

**Brockenhurst College
Corporation meeting**

Minutes of the one hundred and eighty fifth meeting of the Brockenhurst College Corporation held on Tuesday, 4 July 2023 at 5.00pm in the Conference Room, Brockenhurst College.

Present:

Mr G Beards	Chair	Meetings attended (12 out of 12)
Ms H Odhams	Principal	(2 out of 2)
Mr J Hiley-Jones		(11 out of 12)
Prof A Neill		(11 out of 12)
Mr S Williams		(10 out of 12)
Mr G Cooper		(9 out of 12)
Mrs V Essex		(6 out of 7)
Mr R Dunford		(11 out of 12)
Mr I Fry		(11 out of 12)
Mrs D Hawkins		(5 out of 12)
Mrs Xing Li-Bloodworth		(10 out of 10)
Ms L Bell		(4 out of 6)
Ms J Jenkin		(2 out of 4)
Mr J Ede		(2 out of 4)
Mr D Dunbabin		(1 out of 1)

In attendance:

Ms M Baugh (Incoming Governor from after this meeting)

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 (12 out of 12)

Meeting commenced at: 4.50pm

Minute No:		Action
185.1	<p>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST Apologies had been received from Ms Caroline Cooke. Both Student Governors, N Brzeszcz and O Minnock were absent from the meeting.</p> <p>The Chair welcomed everyone to the meeting, apologies were noted and no member declared any conflict of interest with the agenda.</p>	
185.1.1	<p>Election: Vice Chairs of Corporation 2023/2024 The Clerk informed members that in response to a request for nominations for the Vice-Chairs of the Corporation she had received several nominations for James Hiley-Jones and for Caroline Cooke. There were no other nominees, accordingly members were asked to confirm the appointments of James Hiley-Jones and Caroline Cooke as Vice Chairs of the Corporation. Members unanimously approved both James Hiley-Jones and Caroline Cooke as Vice-Chairs of the Corporation for the next academic year.</p>	



185.1.2	<p>Appointment of New Governor Magdalena Baugh (MB) The Chair of the Governance and Search Committee, James Hiley-Jones advised members that MB had been interviewed for the office of Governor and that the Governance and Search committee unanimously recommended her to the Board as a new member. All Members agreed the appointment of MB at this meeting.</p> <p>MB was an incoming governor at this meeting, but her appointment would only commence after the meeting, as it was to fill the role of a vacancy available from the end of the meeting.</p>	
185.1.3	<p>Ratification of the Appointment of:</p> <p>Student Governors Members were advised that there had been an election for the two Student Governors of the College. At this time the Board was only asked to ratify the appointment of Dante Dunbabin. The second student Governor would be presented to the next meeting of the Board. Members were delighted to ratify the appointment of Dante Dunbabin as a Student Governor of the Board. All Members were agreed.</p>	Agenda item next meeting
185.2	<p>CORPORATION BUSINESS</p>	
185.2.1	<p>Minutes of meeting held on 23, March 2023 The Minutes of the meeting held on 23, March 2023 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>	
185.2.2	<p>Matters arising from the meeting held on 23, March 2023 All matters arising had been actioned or would be covered within the agenda items.</p>	
185.2.3	<p>Minutes of the meeting held via Written Resolution on 6, June 2023 The Minutes of the meeting held via Written Resolution on 6, June 2023 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>	
185.2.4	<p>Application of the College Seal The Clerk informed members the College Seal had not been used since the last meeting of the Corporation.</p>	
185.2.5	<p>Schedule of Business for 2023/2024 Members noted the Schedule of Business for the next academic year and were reminded that some of the dates may need to change depending on how the new committee structure impacted on the dates and depending on when the new committee structure would take place. The report was noted.</p>	
185.2.6	<p>Review of Effectiveness of the Committees of the Corporation 2022/2023 Members noted the Reviews of the Effectiveness of the various committees presented to the Board. This included commenting on whether the Chair of the Committee had been effective in the year. Members were pleased to note the excellent review of the effectiveness of the committees and the report was approved. All Members were agreed.</p>	



185.3\	CONTEXT SETTING AND UPDATE REPORTS	
185.3.1	<p>Principal's report</p> <p>Members noted the Principals first report to the Corporation. She referred to the Strategic Planning which had been a significant focus over the past half term and highlighted what was proposed for future planning in that area. The Principal spoke about the two approaches that had been discussed and considered by the senior management team and the observations and comments of the Standards and Finance Committee. She confirmed that the conclusion of the discussions was to further develop the current 2022/2023 Strategic Plan for the coming academic year to allow for key decision making to take place, as well as giving time to consult widely with Staff, Students, Governors and other external Stakeholders and therefore support the development of a meaningful and effective three-year Strategy from 2024-2027.</p> <p>The Principal confirmed the process had already begun and that she would be working closely with Governors over the next year to help inform and develop the Strategic thinking. The Principal presented the highlights of her remaining report and members were pleased to note the good news stories at the College and events scheduled to take place shortly.</p> <p>The report was noted.</p>	
185.4	QUALITY MATTERS	
185.4.1	<p>Curriculum Performance update</p> <p>This item was presented by the Vice Principal, Curriculum and Quality. Members were advised that after the second round of Head of Centre reviews the current overall predicted achievement rate was 81%. This showed a significant decrease on the on the previous rate of 8.1%. The 16-18 achievement rate is predicted at 77.3% a decrease of 1.1% on the previous year and significantly below the target of 82.5%. It was noted 19+ predicted achievement was 91.6% being a 5.2% decrease from the previous academic year. The Vice Principal explained the reason for the decrease in predicted achievement being mainly due to, two factors, a decrease in the number of 19+ enrolments and a decrease in 16-18 A-Level retention.</p> <p>Members were advised all the key matrixes had dropped nationally and the issues arising had not been foreseen. The Vice Principal reminded members that this was the first year of a real result since pre-Covid results of 2019, since the CAGs and TAGs.</p> <p>As an aside members discussed the data provide for the meeting. Governor RD highlighted the fact that there were over 500 pages for this Corporation meeting and suggested that there should be a front sheet summary for all items on the agenda supported by detailed reports. In particular it was felt that the curriculum report was lengthy without summaries.</p> <p>The Chair of the Board and incoming Chair of the Board agreed there should be standard cover papers with executive summaries.</p> <p>All Members were agreed.</p> <p>The report was noted.</p>	
185.4.2	<p>Quality Improvement Plan (QIP) update</p> <p>This item was presented by the Assistant Principal, Learning and Quality. The report was taken as read. It was noted that there was an action plan to address the areas for development identified in the Self-Assessment report 2021-2022. Members noted the updated College Quality Improvement Development Plan 2022/2023.</p> <p>The report was noted</p>	



185.5	COMMITTEE REPORTS	
185.6	Report of Employment & Personnel Committee	
185.6.1.1	Minutes of meeting held on 9, May 2023 The minutes of the 9 th May 2023 were noted.	
185.6.1.2	Summary report from the Chair of E&P The Chair of the E&P committee (GC) reported on the work of the committee last term.	
185.6.2	Recommendations from the Committee to the Board	
185.6.2.1	The Chair presented the recommendations from the committee being the Health and Safety Policy which was approved.	
185.6.3	Report of Standards & Finance Committee	
185.6.3.1	Minutes of meeting held on 20, June 2023 The minutes of the 20 th June 2023 were noted.	
185.6.3.2	Minutes of meeting held via Written Resolution on 5, June 2023 The minutes of the 5 th June 2023 were noted.	
185.6.3.3	Summary report from the Chair of S&F The Chair of the committee (AN) reported on the work of the committee last term.	
185.6.4	Recommendations from the Committee to the Board Members were asked to approve the recommendations from the committee.	
185.6.4.1	Curriculum Statement of Intent The Curriculum Statement of Intent was considered and approved. All Members were agreed.	
185.6.4.2	Accountability Agreement The Accountability Agreement was considered and approved. All Members were agreed.	
185.6.4.3	Financial Regulations The Financial Regulations were approved. Members asked for an addition to section 7 to include 'subject to the MPM policy'. All Members were agreed.	VP-Finance
185.6.4.4	Treasury Management Policy The Treasury Management Policy was considered and approved. All Members were agreed.	
185.6.4.5	Refund Policy – Adult Learning and Leisure Skills Courses The Refund Policy was considered and approved. All Members were agreed.	
185.6.4.6	Sub-Contracting Policy	



	<p>Th sub-contracting policy was considered and approved.</p> <p>All Members were agreed.</p>	
185.6.4.7	<p>Terms of Reference of the committee The terms of reference were approved.</p> <p>All Members were agreed.</p>	
185.6.4.8	<p>Strategic Plan It was agreed that the option of a one-year holding plan, whilst working on a three-year meaningful plan was the best way forward at this time.</p> <p>All Members were agreed.</p>	
185.6.5	<p>Report of Audit Committee</p>	
185.6.5.1	<p>Minutes of meeting held on 18, May 2023 The minutes of the 18th May 2023 were noted.</p>	
185.6.5.2	<p>Summary report from the Chair of Audit The Chair of the committee (IF) reported on the work of the Audit committee last term.</p>	
185.6.6	<p>Recommendations from the Committee to the Board Members were asked to approve the recommendations from the committee.</p>	
185.6.6.1	<p>Terms of Reference of the committee The terms of reference were approved.</p> <p>All Members agreed.</p>	
185.6.6.2	<p>External Audit Plan for the Audit of the College's Accounts and Benchmarking report The External Audit Plan was considered and approved.</p> <p>All Members were agreed.</p>	
185.6.6.3	<p>Internal Audit Strategic Plan and Annual Plan 2023-2024 Th Internal Audit Strategic Plan and Annual Plan were discussed and approved.</p> <p>All Members were agreed.</p>	
185.6.6.4	<p>Risk Management Register and Action Plan 2022-2023 update The Risk Management Register and Action Plan were discussed and approved.</p> <p>All Members were agreed.</p>	
185.6.7	<p>Report of Governance & Search Committee</p>	
185.6.7.1	<p>Minutes of meeting held on 22, June 2023 The minutes of the 22nd June 2023 were noted</p>	
185.6.7.2	<p>Summary report from the Chair of G&S The Chair of the committee (JHJ) reported on the work of the G&S committee last term.</p>	
185.6.8	<p>Recommendations from the Committee to the Board</p>	



	Members were asked to approve the recommendations from the committee.	
185.6.8.1	<p>Terms of Reference The committee terms of reference were considered and agreed.</p> <p>All Members were agreed.</p>	
185.6.8.2	<p>Governor Applications This item had been agreed in item 185.1.2 of the minutes.</p>	
185.6.8.3	<p>External Review of the Board The Chair of the Committee informed members the external review of the Board had been comprehensively considered. Providers and their offers were detailed. It was agreed use Stoneking for the three-year review of the Board which would take place in the Spring term 2024. All Members were agreed.</p> <p>It was noted that all meetings would move from the virtual platform Zoom to Teams. All Members were agreed.</p>	
185.6.8.4	<p>Dates Schedule Members considered the dates schedule which was agreed subject to any changes arising from the change the committee structure next year.</p> <p>All Members were agreed.</p>	
185.6.9	<p>Planning and Advisory Board</p>	
185.6.9.1	<p>Minutes of meeting held on 22, February 2023 The minutes of the 22nd February were considered.</p> <p>Members noted the minutes.</p>	
185.7	<p>Evaluation of Meeting Members added value and made appropriate challenge in different sections of the meeting. There was concern about the number of papers for the Board meeting and that this number of papers had been increasing. It was proposed and agreed that there would be a standard front sheet and summary for all matters coming to members' attention and this would be implemented from the next meeting. Governors added value in their contribution to the key items and the chairing of the meeting was managed well.</p>	
185.8	<p>AOB (to be notified to Clerk in advance of meeting)</p> <p>No other business was raised.</p>	
185.9	<p>Date of next meeting</p> <p>Tuesday, 5 December 2023 at 5.00pm</p>	

Meeting ended 5.50pm

The Vice Chair of the Board, presented Graham Beards the Chair of the Board, with a gift from colleagues, to thank him for his period of time as Chair of the Board.



Graham was appointed to the Corporation in September 2014 and joined the Employment and Personnel and Audit committee. He became Chair of the Board in 2017 (until now) and joined Remuneration, Governance and Search, Employment and Personnel, Standards and Finance and Capital Project committees. Also special committees when needed including the recruitment of the new Principal(s). Graham has been involved with numerous other activities and events at the College; Stewardship Day events, Gala Awards evenings, STEM Awards, Open Events, Strategic Conversations, ESFA visits, FEC Visits, Governor interview panels, Ofsted visit, helped out during Covid testing, Governor appraisals and Collaborative Groups.

Members expressed their gratitude to Graham for the considerable time and effort he had freely given to Brockenhurst College over the last 9 years. There would be an event later in the year where Governors could celebrate his term.