

**Brockenhurst College
Corporation meeting**

Minutes of the one hundred and eighty eighth meeting of the Brockenhurst College Corporation held on Tuesday, 5 December 2023 at 5.00pm at Brockenhurst College Conference Room.

Present:		Meetings attended
	Prof A Neill Chair	(3 out of 3)
	Ms H Odhams Principal	(3 out of 3)
	Mr J Hiley-Jones	(3 out of 3)
	Mr S Williams	(3 out of 3)
	Mrs V Essex	(2 out of 3)
	Mr R Dunford	(3 out of 3)
	Mr I Fry	(3 out of 3)
	Mr J Ede	(3 out of 3)
	Ms J Jenkin	(2 out of 3)
	Mrs M Baugh	(3 out of 3)
	Ms L Bell	(2 out of 2)
	Mr D Dunbabin (DD)	(1 out of 1)
	Mr A Ledger	(1 out of 1)

In attendance:	Co-opted member	
	Mr G Beards	(1 out of 1)
	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	
	Mrs Lynn Payne – Clerk to Corporation	(3 out of 3)

Meeting commenced at 4.00pm

Minute number		Action
188.1	<p>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST The Chair welcomed everyone to the meeting.</p> <p>No member declared any conflict of interest with the agenda.</p> <p>Apologies had been received from Caroline Cooke, Gary Cooper, Xing Li-Bloodworth and Davina Hawkins.</p>	
188.1.1	<p>Ratification of the Appointment of: New Student Governor (AL) Members were delighted to ratify and approve the appointment of the new Student Governor, Archie Ledger. All Members were agreed.</p>	
188.2	<p>CORPORATION BUSINESS</p>	
188.2.1	<p>Minutes of meeting held on 4, July 2023 The minutes of the meeting held on 4, July 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>	



188.2.2	<p>Matters arising from the meeting held on 4, July 2023 It was noted that the matters arising had been actioned or would be covered by the agenda.</p>	
188.2.3	<p>Minutes of extraordinary meeting held on 6, September 2023 The minutes of the meeting held on 6, September 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> <p>There were no matters arising.</p>	
188.2.4	<p>Application of the College Seal Members noted the request to use the College Seal in relation to the Collateral Warranties relating to the new SEND Hub. All Members were agreed.</p>	
188.2.5	<p>Governor Expenses Members noted the governor expenses claimed in the year.</p>	
188.3	<p>CONTEXT SETTING AND UPDATE REPORTS</p>	
188.3.1	<p>Principal's report The Principal's report was taken as 'read' and key points highlighted. The College had had a busy autumn term, in particular in relation to the continued strategic planning, recent Ofsted inspection, enrolment admissions and student related recruitment activity. Members were advised that the College was shortly to host the annual New Forest Brilliance in Business awards ceremony. The awards recognised, rewarded and celebrated the achievements of local businesses that demonstrated outstanding achievement within their business sector or specialist area, as well as making a significant contribution to the local economy. Members congratulated the Vice Chair - James Hiley-Jones, who had just received a 'Forest Brilliance in Business' award for 'personal achievement' being recognised as 'an outstanding individual within the New Forest business community and who was recognized throughout the New Forest as having made an outstanding contribution to the local economy in his or her area of activity'. The report was noted.</p>	
188.3.2	<p>Student Union (SU) Activities Report Student governor DD presented his report on the work of the SU. He informed members that the student union was focussing on three main objectives for the next academic year. These were the student voice, organising student led events and promoting the Student Union.</p> <p>In conveying student voice and promotion of the SU, DD spoke about several projects that had been taken on from the SU last year. Money had been spent on seating, recycling bins and a text book buying scheme. DD advised members that this year the SU was trialling new methods of engaging with students, together with the retaining the established methods. The first of the three SU parliaments had already been held with the next scheduled for February 2024. DD advised members that to promote the SU, a promotional video was being produced which described the role and actions of the SU. The planned release date for this was January 2024.</p>	



	<p>In relation to student led events, in order to streamline the workload and effectiveness of the SU, the events schedule had been revised for this academic year. This had resulted in the Christmas market being removed, but included the planned reintroduction of band days for February/March.</p> <p>The SU's annual Summer Fest was planned for next April with a budget set of £2000.</p> <p>The Vice Chair (JH-J) reminded members that he sat in on the SU meetings and was pleased to inform members that they were effective and interesting.</p> <p>The Chair thanked the student governor for his report.</p>	
188.4	COMMITTEE REPORTS	
188.4.1	<p>Quality and Curriculum Committee</p> <p>The reports from the Quality and Curriculum committee (Q&C) were presented by the Chair of the committee, Alex Neill.</p>	
188.4.1.1	<p>Minutes of meeting held on 5, October 2023</p> <p>The minutes of 5, October were noted.</p>	
188.4.1.2	<p>Summary report from the Chair of Q&C</p> <p>The Chair of the Q&C committee reported on the new committee structure now in operation and added that whilst there were new terms of reference in place, they were 'live' and would be looked at throughout the year.</p>	
188.4.2	<p>Recommendations from the Committee to the Board</p> <p>The Chair of the committee presented the recommendations from the Q&C committee meeting, to the Board.</p>	
188.4.2.1	<p>Quality and Curriculum Terms of Reference</p> <p>The Q&C terms of reference were considered and agreed.</p> <p>All Members were agreed.</p>	
188.4.2.2	<p>Child Protection and Safeguarding Policy</p> <p>The Child Protection and Safeguarding Policy was were considered and agreed.</p> <p>All Members were agreed.</p>	
188.4.2.3	<p>Prevent Procedure</p> <p>The Prevent Procedure was were considered and agreed.</p> <p>All Members were agreed.</p>	
188.4.2.4	<p>Homestay Statement of Principles and Practice</p> <p>The Homestay Statement of principles and practice was were considered and agreed.</p> <p>All Members were agreed.</p>	
188.4.2.5	<p>Quality Strategy 2023-2024</p> <p>The Quality Strategy 2023 - 2024 was were considered and agreed.</p> <p>All Members were agreed.</p>	
188.4.2.6	<p>Equality, Diversity and Inclusion Policy</p> <p>The Equality, Diversity and Inclusion Policy was were considered and agreed.</p> <p>All Members were agreed.</p>	
188.4.3	Report of Resources Committee	



188.4.3.1	<p>Minutes of meeting held on 14, November 2023 The Chair of the Committee, Ian Fry presented the minutes of the 14, November 2023, which were noted.</p>	
188.4.3.2	<p>Summary report from the Chair of S&F Ian Fry spoke about the work of the committee, in particular in relation to the new SEND Hub.</p>	
188.4.4	<p>Recommendations from the Committee to the Board</p>	
188.4.4.1	<p>Resources Terms of Reference The Resources terms of reference were considered and agreed. All Members were agreed.</p>	
188.4.4.2	<p>Harassment and Bullying (Staff) Policy The Harassment and Bullying Policy was were considered and agreed. All Members were agreed.</p>	
188.4.4.3	<p>Leave Policy The Leave Policy was were considered and agreed. All Members were agreed.</p>	
188.4.4.4	<p>Student Finance (Bursary) Policy The Student Finance (Bursary) Policy was were considered and agreed. All Members were agreed.</p>	
188.4.5	<p>Report of Audit Committee The Vice Chair of the Committee, Shaun Williams presented the minutes as the Chair of the Committee was not able to attend that meeting.</p>	
188.4.5.1	<p>Minutes of meeting held on 16, November 2023 The minutes of the meeting held on 16, November 2023 were noted.</p>	
188.4.5.2	<p>Summary report from the Chair of Audit The Vice Chair gave a summary of the matters considered at the meeting.</p>	
188.4.6	<p>Recommendations from the Committee to the Board</p>	
188.4.6.1	<p>External Audit report on the 2022-2023 Annual Financial Statements and Self-Assessment Regularity Questionnaire. The External Audit report was discussed. The annual financial statements were considered together with the Self-Assessment Regularity Questionnaire. The recommendation from the Resources committee who had scrutinised the reports were agreed. The External Audit and Financial statements together with the questionnaire were agreed. All Members were agreed.</p>	
188.4.6.2	<p>External Auditors (Alliotts) Management Letter on Financial Statements The External Auditors management letter on the financial statements was considered and the recommendations noted and agreed. All Members were agreed.</p>	
188.4.6.3	<p>External Auditors Letter of Representation 2023 Members approved the external auditor's letter of representation. All Members were agreed.</p>	



188.4.6.4	External Auditor's Engagement Letter 2022-2023 The external auditor's engagement letter 2022-2023 was agreed. All Members were agreed.	
188.4.6.5	Risk Management Register and Action Plan 2022-2023 The risk management register and action plan were considered and the recommendation to approve was agreed. All Members were agreed.	
188.4.6.6	Risk Management Policy The Risk Management policy was agreed. All Members were agreed.	
188.4.6.7	Audit Committees Annual Report to Corporation 2022-2023 Members has received the Audit Committee Annual Report to the Corporation, which was taken 'as read'. There were no questions and it was agreed. All Members were agreed.	
188.4.6.8	WESS Governance The Financial Accounts, Letters of Representation and Letter of Comfort were approved. All Members were agreed.	
188.4.7	Internal/External auditors reports (executive summary) Annual Review of effectiveness of Internal and External Auditor Members noted the report.	
188.4.8	Report of Strategy, Governance & Search Committee In the absence of the Chair of the Committee, the Vice Chair Alex Neill, presented a report on the work of the S&G&S committee.	
188.4.8.1	Minutes of meeting held on 16, November 2023 The minutes of the meeting held on 16, November 2023 were noted.	
188.4.8.2	Summary report from the Chair of S, G&S	
188.4.9	Recommendations from the Committee to the Board	
188.4.9.1	Strategy, Governance and Search (S&G&S) -Terms of Reference The S&G&S terms of reference, slightly changed from the last meeting, were considered and agreed. All Members were agreed.	
188.4.9.2	College Strategic Plan 2023-2024 Members were pleased to note and agree one-year College Strategic Plan 2023 - 2024. All Members were agreed.	
188.4.9.3	College Self-Assessment Report 2022-2023 and QIDP The self-assessment report and QIDP were considered and agreed. All Members were agreed.	
188.4.9.4	Homestay Provision SAR The Homestay provision SAR was agreed. All Members were agreed.	



188.4.9.5	<p>International Strategy 2023-2026 The International strategy 2023-2026 was agreed. All Members were agreed.</p>	
188.4.9.6	<p>Governors SAR 2022-2023 and QIDP The governors SAR and QIPD was agreed. The Principal spoke about the changes she wanted to make to the process of completing the governors SAR next year. All Members were agreed.</p>	
188.4.9.7 a)	<p>Membership of the Board – Instrument and Articles (I&A) The recommendation of the S&G&S committee was that Clause 10 on terminating the membership of a governor in the I&A could be modified to include providing for the Board to be able to remove a member as well as retaining existing clause’s 3 a) and b) on termination. Members considered the proposal and agreed it would be a useful added flexibility. All Members were agreed.</p>	
188.4.9.7 b)	<p>Membership of the Board – Chair of the Board The Chair of the Board advised members of the discussions at, and recommendations from, the S&G&S committee, regarding the appointment of a new Chair of the Board. This appointment would commence July 2024. The Chair of the Board reminded members that his term would end in July and he would step down from the Board. The Chair spoke about the role of the Chair of the Board in some detail and how the College could benefit from a recruitment process to appoint an experienced Chair who had the time to devote to the role and the college. The current Vice Chairs of the Board and the Principal agreed the proposal as in the best interests of the college at this time. The costs of this recruitment process were discussed and the various quotes already received for the assignment were noted. These ranged from £9,000 to £18,000. The Chair of the Board recommended to colleagues that Peridot be agreed to run a search for a new Chair of the Board. All Members were agreed.</p>	
188.4.9.8	<p>Standing Orders The current Standing Orders were considered and agreed. All Members agreed.</p>	
188.4.9.9	<p>Code of Conduct 18th Edition The proposed new edition of the Code of Conduct was considered and agreed. All Members were agreed.</p>	
188.4.9.10	<p>Code of Good Governance Members agreed the new Code of Governance and noted that it would be effective from July 2024. All Members were agreed.</p>	
188.5.0	<p>Evaluation of Meeting</p>	



	Members were content that papers were sufficient to inform their decisions. This was a fairly short meeting and many papers were taken 'as read'. There was agreement to the recommendations from committees.	
188.6	<p>Any other business</p> <p>Although governor Davina Hawkins was not present at the meeting, this would have been her last meeting as her term of office was now at an end. The Chair spoke about the good work Davina had done at the College in her eight years of office. Everyone praised her work and wished her well for the future.</p> <p>Although Assistant Principal, Guy Francis was not at the meeting, he would be leaving the College for pastures new in December. Members wished to pass on their thanks and good wishes to Guy.</p>	
188.7	<p>Date of next meeting Tuesday, 7 March 2024 at 5.00pm</p>	

Meeting ended at 4.20pm