



Brockenhurst College Corporation

Minutes of the one hundred and seventy-ninth meeting of the Brockenhurst College Corporation on Tuesday, 6 December 2022 via Zoom.

Present:

Mr G Beards	Chair of the Board	Meetings attended (6 out of 6)
Mr S Wain	Interim Principal	(5 out of 6)
Mr I Fry		(6 out of 6)
Prof A Neill		(5 out of 6)
Mrs X. Li Bloodworth		(5 out of 5)
Mr J Hiley-Jones		(5 out of 6)
Mr S Williams		(4 out of 6)
Mr G Cooper		(3 out of 6)
Mrs D Hawkins		(2 out of 6)
Mrs C Cooke		(3 out of 6)
Miss O Minnock		(2 out of 2)
Ms L Bell	(Incoming Teaching Staff Governor)	(1 out of 1)

In attendance:

Mr L. Feingold	Vice Principal, Finance
Mr S Lovegrove	Vice Principal, Curriculum and Quality
Mr S J Munro	Assistant Principal, Learning and Quality
Mr S Jenkin	Assistant Principal, Vocational

Mrs L Payne	Clerk to the Corporation	(6 out of 6)
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Meeting commenced at 5.00pm

Minute No;		Action
179.1	<p>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST</p> <p>The Chair welcomed everyone to the meeting and apologies had been received from Ms H Coast (outgoing Staff Governor), Mr R Dunford and Miss N Brzeszcz (Student Governor).</p> <p>Members were advised that Mi Trinh had resigned from the Board for personal reasons.</p> <p>Apologies had also been received from Assistant Principal, G Francis.</p> <p>No member declared any conflict of interest with the agenda.</p> <p>J Hiley-Jones declared a conflict of interest in relation to the agenda item on his term of office and would not take part in that item of business.</p>	
179.1.1	<p>Appointment of new Governor (recommendation from the Governance & Search (G&S) committee 24.11.2022)</p> <p>The Chair of the G&S Committee (JH-J) advised members that a potential new Governor (VE), recommended by former Governor JP, had been interviewed.</p> <p>The Governance and Search Committee members were unanimous in their view that VE with her skills, would greatly add to the Board.</p> <p>Members agreed to appoint Vicky Essex as a Governor of the Board. All Members were agreed.</p>	



179.1.2	<p>Ratification of the Appointment of: Teaching Staff Governor Members were pleased to welcome Lisa Bell, duly elected member of the Teaching Staff as a new Staff Governor. All Members agreed and Lisa was duly appointed a Staff Governor.</p>	
179.2	<p>CORPORATION BUSINESS</p>	
179.2.1	<p>Minutes of meeting held on 5, July 2022 The minutes of the meeting held on 5, July 2022, 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>	
179.2.2	<p>Matters arising from the meeting held on 5, July 2022 Matters arising had been actioned or would be covered within the agenda.</p>	
179.2.3	<p>Minutes of extraordinary meeting held on 9, November 2022 The minutes of the extraordinary board meeting held on 9, November 2022, 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>	
179.2.4	<p>Minutes of extraordinary meeting held on 22, November 2022 The minutes of the extraordinary board meeting held on 22, November 2022, 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>	
179.2.5	<p>Application of the College Seal Members noted the report on the application of the College Seal. The matter referred to had been previously approved. The report was noted.</p>	
179.2.6	<p>Governor Expenses Members noted expenses incurred by Governors in 2021/2022. The report was noted.</p>	
179.3	<p>CONTEXT SETTING AND UPDATE REPORTS</p>	
	<p>The Chair of the Board informed members he would be taking all papers 'to note' as read, unless there were questions or points of clarification required.</p>	
179.3.1	<p>Principal's report The Interim Principal's report was taken as 'read'.</p> <p>The Interim Principal asked to highlight three matters in his report. Firstly, the need to review the College's position on Lecturers' pay and to discuss this in the next committee cycle. Secondly, if the college was looking to sub-contract in relation to addressing the shortfall in the Adult Education Budget (AEB), this would also need to be considered in the next round of meetings. Thirdly, the future of the college Nursery needed to be considered. The Chair of the Board thanked the Interim Principal for his points which would be considered at the next Standards and Finance meeting in February. The Chair of the Standards and Finance Committee reminded members the importance of the Nursery in the community and that would need to be a feature when considering any changes.</p>	



	The report was noted.	
179.4	STRATEGIC MATTERS	
179.4.1	HE Outcomes and Self-Assessment Report 2021-2022 Members noted the HE outcomes report which was very comprehensive. The report was noted.	
179.5	OPERATIONAL MATTERS	
179.5.1	Recruitment and enrolment The Vice Principal, Curriculum and Quality reported on the College's Enrolment and Recruitment for the 2022/2023 academic year. He reminded members that for some provision, particularly in the areas of Adult and Apprenticeships, recruitment was ongoing throughout the academic year. The current number of enrolments was noted as currently 2,900, being 28 above the College's allocation of 2,872. Members were advised that the College still continued to recruit very well from areas surrounding the New Forest but recruited the majority of the 16-18 market in the New Forest. The report was noted.	
179.5.2	Off-Site Activities and Hazardous Pursuits Autumn 2022 Members noted the Off-Site Activities and Hazardous Pursuits that had taking place in the Autumn term 2022. The report was noted.	
179.5.3	Capital Project update Members were advised there would be a further update on the Capital Project in Part II. In relation to the new SEND building, the Vice Principal, Finance informed members that contracts had been signed and sealed and the contractors were on site working towards completion in June/July 2023. Progress was noted as good. The report was noted.	
179.6	COMMITTEE REPORTS	
179.6.1	Report of Employment & Personnel Committee	
179.6.1.1	Minutes of meeting held on 6, October 2022 The minutes of the meeting held on 6, October 2022 were noted.	
179.6.1.2	Summary report from the Chair of E&P The Chair of the E&P committee (GC) spoke about the work of the committee in the term. He informed members he was very impressed with the contributions from the Senior Management Team at the meeting and that the depth of knowledge highlighted in the reports was extremely good.	
179.6.2	Recommendations from the Committee to the Board Members noted the recommendations from the committee and these would be taken en-bloc. The Chair of the Committee did refer to recommendation 6.2.5, the Menopause Policy which was new to the College. The Chair felt this Policy was important and well overdue. He was pleased it was now part of staff welfare. The Chair of the E&P Committee invited members to consider the policies recommended to them en-bloc and these were all agreed. The Chair of the Board thanked the Chair of the E&P committee and team for good work this term.	



179.6.2.1	Equality and Diversity policy - agreed	
179.6.2.2	Homestay Statement of Principles and Practice – agreed	
179.6.2.3	Child Protection and Safeguarding Policy – agreed	
179.6.2.4	Prevent – agreed	
179.6.2.5	Continuous Professional Development Policy – agreed	
179.6.2.6	Data Protection Policy – agreed	
179.6.2.7	Employment Reference Policy for Employees/Former Employees – agreed	
179.6.2.8	Ex-offenders Policy – agreed	
179.6.2.9	Fertility Treatment Leave – Management and Staff guidelines - – agreed	
179.6.2.10	Local Government Pension Scheme Policy Statement – agreed	
179.6.2.11	Retention Policy and Schedule – agreed	
179.6.2.12	Retirement Procedure – agreed	
179.6.2.13	Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Barring Service (DBS) & certificate information – agreed	
179.6.2.14	Whistleblowing Policy – agreed	
179.6.2.15	Menopause Support report and Policy – agreed	
179.6.3	Report of Standards & Finance Committee	
179.6.3.1	Minutes of meeting held on 15, November 2022 The minutes of the meeting held on 15, November 2022 were noted.	
179.6.3.2	Summary report from the Chair of S&F The Chair of the S&F Committee for the Autumn term (JH-J) confirmed there had been much discussion on curriculum performance particularly with regard to students leaving after just one year at the College on a two-year A-level course. There had been good discussions around the need to get students on the right courses at the start of their studies, and on market share. The Homestay Provision SAR and Action Plan, the Student Union Grant and the Quality Strategy had been considered.	
179.6.4	Recommendations from the Committee to the Board	
179.6.4.1	Homestay Provision SAR and Action Plan Members agreed the Homestay Provision SAR and action plan. This was agreed.	
179.6.4.2	Student Union Grant Members agreed the Student Union Grant. This was agreed	
179.6.4.3	Quality Strategy Members agreed Quality Strategy This was agreed.	
	The Chair of the Standards and Finance Committee (AN) reported on the meeting that had taken place just before this Board meeting today when the College SAR had been considered. The College SAR had been produced slightly later than usual in response to a new Framework. The Chair of the Committee felt it was realistic and a good document and recommend it to the Board for approval. All Members were agreed.	
179.6.5	Report of Audit Committee	
179.6.5.1	Minutes of meeting held on 17, November 2022	



	The minutes of the meeting held on 17, November 2022 were noted.	
179.6.5.2	<p>Summary report from the Chair of Audit</p> <p>The Chair of the Audit Committee (IF) reported on the work of the Audit Committee from its meeting on 17, November 2022. The committee were happy with the Annual Accounts but events have now overtaken that as the Office for National Statistics (ONS) had now put Colleges in the public sector from 29, November 2022.</p> <p>There were now new restrictions with the re classification from the ONS that would apply immediately.</p> <p>The Vice Principal, Finance informed members he would provide an update on the ONS reclassification as more became known but currently the college needed the consent of the DfE to take out borrowings. He confirmed the College were going through refinancing arrangements in the next two months, he had asked the DfE what the solution would be for that and the likelihood was that the DfE would finance the College. He confirmed there would be much change in the next 6 weeks and any expected solution from the DfE was likely to take 10-20 weeks. He informed members that Barclays Bank may be asked to extend their current facilities to the College for a period of time and he would keep members updated on that.</p> <p>The Chair of the Committee confirmed this was important as the Management Letter at item 6.6.2 on the agenda could not be signed at this time when usually it had to be signed by 31, December.</p> <p>The Vice Principal Finance informed members the Letter of Representation and Self-Assessment questionnaire could be signed and there would be more discussion on this in the Part II agenda.</p>	
179.6.6	Recommendations from the Committee to the Board	
179.6.6.1	<p>Report on the 2021-2022 Annual Financial Statements and Regularity Review</p> <p>This could not be approved at this time and a meeting would be convened as soon as possible to consider this.</p>	
179.6.6.2	<p>External Auditors (Alliotts) Management Letter on Financial Statements and Regularity Review</p> <p>This could not be approved at this time and a meeting would be convened as soon as possible to consider this.</p>	
179.6.6.3	<p>External Auditors Letter of Representation</p> <p>This could not be approved at this time and a meeting would be convened as soon as possible to consider this.</p>	
179.6.6.4	<p>Internal Audit Plan for the year 2022-2023 and Internal Audit Charter</p> <p>Members considered the Internal Audit Plan and Internal Audit Charter.</p> <p>This was approved, all Members were agreed.</p>	
179.6.6.5	<p>Risk Management Register and Action Plan 2022-2023 updated</p> <p>Members considered the Risk Management Register and action plan.</p> <p>This was approved, all Members were agreed.</p>	



179.6.6.6	<p>Risk Management Policy</p> <p>Members considered the Risk Management Policy.</p> <p>This was approved, all Members were agreed.</p>	
179.6.6.7	<p>Audit Committee Annual Report to Corporation 2021-2022</p> <p>Members considered the Audit Committee Annual Report to the Corporation.</p> <p>This was approved, all Members were agreed.</p>	
179.6.8	<p>External Auditor’s Engagement Letter 2021/2022</p> <p>Members considered the External Auditor’s Engagement Letter.</p> <p>This was approved, all Members were agreed.</p>	
	<p>At this time, it was noted items 6.6.1, 6.6.2 and 6.6.3 were not approved.</p> <p>The Chair of the Board reassurance was needed that the College loans would not be ‘called in’, the Vice Principal Finance advised members the key risks was that potentially the Government would want the College to repay all loans which might adversely affect the college surplus.</p> <p>There was a lengthy discussion around this item of business which was left in abeyance. There would be a further report and meeting at the start of next term and an Audit committee and Board meeting called to consider the ongoing position with the year-end accounts.</p>	
179.6.7	<p>Internal/External auditor’s reports (executive summary)</p> <p>Members considered the Internal/External auditors reports.</p> <p>The report was noted.</p>	
179.6.8	<p>Report of Governance & Search Committee</p>	
179.6.8.1	<p>Minutes of meeting held on 17, November 2022</p> <p>The minutes of the meeting held on 17, November 2022 were noted.</p>	
179.6.8.2	<p>Minutes of meeting held on 24, November 2022</p> <p>The minutes of the meeting held on 24, November 2022 were noted.</p>	
179.6.8.3	<p>Summary report from the Chair of G&S</p> <p>The Chair of the G&S Committee (JH-J) informed members of the work of the committee this term.</p> <p>Peridot Consultants were currently looking for a new member of the Board who would take office in March 2023.</p> <p>Governor attendance at meetings via the virtual platform had been excellent in the last year but the committee had felt a need to get back to face to face meetings for Board meetings.</p>	
179.6.9	<p>Recommendations from the Committee to the Board from 17, November 2022</p>	



	Recommendations from the Committee to the Board from 24, November 2022	
179.6.9.1	<p>Governors Self Assessment Report (SAR) 2021-2022</p> <p>Members considered the Governors SAR report.</p> <p>This was approved, all Members were agreed.</p>	
179.6.9.1 a)	<p>Succession Planning in Office of Chairs</p> <p>It was agreed that for good succession planning the new Chair of the Board would be appointed at the March 2023 Board meeting subject to member's agreement and would take office sometime after that, yet to be agreed.</p> <p>All Members were agreed.</p>	
179.6.9.1 b)	<p><i>James Hiley-Jones (JH-J) left the meeting.</i></p> <p>The Vice Chair of the G&S Committee (AN) informed members the Governance and Search Committee had recommended an exceptional further two-year appointment for JH-J to support the changes in the Interim Principal and new Principal offices. As there had been two Interim Principals in the last year it would provide strong support on the Board at this time.</p> <p>All Members agreed an exceptional further two year term of office for JH-J in these circumstances.</p> <p><i>James Hiley-Jones returned to the meeting.</i></p>	
179.6.9.2	<p>College Policies list – Delegation of Policies</p> <p>The previous Interim Principal (KW) had proposed changes to the levels of approval for certain policies.</p> <p>The report was considered and approved.</p> <p>All Members were agreed.</p>	
179.6.9.1c)	<p>Curriculum and Quality Committee</p> <p>It was agreed that the way the Standards and Finance committee was structured there was a need to look at considering a new Curriculum and Quality Committee and this would be considered at the next Governance & Search Committee meeting in February 2023.</p> <p>As there was a new Principal taking office next year many of the items proposed might be postponed to ensure they met with the 'Strategy' proposed by the new Principal.</p>	Interim Principal & Clerk
179.7	<p>Evaluation of Meeting</p> <p>Members were pleased with the reports informing their decisions from the committees to the Board.</p>	
179.8	AOB (to be notified to Clerk in advance of meeting)	
179.8.1	<p>WESS Transition Project</p> <p>This item was presented by the Vice Principal, Finance. He informed members that WESS had been formed in 2013, with Bournemouth and Poole (B&P) College as a partner college, but that last year B&P had given notice to withdraw from WESS. The Voce Principal confirmed they were currently no longer a member of WESS.</p> <p>The present Director was currently the Vice Principal Finance but there was a need for two Directors. It was proposed that the Vice Principal Curriculum and Quality became the second Director, subject to his consent.</p> <p>The Vice Principal Finance confirmed the accounts had been audited and were accepted.</p>	



	There would now need to be an update to the Articles to reflect the new status of the company.	Vice Principal – Finance
179.9	Date of next meeting Tuesday, 7 March 2023 at 5.00pm Tuesday, 4 July 2023 at 5.00pm	

Meeting ended at 6.00pm