

**Brockenhurst College
Corporation meeting**

Minutes of the one hundred and ninetieth meeting of the Brockenhurst College Corporation held on Tuesday, 5 March 2024 at 5.00pm at Brockenhurst College Conference Room.

Present:

Prof A Neill	Chair	Meetings attended (5 out of 5)
Ms H Odhams	Principal	(5 out of 5)
Mr J Hiley-Jones		(4 out of 5)
Mr S Williams		(5 out of 5)
Mrs V Essex		(4 out of 5)
Mr I Fry		(4 out of 5)
Mr J Ede		(5 out of 5)
Ms J Jenkin		(4 out of 5)
Ms L Bell		(3 out of 3)
Ms X Li-Bloodworth		(2 out of 3)

In attendance:

Mr G Beards	Chair of Audit (co-opted member)	(2 out of 2)
Mr L Feingold	Vice Principal Finance	
Mr S Lovegrove	Vice Principal, Curriculum and Quality	
Mrs J Munro	Assistant Principal, Learning & Quality	
Mr S Jenkin	Assistant Principal, Vocational	
Ms Rachel Robson	Invitee Stone King – via Ms Teams	
Mrs Lynn Payne	Clerk to Corporation	(5 out of 5)

Meeting commenced at 5.00pm

Minute number		Action
190.1	<p>Welcome and Apologies The Chair welcomed everyone to the meeting and thanked colleagues for attending in person. He confirmed his view that he would prefer Board meetings to take place 'in person' as opposed to on Teams and did not want hybrid meetings for the Board.</p> <p>Apologies had been received from Mr R Dunford, Mrs M Baugh, Mr G Cooper, Mr D Dunbabin and Mr A Ledger.</p>	
190.1.1	<p>Any Conflict of Interest Mrs Jenkin expressed a conflict of interest in relation to election of the Vice Chair of the Board and would not be present in the meeting for that item of business.</p>	
190.1.2	<p>Election of Vice Chair of the Board <i>(Mrs Jenkin left the meeting.)</i></p> <p>The Chair of the Board reminded members that one of the two Vice Chairs of the Board had left the Board earlier in the year. At that time, it had been agreed to hold the election for the vacancy it created, at this meeting, as opposed to at the July meeting, when the term of the other Vice Chair would</p>	



	<p>be on the agenda. The Clerk advised members that there had been nominations for Jenny Jenkin to be Vice Chair and there were no other nominees. Jenny had accepted the nominations.</p> <p>It was agreed that this Vice Chair appointment would be from March 2024 to July 2025, for continuity.</p> <p>Members unanimously approved the appointment of Jenny Jenkin as a Vice Chair of the Board until July 2025.</p> <p><i>(Mrs Jenkin returned to the meeting.)</i></p>	
190.2	CORPORATION BUSINESS	
190.2.1	<p>Minutes of meeting held on 5, December 2023</p> <p>The minutes of the meeting held on 5, December 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 were agreed.</p>	
190.2.2	<p>Matters arising from the meeting held on 5, December 2023</p> <p>It was noted that there were no matters arising.</p>	
190.2.3	<p>Application of the Corporation Seal</p> <p>It was noted that the Corporation Seal had not been used since the last board meeting.</p>	
190.3	CONTEXT SETTING AND UPDATE REPORTS	
190.3.1	<p>Principal's report</p> <p>The Principal informed members of college matters over the past term. Members were updated on the Ofsted Social Care inspection that had been held at the College from the 20th to 22nd, February. The Principal spoke about the Ofsted visit in detail, and that it related to the inspection of the framework, Homestay of International students. Although the grade would not be confirmed until the report was issued, the outcome was expected to be excellent. The Principal advised members that inspectors had seen excellent practice in areas of safeguarding and mental health. There were genuine positive comments for the way the College was dealing with this and were considered an exemplar of good practice.</p> <p>In relation to student safety again, there were many first-class comments from the Inspectors around the way the college managed this. The Principal thanked the Chair of the Board and Gary Cooper, for their help in the inspection as the area of governance of safeguarding. The report would be available after Easter and the Chair of the Board suggested that there should be a pre-Board presentation at some point updating members on the international work.</p> <p>The Principal informed members on the changes to funding expected for 2024-2025. In summary, it was noted that the 16-19 funding rate rise by 1.89% to £4,843 per student, was good. There was a disadvantage with block 2 funding, also with a rise by 1.89% to £570 per student. The 10% uplift for T-Levels would be maintained. The advanced Maths premium would be raised by 50% to £900 per student and the Core Maths premium also to £900 per student. With regard to English and Maths payment would be extended beyond Level 3 students so that more students could benefit from the payment.</p> <p>In relation to the Local Skills Improvement Fund (LSIF) members were advised that the college had been allocated £381,135 in capital and revenue</p>	



	<p>funding from the Solent LSIF, to develop provision in local and regional needs outlined in the Solent Local Skills Improvement Plan (LSIP).</p> <p>With regard to student applications, they closed on Friday, 1 March and at that time there were 2,315 new applications compared with 2,048 applications this time last year.</p> <p>The Principal spoke about the defunding of Level 3 Applied General Qualifications (AGQ) although the picture was still unclear under the whether the defunding of the majority of AGQ would go ahead in September 2025 due to the uncertain political picture. If defunding did go ahead, it would mean that T-Levels would become the vocational qualification a student would have to study, instead of qualifications such as BTECs.</p> <p>The Principal informed members that the college therefore had to take a view on the approach to Level 3 curriculum for 2025, and how to move forward so that subject departments and the marketing team could plan ahead.</p> <p>The Principal suggested that following an analysis of the pros and cons of different approaches the college had decided to stick with AGQ qualifications for as long as possible as being in the best interest of students. She confirmed that to manage the risk of defunding if the current political party stayed in power, all qualifications that could be defunded would be put forward for approval, so that they are ready to go should they be required.</p> <p>The Principal spoke about the FE Commissioner's visit to the college on 20th February. As it turned out it was the day of the Ofsted Inspection referred to earlier and so the Commissioner decided to come back to the college at a date later in the year.</p> <p>The Principal summarised the points in the rest of her report which was taken as 'read'.</p> <p>The report was noted.</p>	
190.3.2	<p>Student Union Activities Report</p> <p>The report was taken as 'read' as neither of the student members were present at the meeting.</p> <p>The Chair asked for a cover sheet report for the students report at the next meeting.</p> <p>The report was noted</p>	Principal
190.4	COMMITTEE REPORTS	
190.4.1	Quality and Curriculum (Q&C) Committee	
190.4.1.1	<p>Minutes of meeting held on 30, January 2024</p> <p>The minutes of the meeting held on 30, January 2024 were noted.</p>	
190.4.1.2	<p>Summary report from the Chair of Q&C</p> <p>The Chair of the Board highlighted a key point from the meeting which was that the new terms of reference for the new committee were, and had been, under review at every meeting for the academic year, to ensure they covered all items necessary and were fit for purpose.</p> <p>The minutes detailed the other matters covered at the meeting.</p>	
190.4.1.3	<p>Quality Improvement Plan update</p> <p>The Vice Principal Q&C updated members on the progress of the college's Quality Improvement Plan (QIP). Members were pleased to note the RAG ratings attached. The VPQ&C also referred to the risk reference in the QIP so that members could see a high risk, and challenge as appropriate. The Chair of the Board felt that these two additions made a real difference to the QIP</p>	



	enabling members to have good input, especially in those areas requiring an immediate response. The report was noted.	
190.4.2	Recommendations from the Committee to the Board <i>(No recommendations)</i>	
190.4.3	Report of Resources Committee	
190.4.3.1	Minutes of meeting held on 8, February 2024 The minutes of the meeting held on 8, February 2024 were noted	
190.4.3.2	Summary report from the Chair of S&F The Chair of the Resources committee spoke about the key issues looked at in the last meeting, particularly around insurance. There were three recommendations from the committee to the Board in relation to policies.	
190.4.4	Recommendations from the Committee to the Board	
190.4.4.1	Anti-Bribery Policy Members considered the policy and the proposed changes. All Members were agreed.	
190.4.4.2	Anti-Fraud Policy Members considered the policy and the proposed changes. All Members were agreed.	
190.4.4.3	Asbestos Management Policy and management arrangements Members considered the policy and the proposed changes. All Members were agreed. The Principal informed members she was looking at moving to a cover sheet with a link to 'Policies' to further reduce the number of papers coming to the Board. A library of documents would be established, and she would report further on this at the next Resources committee meeting.	Principal Resources agenda
190.4.5	Report of Audit Committee	
190.4.5.1	Minutes of meeting held on 6, February 2024 The minutes of the meeting held on 6, February 2024 were noted	
190.4.5.2	Summary report from the Chair of Audit Graham Beards, (co-opted member), Chair of Audit committee presented a summary of the work of the Audit committee this term. There were no internal audit reports to bring to members attention so far. He reported on the discussion to ensure there were experienced companies appointed to carry out internal audits in a regular cycle targeting key areas. These had been considered in relation to prioritising Human Resources, Governance, IT related Audits, Estates/Property maintenance and the Thematic review would include Safeguarding and Health and Safety. The Chair spoke about the focus on Strategic Key Risks and Cyber Security.	
190.4.6	Recommendations from the Committee to the Board	
190.4.6.1	Risk Management Register and Action Plan 2023-2024 Update The Vice Principal, (VPF) presented the report. He spoke about the new risk on the management of the college's payroll and in particular 'the risk' – Failure to effectively manage the planned retirement of the College's long-standing Payroll Manager and continue to provide an effective payroll service.	



	<p>He then detailed the risks that it was proposed were removed from the risk register.</p> <p>Members discussed the key risks of staff pay, staffing generally, cyber security and in relation to that the cost of keeping up with technology. Member JJ asked what the feel was for the colleges risk appetite in relation to the risks. Member JE felt that looking at the risk register from a strategic point of view, members were looking for the key risks that they could do something about. It was felt there was a need to look at the risk register more broadly together with other related documents. Business planning needed to change and the Principal suggested there should be an opportunity for colleagues to consider those matters in a bespoke session.</p> <p>The Chair of the Resources committee felt there may be some benefit to creating an extra column on the Risk Register to highlight touch points for members and evidence provided showing the risk register had been raised elsewhere in other forums.</p> <p>The Chair of the Board asked for a report on the Boards oversight of risk and how it integrates business plans.</p> <p>Members approved the Risk Management Register and Action Plan. All Members were agreed.</p>	<p>VPF</p> <p>VPF</p>
190.4.7	Report of Strategy, Governance & Search Committee	
190.4.7.1	<p>Minutes of meeting held on 6, February 2024</p> <p>The minutes of the meeting held on 6, February 2024 were noted</p>	
190.4.7.2	<p>Summary report from the Chair of S&G&S</p> <p>The Chair of the Board reported on the work of the Strategy, Governance and Search committee this term.</p> <p>The Chair of the Board was reporting as the Chair of the Committee had left the Board just before the meeting.</p>	
190.4.7.3	<p>Governor Appraisals</p> <p>The Chair of the Board spoke about the governor appraisals he had conducted and how helpful the process had been.</p> <p>It was confirmed that all member's (governors) appraisals had now taken place.</p> <p>The report was noted.</p>	
190.4.8	Recommendations from the Committee to the Board	
190.4.8.1	<p>The Clerk reported on the amendment to the Instrument and Articles made by the board at its meeting in December 2023, which required approval from the DfE. This related to 'Removal of Members". It was confirmed that the DfE approval had now been received.</p> <p>The report was noted.</p>	
190.5.0	<p>Evaluation of Meeting</p> <p>The meeting had been short but covered all the matters of business, some of which had been discussed earlier in the day at the College Strategy Day.</p> <p><u>Added Value</u></p> <ol style="list-style-type: none"> 1. Principal's report. On the Ofsted Homestay Report - request from members to have a presentation at some point on International work. 2. Discussing university 'unconditional offers' to students, and the need to provide good advice to students on this. 3. Policies and Procedures using links in the papers to access the policies rather than the full copy being part of the papers. 	



	<p>4. Discussion on risk appetite and the need for a briefing session on this in the future.</p> <p><u>Challenge</u></p> <ol style="list-style-type: none">1. Cover sheets with more detail requested for Student Union Report to the Board.2. Questions around whether matters of fraud are reported to the Board.3. Risk register request to extend it by two columns to highlight members need to consider and what other forums it has been to.	VPF
190.6	<p>AOB (to be notified to Clerk in advance of meeting) No other business was raised.</p>	
190.7	<p>Date of next meeting Tuesday, 2 July 2024 at 5.00pm</p> <p>The Chair confirmed the meeting in July would be 'in person' as would all future board meetings where possible.</p>	

Members were agreed that the Staff members (governors) should leave for the Part II agenda today.

Meeting ended at 5.50pm

Post meeting note from the Clerk:

*After the meeting the date of the next Board meeting was changed to **Monday, 8 July 2024.***