



Brockenhurst College Corporation

Minutes of the one hundred and sixty sixth meeting of the Brockenhurst College Corporation on Tuesday, 8 March 2022 via Zoom.

Present:	Mr G Beards Mrs J Milone Mr L Feingold Mr I Fry Mr J Hiley-Jones Mrs D Hawkins Mr G Cooper Mrs J Pitman Mrs C Cooke Mr R Dunford Ms M Trinh Ms H Coast Ms X Li-Bloodworth Mr D Andrew	Chair Acting CEO	Meetings attended
			(7 out of 7) (7 out of 7) (2 out of 2) (6 out of 7) (7 out of 7) (4 out of 7) (6 out of 7) (7 out of 7) (6 out of 7) (3 out of 3) (4 out of 7) (4 out of 5) (5 out of 5) (3 out of 5)

In attendance:	Mr S Lovegrove Mr G Francis Mr S Jenkin Mrs L Payne Mrs K Webb	Acting Principal Assistant Principal – A-Levels Assistant Principal – Vocational Clerk to Corporation Consultant	(7 out of 7)
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Meeting commenced at 5.00pm

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166.1	<p>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST The Chair welcomed everyone to the meeting. Apologies had been received from Mrs S Murray and Prof A Neill. No member declared any conflict of interest with the agenda.</p> <p>The Chair of Board informed members that this would be Jane Milone’s last meeting as her term of office had come to an end. She had contributed greatly to the work of the governing body and would be missed. Jane said it had been a real privilege working with the Board at the College. Her children had attended the College and she had been grateful for the opportunity to be a Governor.</p>	
166.2	<p>CORPORATION BUSINESS</p>	
166.2.1	<p>Minutes of meeting held on 2, December 2021 The minutes of the meeting held on 2, December 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>	
166.2.2	<p>Matters arising from the meeting held on 2, December 2021 The matters arising had been actioned.</p>	
166.2.3	<p>Minutes of the meeting held by written resolution on 18, January 2022 The minutes of the meeting held on 18, January 2022 having been previously circulated to members were agreed as a true record and would be signed electronically by the Chair. There were no Matters arising. All Members were agreed.</p>	



166.2.4	<p>Application of the College Seal. Members noted the College Seal had been used to execute the Deed between Brockenhurst College Corporation and the Governing Body of Ashley Junior School as agreed by the Board at previous meeting. The report was noted.</p>	
166.3	<p>CONTEXT SETTING AND UPDATE REPORTS</p>	
166.3.1	<p>Acting Principal's report The Acting Principal, Simon Lovegrove, spoke about the real shift in what was going on in Further Education at the moment. There was a big emphasis on College Collaboration. He spoke about the £13m Solent region Institute of Technology project from which the College would receive £400,000. This would be to develop learning and progression opportunities for Level 3 Sixth Form students at its Marchwood Construction and Marine Technology training centre. In relation to Apprenticeships, members were advised that the College had been successful in its re-application to the Register of Apprenticeship Training Providers. The Acting Principal particularly referred to the Marchwood Construction and Marine Technologies training centre, where Merchant Navy Pre-Cadetship Students at Brockenhurst College would soon benefit from £1m shipping simulator system donated by Solent Universities Warsash Maritime School. He said the Kongsberg Polaris Bridge Simulator which would come online next year comprised nine monitors run by a network of 14 computers to provide 100% immersive experience of operating a large vessel, users could select from a wide variety of ship types including oil tankers, cruise ships, ferries, super yachts, container vessels and bulk carriers. This was noted as an exciting project. In relation to Sport the Acting Principal informed members that more Brockenhurst College Athletes than ever, had earned the right to compete at either County, Region, National or International level in this academic year. He referred to particular students who had excelled. There was a report on AoC Associates experts, and two heads of curriculum who had successfully completed the AoC Associates Experts Programme awarded by the Institute of Leadership and Management. They would now be providing expert counsel to three other UK colleges. The Chair thanked the Interim Principal for his comprehensive report highlighting the exciting achievements and developments at the College. The report was noted.</p>	
166.4	<p>STRATEGIC MATTERS</p>	
166.4.1	<p>Covid Plans The Assistant Principal, A-Levels, updated members on the current Covid plans. He said that Omicron was present after the term started. The College had been following the government guidelines including the new rules, which have since relaxed further. He confirmed that there was currently no contact tracing, with the latest government recommendation being isolation if a Covid test is positive. Ventilation and hygiene measures were in place. There had not been a need to deal with major contingency plans as the number of those with Covid has been reduced further. The report was noted.</p>	
166.5	<p>OPERATIONAL MATTERS</p>	
166.5.1	<p>Marketing, recruitment and enrolment This item was presented by the Acting Principal. Members were advised that the College had received 2,094 full time applications for the 2022/2023 academic year compared with 2,033 at the same point in the previous year, indicating that applications were currently up by 3%.</p>	



	<p>The Colleges Adult Courses and Apprenticeships for 2021/2022 had recruited at a lower level than planned and the College was reviewing the impact of Covid and economic changes on the Adult Employability Outreach provision. Members noted the report.</p>	
166.5.2	<p>International Annual Plan and 3-year strategy update This item was presented by the Acting CEO. Members had received the report on the International Student Update. Members were reminded that the International Strategy was updated and had been presented to the committee in November last year. It was not therefore due for revision, however, the Acting CEO informed members that due to the significant impact of the pandemic on the College's international activities there was a brief update to highlight the ongoing recovery in 2021/2022 and expectations in 2022/2023. Members noted the report.</p>	
166.5.3	<p>Off-Site Activities and Hazardous Pursuits Autumn 2021 This item was presented by the Acting CEO. Members noted that since the easing of lockdown a number of low risk day trips had taken place. The report was noted.</p>	
166.6	<p>COMMITTEE REPORTS</p>	
166.6.1	<p>Report of Employment & Personnel Committee</p>	
166.6.1.1	<p>Minutes of meeting held on 3, February 2022 The minutes of the meeting held on 3, February 2022 were noted.</p>	
166.6.1.2	<p>Summary report from the Chair of E&P The Chair of the Committee, Jane Milone, gave a summary on the work of the E&P committee.</p>	
166.6.2	<p>Recommendations from the Committee to the Board</p>	
166.6.2.1	<p>Professional Code of Conduct incorporating Social Media Policy for Staff Members approved the Professional Code of Conduct incorporating Social Media Policy for Staff All Members were agreed.</p>	
166.6.2.2	<p>Offsite Activities, Hazardous Pursuits, Residential Visits and Exchange Visits regulations and Guidelines Members approved the Offsite Activities, Hazardous Pursuits, Residential Visits and Exchange Visits regulations and Guidelines. All Members were agreed.</p>	
166.6.2.3	<p>Asbestos Management Policy Members approved the Asbestos Management Policy All Members were agreed.</p>	
166.6.3	<p>Report of Standards & Finance Committee</p>	
166.6.3.1	<p>Minutes of meeting held on 10, February 2022 The minutes of the meeting held on 10, February were noted.</p>	
166.6.3.2	<p>Summary report from the Chair of S&F The Vice Chair of the committee, James Hiley-Jones, gave a summary on the work of the committee. It was noted that there was going to be an in depth discussion on Apprenticeships before the next S&F meeting in June. All Members were agreed.</p>	



166.6.4	Recommendations from the Committee to the Board	
166.6.4.1	Anti-Fraud Policy Members approved the Anti-Fraud Policy All Members were agreed.	
166.6.4.2	Tuition Fees Policy and Grid Members approved the Tuition Fees Policy and Grid All Members were agreed.	
166.6.4.3	Staff Loyalty Award Payment Members approved the Staff Loyalty Award Payment. All Members were agreed	
166.6.4.4	Treasury Management Policy Members approved the Treasury Management Policy. All Members were agreed.	
166.6.5	Report of Audit Committee	
166.6.5.1	Minutes of meeting held on 8, February 2022 The minutes of the meeting held on 8, February 2022 were noted.	
166.6.5.2	Summary report from the Chair of Audit The Chair of the committee, Ian Fry, gave a summary on the work of the committee. The Chair of the Committee said it had been agreed that verification of the controls of WESS would be handled separately as an Audit in the new academic year. Members noted the risks related to the Nursery and on Cyber Security especially in relation to the need to upgrade the Cyber Essentials report to ensure that the insurance cover for the College was comprehensive.	
166.6.6	Recommendations from the Committee to the Board	
166.6.6.1	Internal Audit Report Members approved the Internal Audit Report. All Members were agreed.	
166.6.6.2	Risk Management Register and Action Plan 2021-2022 Members approved the Risk Management Register and Action Plan 2021-2022. All Members were agreed.	
166.6.8	Report of Governance & Search Committee	
166.6.8.1	Minutes of meeting held on 8, February 2022 The minutes of the meeting held on 8, February 2022 were noted.	
166.6.8.2	Summary report from the Chair of G&S The Chair of the committee, James Hiley-Jones, gave a summary update on the work of the committee. He welcoming new governor Rob Dunford to the Board.	
166.6.9	Recommendations from the Committee to the Board	
166.6.9.1	Dates Schedule Corporation and Committee meetings to December 2023 Members agreed the Dates Schedule Corporation and Committee meetings to December 2023. All Members were agreed.	



166.7	Evaluation of Meeting The Part I meeting had been a short meeting with the Chair taking many papers as having been read, this was to enable sufficient discussion for the key items in part II. Members were happy with the papers and that the information within them was sufficient to inform their decision making.	
166.8	AOB (to be notified to Clerk in advance of meeting) No other business was raised.	
166.9	Date of next meeting Tuesday, 5 July 2022 at 5pm	

Meeting ended at 5.30pm