information Policy. All Members were agreed.	



163.6.2.14	Staff Childcare Subsidy Policy and Procedure Members approved the Staff Childcare Subsidy Policy and Procedure. All Members were agreed.	
163.6.2.15	Critical Incident Policy Members approved the Critical Incident Policy. All Members were agreed.	
163.6.3	Report of Standards & Finance Committee (S&F)	
163.6.3.1	Minutes of the S&F meeting held on 16, November 2021 The minutes of the meeting held on 16, November 2021 were noted.	
163.6.3.2	Summary report from the Chair of S&F This item was presented by Alex Neill, Chair of the committee, who reported on the meeting of the 16, November 2021.	
163.6.4	Recommendations from the Committee to the Board College Self-Assessment Report 2020-2021 It was noted this had been agreed in an earlier item 163.4.1	
163.6.4.1	Homestay Provision SAR and Action Plan Members approved the Homestay Provision Action Plan. All Members were agreed.	
163.6.4.2	Refund Policy – Adult Learning and Skills Courses Members approved the Refund Policy – Adult Learning and Skills Courses. All Members were agreed.	
163.6.4.3	Information Security – PCI Compliance Policy Members approved the Information Security – PCI Compliance Policy. All Members were agreed.	
163.6.4.4	Fees Policy for International Students Members approved the Fees Policy for International Students. All Members were agreed.	
163.6.4.5	Student Union Grant Members approved the Student Union Grant. All Members were agreed.	
163.6.5	Report of Audit Committee	
163.6.5.1	Minutes of meeting held on 18, November 2021 The minutes of the Audit committee meeting held on 18, November 2021 were noted.	
163.6.5.2	Summary report from the Chair of Audit This item was presented by Ian Fry, Chair of the committee, who reported on the meeting of the 18, November 2021.	
163.6.6	Recommendations from the Committee to the Board	
163.6.6.1	EXTERNAL AUDIT Report on the 2020-2021 Annual Financial Statements and Regularity Review. Members approved the Report on the 2020-2021 Annual Financial Statements and Regularity Review. All Members were agreed.	



163.6.6.2	<p>External Auditors (Alliotts) Management Letter on Financial Statements and Regularity Review Members approved the External Auditors (Alliotts) Management Letter on Financial Statements and Regularity Review. All Members were agreed.</p>	
163.6.6.3	<p>External Auditors Letter of Representation 2021 Members approved the External Auditors Letter of Representation. All Members were agreed.</p>	
163.6.6.4	<p>INTERNAL AUDIT Internal Audit plan for the year 2021-2022 and Internal Audit Charter The Internal Audit Plan set out the reviews that would be carried out throughout the year and indicated the planned time and scope of each review. Members approved the Internal Audit Plan for the year 2021/2022 and Internal Audit Charter. All Members were agreed.</p>	
163.6.6.5	<p>RISK MANAGEMENT Risk Management Register and Action Plan 2020/2021 update Members agreed to approve the Risk Management Register and Action Plan 2020/2021 update. All Members were agreed.</p>	
163.6.6.6	<p>Risk Management Policy Members agreed to approve the Risk Management Policy. All Members were agreed.</p>	
163.6.6.7	<p>GOVERNANCE Audit Committees Annual Report to Corporation 2020-2021 The Audit Code of Practice required the Audit committee to report annually to the Board on the effectiveness of the whole system of internal control within the College. Members approved the Audit Committees Annual Report to Corporation 2020-2021. All Members were agreed.</p>	
163.6.7	<p>Internal/External auditor's reports (executive summary) This report was to advise members of the effectiveness of Alliotts as the College's External Auditors and TIAA, as the College's Internal Auditors for 2020/2021. The report was noted.</p>	
163.6.8	<p>Report of Governance & Search Committee (G&S)</p>	
163.6.8.1	<p>Minutes of the G&S meeting held on 18, November 2021 The minutes of the meeting held on 18, November 2021 were noted.</p>	
163.6.8.2	<p>Summary report from the Chair of G&S This item was presented by James Hiley-Jones, Chair of the committee, who reported on the meeting of the 18, November 2021.</p>	
163.6.9	<p>Recommendations from the Committee to the Board</p>	
163.6.9.1	<p>BOARD AND COMMITTEES Governors' SAR 2020-2021 Members agreed to approve the Governors' SAR 2020-2021. All Members were agreed.</p>	
163.6.9.2	<p>Governors Quality Improvement Plan November update 2020-2021 Members agreed to approve the Quality Improvement Plan November update 2020-2021.</p>	



	All Members were agreed.	
163.6.9.3	Governors' Quality Improvement Plan 2021-2022 Members agreed to approve the Governors' Quality Improvement Plan 2021-2022. All Members were agreed.	
	Membership of the Board New Governor appointment approval This was approved in Agenda item 1.1	
163.6.9.4	Board Quorum to July 2023 Members were asked to consider continuing with the current temporary board quorum of 5 members, until the end of the next academic year July 2023. The temporary quorum had been put in place because of the Covid 19 pandemic and the need to hold virtual meetings. It was noted that attendance had been high on the virtual platform and maintaining the potential for the lower quorum was just a precaution to ensure the work of the Board could continue. Members approved the interim measure of the lower quorum enabling the Board to the quorate with five members, until July 2023. All Members were agreed.	
163.6.9.5	Student Governor offices on the Board to be renamed. Members approved the proposal, that both student governors be elected from the student body as a whole, and not elected as at present, with one student from 16-18 learners and one from Adult learners. All Members were agreed.	
163.6.9.6	Standing Orders Members approved the Standing Orders. All Members were agreed.	
163.6.9.7	Terms of Reference Members approved the committee's Terms of Reference. All Members were agreed.	
163.6.9.8	Governors Code of Conduct - Eversheds 17th edition Members approved the Governors Code of Conduct – Eversheds 17 th edition. All Members were agreed.	
163.6.10	Planning and Advisory Board	
163.6.10.1	Minutes of meeting held on 12 May 2021 The minutes of the meeting held on 12 May 2021 were noted.	
163.7	Evaluation of Meeting Members felt the length of the meeting was about right and the length of time spent on each agenda item was appropriate. The structure of the papers was easy to follow and the content of the papers clear and reports were fully complete, however, members felt that the overall volume of papers could be reduced considerably with key papers in the pack and PDF appendices attached to the pack. It was agreed to ask the Governance and Search committee to consider this at their next meeting. Members added value in a good discussion on the SAR and HE Outcomes. There were clear reports from Chairs of the committees with recommendations to the Board.	Agenda G & S
163.8	AOB (to be notified to Clerk in advance of meeting)	



	No other business was raised.	
163.9	Date of next meeting Tuesday, 8 March 2022 at 5.00pm Tuesday, 5 July 2022 at 5.00pm	

Meeting ended 5.42pm