

**Brockenhurst College  
Corporation Meeting Minutes  
Part I**

Minutes of the one hundred and ninety eighth meeting of the Corporation, held on 10, December 2024 at 5.00pm via MS Teams.

<b>Present</b>			<b>Meetings attended.</b>
	Bob Hogg	Chair	(4 out of 4)
	Helen Odhams	Principal	(4 out of 4)
	Shaun Williams		(4 out of 4)
	Vicky Essex (from 5.15pm)		(4 out of 4)
	Magdalena Baugh		(3 out of 4)
	Rob Dunford		(4 out of 4)
	Bella Laraman		(2 out of 2)
	Lauren Ellery.		(2 out of 2)
	Xing Li-Bloodworth		(2 out of 2)
	Jenny Jenkin		(3 out of 4)
	Lisa Bell		(1 out of 2)
<b>In attendance</b>	Limor Feingold	Vice Principal, Finance (VPF)	
	Judith Munro	Asst. Principal, Learning & Quality (APL&Q)	
	Steve Jenkin	Asst. Principal, Vocational (APV)	
	Lynn Payne	Clerk to the Corporation	(4 out of 4)

**Meeting commenced at 5.00pm**

Minute No.	Paper title	Action
198.1	<p><b>WELCOME AND APOLOGIES</b></p> <p>The Chair welcomed everyone to the meeting. He apologised that the strategy day, originally set for today, had had to be cancelled in December and confirmed that it would now take place on Wednesday, 22 January 2025.</p> <p>Apologies had been received from Jerry Ede, Gary Cooper, and James Hiley-Jones.</p>	
198.1.1	<p><b>ANY CONFLICT OF INTEREST</b></p> <p>No member declared any conflict of interest.</p> <p>Members agreed the appointment of two new governors to the Board. Kate Ryan and Matthew Johnson. Subject to the completion of the formalities which were underway, the appointments were confirmed. <b>All Members were agreed.</b></p>	
198.1.3	<p><b>PRESENTATION</b></p> <p>No presentation at this meeting.</p>	
198.2	<p><b>CORPORATION BUSINESS</b></p>	
198.2.1	<p><b>Minutes of meeting held on 8<sup>th</sup> July 2024</b></p> <p>The minutes of the meeting held on 8<sup>th</sup> July 2024, having been previously circulated to members, were agreed as a true record and would be signed by the chair. <b>All Members were agreed.</b></p>	



198.2.2	<p><b>Matters arising from the meeting held on 8<sup>th</sup> July 2024</b> It was noted matters arising had been actioned or would be considered within the agenda.</p>	
198.2.3	<p><b>Minutes of the meeting held on 1<sup>st</sup> October 2024</b> The minutes of the meeting held on 1<sup>st</sup> October 2024, having been previously circulated to members, were agreed as a true record and would be signed by the chair. <b>All Members were agreed.</b></p>	
198.2.4	<p><b>Matters arising from the meeting held on 1<sup>st</sup> October 2024</b> It was noted matters arising had been actioned or would be considered within the agenda.</p>	
198.2.5	<p><b>Application of the College Seal</b> There were no matters to report.</p>	
198.2.6	<p><b>Governor Expenses</b> Members noted the annual report on governor expenses.</p>	
198.3	<p><b>CONTEXT SETTING AND UPDATE REPORTS</b></p>	
198.3.1	<p><b>Principal's report</b> The Principal highlighted the key matters in her report which had been taken as 'read'.</p> <p>She reported that the term had seen progress in the areas of curriculum reform, funding developments, student recruitment, and engagement in regional skills strategies. The curriculum reform agenda was awaiting the outcome of the rapid (pause and review) in December, which focused on Level 3 qualifications scheduled for defunding in September 2025. The Principal updated members on this and confirmed that the way the government was approaching curriculum reform had changed since September.</p> <p>In terms of finance, there was a budget of £300 million allocated for revenue and for capital for FE colleges in 2025-26 with increased allocations likely to favour those increasing in capacity. While details were pending a small rate rise and additional capital to complete existing projects was a possibility. It was noted that the increase in Employer National Insurance contributions, was anticipated to be largely offset by a grant. There were changes to the funding for Level 1 and 2 maths and English, which had been scaled back to reduce the financial impact. The recently announced 'crown guarantee' for local government pension schemes liabilities should now lower contribution rates for colleges, there were updates on this pending from Hampshire County Council. The Sixth Form College's Association had launched a judicial review over the disparity in funding for pay awards and the college awaited further developments on this.</p> <p>The Principal reported on the college's termly strategic conversation with the DfE when apprenticeships, T levels, funding, pay and curriculum reforms had been discussed.</p> <p>For the 2024-25 academic year, recruitment had been steady with enrolments at 2812, slightly below the previous year's funded figure. Early withdrawals had been attributed to transport issues and mental health challenges which were under review. Applications for 2025-26 were ahead of previous years with 1438 applications compared to 108 at this time last year.</p>	



	<p>Members were advised that the New Forest District Council and Solent Freeport were prioritising skills development, with 70% of the Freeport situated in the New Forest. The College was taking an active role in this with representation on both skills and strategy groups and having discussions about the college's contributions. Student engagement in these initiatives was planned and potential funding opportunities reinforced the importance of the college's leadership in these efforts.</p> <p><b>Members noted the report.</b></p>	
198.3.2	<p>(Mrs Essex joined the meeting 5.15pm)</p> <p><b>Student Union Activities Report</b></p> <p>The two student governors BL and LE presented their student union (SU) activities report.</p> <p>They spoke about how the SU was dedicated to improving the student experience through environmental responsibility, enhanced facilities, cultural events, and academic support. They highlighted the key initiatives already undertaken. They informed members that the SU was collaborating with Greener Brockenhurst to organise a February/March 2025 litter pick up. Plans were underway for featuring initiatives like recyclable clothes swaps and water bottle refill stations.</p> <p>To improve resources and facilities the SU was promoting a second-hand textbook sale via online platforms focusing on accessibility. It was also noted that efforts were being made to enhance bathroom standards.</p> <p>With regard to cultural and community engagement key events reported included a cultural performance by the African and Caribbean society. There was also a proposed Summer Fest in July 2025, the aim being to bring students together to celebrate - post their exams.</p> <p>There were well-being and health initiatives outlined and feedback on the student voice.</p> <p>Finally, the student governors advised members that the SU continued to prioritise sustainability, inclusivity, and engagement ensuring a well-supported student body. There was a discussion about supporting seemingly 'lone' students and the APV spoke about greater efforts to seek out and support these students.</p> <p>The Chair thanked the students for their informative report.</p>	
198.3.3	<p><b>College Self-Assessment Report (SAR)AR 2023-24 and Quality Improvement Plan (QIP) 2024-25</b></p> <p>Members had received the draft college SAR and QIP which had been updated. The Principal went through the key features of the report.</p> <p>Members felt the SAR accurately reflected the achievements of the 2023-24 academic year alongside areas for development. Also, that the priorities developed in the QIP were suitable and aligned appropriately to the new strategic plan.</p> <p><b>Members unanimously agreed the college SAR and the QIP.</b></p>	
198.3.4	<p><b>Governors SAR 2023-2024 and QIP 2024-25</b></p> <p>Members considered the governor self-assessment report and QIP for governance in the year 2023-24.</p> <p><b>This was agreed.</b></p>	
198.3.5	<p><b>Link Governor Recruitment Proposal</b></p>	





	4.4.4 The Terms of Reference of the committee <b>were agreed. It was also agreed</b> that the Student Union grant be approved separately outside the budget and removed from the terms of reference of the Resources committee.	<b>Clerk</b>
198.4.5	<b>Report of Audit Committee</b>	
198.4.5.1	<b>Minutes of meeting held on 28<sup>th</sup> November 2024</b> The minutes of the meeting would be available at the next meeting.	<b>Clerk</b>
198.4.5.2	<b>Summary report from the Chair of Audit</b> The Chair of the committee, Mr Williams, spoke about the work of the committee undertaken this term and presented the recommendations from the committee.	
198.4.6	<p><b>Recommendations from the Committee to the Board</b></p> <p><b>4.6.1 External Audit.</b> Members had received a report on the 2023/24 annual financial statements and self-assessment regularity questionnaire. Members were reminded that as a condition of funding from the main Funding Agency the ESFA and the Office for Students required the Corporation to submit audited accounts for each financial year no later than five months after the year end of 31st of July.</p> <p>The key financial elements of the accounts included: A statement of comprehensive income presenting the financial performance during the reporting period of the Corporation, a statement of the financial position, and a statement of related cashflows. The accounts showed both the Corporation and the Brockenhurst College Group which included the subsidiary Wessex Educational Shared Services Ltd.</p> <p>Members were advised that the full year result was an EBITDA of £1.7m being £0.5m above budget because of strong outperformance of the Adult Education Budget target and effective payroll and operating cost control. The estimated ESFA financial health rating of the college was expected to be 'Good'.</p> <p>The College Auditors were expected to issue an unqualified audit report of the college accounts. <b>Members approved the Annual Report, Financial Statements and Regularity Self-Assessment Questionnaire.</b></p> <p><b>4.6.2 External Auditors Management Letter on Financial Statements and Regularity Review.</b> Members were asked to approve the External Auditor's Management Letter on the colleges Annual Report and Financial Statements and Self-Assessment Regularity Review for 2023/24. The Management Letter summarised the findings and recommendations resulting from the external audit work performed on the colleges Annual Report and Financial Statements. The international standards on auditing also required the external auditors to provide a summary of the work carried out on those charged with governance at the time financial statements were being considered. <b>The report was considered, and the External Auditors Management Letter on the Financial Statements and Regularity Review was agreed. All Members were agreed.</b></p> <p><b>4.6.3 External Auditors Letters of Representation.</b> Members considered the Letters of Representation provided by the college to its independent auditor in connection with the external audit of the colleges annual</p>	



	<p>report and financial statements. There were two Letters of Representation, the first relating to the Financial Statements for 2023/24 and the second relating to the Regularity Assurance being the stewardship of the funding granted to the College to fulfil its educational purpose.</p> <p><b>Members unanimously agreed the External Auditor’s Letters of Representation.</b></p> <p><b>4.6.4 External Auditors Engagement letter 2023/24.</b> Members were asked to approve the External Auditors Letter of Engagement for 2023/24. The Letter of Engagement set out the basis on which the external auditors acted for the college alongside theirs and the college’s respective areas of responsibility and terms and conditions of business. The Corporation confirmed its agreement that the auditors undertake an audit of the annual report and financial statements of the college for 2023/24 which would be prepared under the relevant financial reporting standards and frameworks and undertake a reporting accountant’s assurance report on regularity reporting to the college and the ESFA. <b>The External Auditors Engagement letter 2023/24 was approved.</b> <b>All Members were agreed.</b></p> <p><b>4.6.5 Internal Audit Plan 2023/24 and Internal Audit Charter.</b> The Internal Audit Plan 2023/24 and the Internal Audit Charter were considered <b>and approved.</b> <b>All Members were agreed.</b></p> <p><b>4.6.6 Risk Management Register and action plan.</b> Members considered the Risk Management Register and related action plan and these <b>were agreed.</b> <b>All Members were agreed.</b></p> <p><b>4.6.7 Risk Management Policy.</b> The Risk Management Policy was considered <b>and agreed.</b> <b>All Members were agreed.</b></p> <p><b>4.6.8 Audit committee report to Corporation.</b> The Audit Committee’s annual report to the Corporation for the year 2023/24 was considered <b>and agreed.</b> <b>All Members were agreed.</b></p> <p><b>4.6.9 WESS Financial Accounts and Letter of Representation and Letter of Comfort.</b> Members considered the WESS Financial Accounts and Letters of Representation and comfort and these <b>were agreed.</b></p>	
198.4.7	<p><b>Assessment reports on the Internal/External Auditors.</b></p> <p><u>External Auditors</u> Members noted the college assessment of the current External Auditors, Alliotts. They had been the colleges External Auditors since the 2019/20 year-end accounts. It was felt that they continued to demonstrate a good knowledge of the FE sector and had shown a pragmatic approach to auditing the colleges financial statements. They were assessed providing an extremely effective service to the college.</p> <p><u>Internal auditors.</u> There had been no internal audit work carried out in 2023/24. The college would be undertaking more targeted thematic reviews in the future for example around cybersecurity for which it would use specialist organisations.</p>	



	<b>The report was noted.</b>	
198.4.8	<b>Report of Strategy, Governance &amp; Search Committee (S&amp;G&amp;S)</b>	
198.4.8.1	<b>Minutes of meeting held on 22<sup>nd</sup> October 2024</b> The minutes of the meeting held on 22 <sup>nd</sup> October 2024 were noted.	
198.4.8.2	<b>Summary report from the Chair of S&amp;G&amp;S</b> The Chair of the committee Mrs Jenkin reported on the work of the committee this term, in particular, on the appointment of two new governors and the new link governor proposals.	
198.4.9	<b>Recommendations from the Committee to the Board</b> The recommendations from the committee had been made earlier in the agenda.	
198.5.0	<b>Evaluation of Meeting</b> Members had good discussions on the SAR and QIP. The student governors report to the Board had been considered interesting and helpful.  Governors felt they had added value and made appropriate challenge.  There was a request for there to be more consideration given to reducing the number of pages in the Board papers. It was felt that some of the policies could be removed and a general reduction in the number of papers for the meeting. It was agreed executive summaries were helpful. Consideration would be given to providing even more summary papers with a library of related papers and more graphs and pictures would be included in reports. It was agreed that the S&G&S committee would look at ways to reduce the number of papers.	<b>Agenda S&amp;G&amp;S</b>
198.6	<b>AOB (to be notified to Clerk in advance of meeting)</b> The Chair thanked everyone for their efforts in 2024 and reminded them how valued and important their contribution was to the work of the Board and Brockenhurst College.	
198.7	<b>Date of next meeting</b> <b>Tuesday, 25 March 2025 at 5.00pm</b>	

**Meeting ended at: 6.20pm**

Clerk's note

NB

Some reports refer to Members some reports refer Governors , they are in these Minutes, the same.

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