



RESOURCES COMMITTEE – Part I

Minutes of the fifth meeting of the Brockenhurst College Resources Committee held on Thursday, 13 February 2025 via MS Teams.

Present:	Governors		Meetings attended
	Mrs M Baugh	Chair	(1 out of 2)
	Mr B Hogg		(2 out of 2)
	Ms H Odhams	Principal	(2 out of 2)
	Mr R Dunford		(2 out of 2)
	Mr James Hiley-Jones		(1 out of 2)
	In attendance:		
	Mr L Feingold	Vice Principal, Finance (VP-F)	
	Mrs J Munro	Assistant Principal, Learning and Quality (AP-L&Q)	
	Mrs L Payne	Clerk to Corporation	(2 out of 2)

Meeting commenced at 5.00pm

Minute number		Action
5.1	WELCOME AND APOLOGIES The Chair welcomed everyone to the meeting.	
5.1.1	ANY CONFLICT OF INTEREST Bob Hogg declared a conflict of interest in relation to the item on appointing a vice chair of the committee and would not take part in that item of business.	
5.1.2	Appointment of Vice-Chair See item 2.2	
5.2	COMMITTEE BUSINESS	
5.2.1	Minutes of previous Resources Committee meeting held on 19, November 2024 The minutes of the meeting of the 19th of November 2024 having been previously circulated to members, were agreed as a true record, and would be signed electronically by the chair of the committee. All Members were agreed.	
5.2.2	Matters arising from meeting held on 19, November 2024 Members appointed Bob Hogg as the Vice Chair of the committee for the rest of this academic year. Bob confirmed he was happy to take on the office. <i>(Bob Hogg did not take part in this item of business)</i> All Members were agreed. There were no other matters arising.	
5.3.	FINANCIAL & COMMERCIAL MATTERS	
5.3.1	Capital Project update Members were provided with an update on college capital projects since the last formal report to the committee in November 2024. The VP-F referred to the allocated capital funding from the DfE, of £1.8m, at the start of the academic year, and advised members that this had been invested in prioritised capital works.	



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	<p>It was noted that as at the end of January 2025 £1.7m had been spent or committed on energy efficiency, IT infrastructure and building condition improvement works. The remaining funds were expected to be spent by March 2025 well ahead of the deadline of March 2026. The VP-F spoke about the development of the new College Estates Strategy which was being supported by Peter Marsh Consulting. A draft Strategy was due to be reviewed in February. The VP-F went through his report to members including referring to the DfE condition data collection exercise due to take place in 2025. Building condition surveys on educational institutions had been undertaken in 2019 to inform DfE capital funding allocations, but it was felt in the sector that this exercise was of insufficient detail to be useful or effective. This exercise will be repeated at all colleges in 2025 and will now include both roof surveys (via drone) and additional information such as asbestos. The College will ensure that its surveys will be better informed than previously and include mention of key areas needing condition funding, notably flat roofs, kitchen ventilation and asbestos.</p> <p>The report was noted.</p>	
5.3.2	<p>Budget Planning and timetable</p> <p>The VP-F informed members that the purpose of the report was to set out the timeline approach, and key work streams in the preparation and approval of the College Curriculum Plan, and Financial Plan for 2025 - 2026. It was noted that senior leadership team planning meetings had taken place and it was proposed that the following strategic approach and guided principles be adopted, to identify priority areas and help achieve the College's strategic goals.</p> <ul style="list-style-type: none"> • achieve good financial health rating • prioritise staff pay actively • manage and embed the outcome of the current restructure • consider investment in key areas • be informed by the post 16 qualification reforms • be informed by the College's property and estates strategy • investment in staff development and training • investment in staff well-being <p>In relation to building the budget the key strategic priorities were being considered. The current financial health of the college was noted as 'outstanding'. There was an aim to invest in and improve the quality of other key areas namely:</p> <ul style="list-style-type: none"> • prioritising staff pay • staff development and training and well-being • Work experience and careers provision <p>The VP-F was of the view that, depending on the funding next year, and with careful planning, the College could significantly improve the quality of the other areas. The Principal stressed the need to prioritise staff pay.</p> <p>The Chair of the Board asked how accurate the college condition survey findings were. The VP-F informed members that the College did not regularly carry out its own conditions surveys, but it would be commissioning its own surveys this year. The Estates Strategy was not granular enough to provide the College or the DfE with the level of detailed information required.</p>	



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	<p>The Principal referred to a need to strike a balance between what was needed set against the financial cost, with the student experience being paramount.</p> <p>The report was noted</p>	
5.3.3	<p>16-19 Funding update</p> <p>This was a verbal update from the VP-F who referred to good news in relation to the LGPS pension guarantee which had been announced by the DfE in November 2024. The College's LGPS employer contributions would be reduced substantially from April 2025. The likely annual benefits to the College would be c.£400k. Some of the funding would be available in this year from April, which would help the overall results this year. Other funding announcements, notably the increase in the 16-19 funding rate, have been delayed until late March / early April.</p> <p>In relation to the DfE providing a grant to cover the increase in National Insurance Contributions from April 2025, whilst the DfE had pledged to support colleges, the detailed outcome was not currently known.</p> <p>Following a successful challenge by the SFCa on the DfE's pay funding for 2024/25, £50m had been brought forward for sixth form and GFE colleges this year. Whilst we are anticipating to receive between £160k - £180k, the details have yet to be announced.</p> <p>The report was noted.</p>	
5.4.	<p>POLICIES (For approval at this Committee)</p>	
5.4.1	<p>Data Retention Policy</p> <p>Members were advised that the College's Data Retention Policy had been reviewed by the senior leadership team and only minor housekeeping changes made.</p> <p>Members agreed the Policy.</p>	
5.4.2	<p>Homeworking Policy</p> <p>Members were advised that the College recognised it had a clearly defined responsibility to ensure the health, safety, and welfare at work for all its employees. Its legal duty being to risk assess and implement actions and to avoid or control risks where necessary.</p> <p>Members were advised that the senior leadership team had reviewed the homeworking procedures and made some changes, including providing details of the updated confidential employee support line. It was also agreed that in light of the fact that any extended homeworking undertaken by staff would be considered through a flexible working request, it was proposed that this policy/procedure becomes an appendix to the flexible working policy.</p> <p>Other changes were general housekeeping changes.</p> <p>Members agreed the Homeworking Policy.</p>	
5.4.3	<p>Staff Loyalty Award Payment</p> <p>Members discussed the Staff Loyalty Award payment which is made to staff on completion of 25 years' service, at the College.</p> <p>Members agreed the Policy.</p>	
	<p>(To recommend for approval at Corporation)</p>	
5.4.4	<p>Anti-Fraud Policy</p>	



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	<p>Members were advised that the Anti-Fraud Policy had been reviewed by the senior leadership team and there were only minor changes proposed.</p> <p>The Chair of the Board asked for more information on Policy implementation outcomes, as well as providing Policy updates, given how important this area was.</p> <p>It was agreed members needed to be regularly informed on how well the Policy was working.</p> <p>It was agreed to recommend the Policy to the Board for approval.</p> <p>All Members were agreed.</p>	<p>Committee agenda</p> <p>Refer to Corporation</p>
5.4.5	<p>Asbestos Management Policy and management arrangements</p> <p>The College Health & Safety Policy detailed the College's commitment to minimising the risks to health, safety, and welfare of its members of the College community and others who may be affected by the activities of people undertaking work on behalf of the College.</p> <p>The policy stated that all identifiable hazardous materials and processes must be managed in an appropriate reasonable and practicable manner.</p> <p>In relation to asbestos, as some areas of the College property was built pre 2000 some buildings contained asbestos. A thorough programmes of removal and encapsulation of asbestos had been undertaken at the College. The VP-F spoke about this Policy being under constant review as exposure to asbestos, even at a relatively low level, could present a risk. It was noted that in line with health and safety requirements, the College had developed and continued to review and update, its Asbestos Management Policy.</p> <p>It was noted there were only general housekeeping and re formatting changes to the current policy.</p> <p>Members agreed to refer the Policy to the Board for approval.</p>	<p>Refer to Corporation</p>
5.5.0	HEALTH & SAFETY	
5.5.1	<p>H&S Committee minutes meeting of 12 December 2024</p> <p>It was considered that the minutes did not include any KPI's and lacked structure.</p> <p>The VP-F would action these matters for the next meeting of the Health & Safety Committee.</p> <p>The Minutes were noted.</p>	<p>VP-F</p>
5.6.	<p>Evaluation of Meeting</p> <p>There was much 'added value' and appropriate challenge made by members at this meeting. There were lengthy discussions over the Energy Framework, Policies, and the Budget. The papers were considered sufficient to enable decision making.</p>	
5.7. 5.7.1 a)	<p>Any Other Business (to be notified to the Clerk in advance)</p> <p>Treasury Management Policy</p> <p>The VP-F presented his report. Members were asked to note the update on the level of funds held on deposit by the college. There had previously been a request to amend the Treasury Management</p>	



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5.7.1 b)	<p>Policy to maximise interest earning potential. As a result of improved cash reserves and high savings interest rates, in July 2023, the limit delegated to the VP-F and Principal, in the Treasury Management Policy, to invest surplus funds, was increased to £2m above the limit approval needed to be sought from the Resources Committee. The delegation was in place until 15.12.24 when it required reassessment, however the College erroneously omitted to reassess the temporary approval at the end of last year and was therefore not compliant with its Treasury Management Policy. The VP-F advised members that the funds on deposit had been consistently and transparently reported within the monthly management accounts. As at 31st January 2025 the college cash reserves stood at £6.4m, of which £3m was on deposit with Barclays Bank. The college's latest cash flow forecast indicated that surplus cash would be available for investment over the next 6 to 12 months. Members were asked for authority to extend the temporary approval to invest a further £2m on a low-risk treasury deposit with Barclays Bank until the committee meeting in February 2026, at which time the temporary approval would be reassessed.</p> <p>Members agreed to delegate to the VP-F/Principal authority to deposit funds of up to £4m to February 2026.</p> <p>Energy Renewal Framework The VP-F presented his report. Members were advised that the College utility contracts for gas and electricity were due for renewal on the 1st of April 2025. The VP-F informed members that Hampshire Local Authority had an energy procurement consortium with other colleges giving them good buying power and that Brockenhurst College was eligible to join that framework. Membership of the framework would be for 4 years.</p> <p>Members were advised that the current college energy budget was in the region of £400k per annum and the new commitment would be for £1.6m over 4 years. The VP-F confirmed the college would need to apply for membership of the consortium within the next few weeks, as admission to the framework would take at least four weeks. Members asked about the potential for savings and the VP-F advised that it was impossible to say, however it was the leverage that the consortium could achieve which was the saving. Members discussed the issues as there were some concerns that the consortium may not be able to achieve the best overall outcomes. Members asked about other market options and the VP-F spoke about the other options and discussions he had had with other colleges. The committee chair felt this needed to be commercially viable and it was noted exit costs could be costly which would need to be factored in. It was felt the Board would need to delegate to the Resources Committee authority to deal with this matter because of the sums involved. It was agreed by the Chair of the Board in the meeting, that the Board be asked to give delegation to the Resources Committee to deal with the renewal of this utilities contract, within the strict</p>	<p>Agenda item February 2026</p>



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	<p>financial parameters of £1.6m over 4 years at around £400k per annum.</p> <p>It was agreed that the recommendation should be for the Chair of the Committee, the Chair of the Board, and the VP-F (or Principal) to collectively have the authority within the strict financial parameters to agree the annual utility contracts.</p> <p>The Chair of the Board agreed to call an Extraordinary Board meeting by written resolution to seek specific Board approval for this.</p> <p>There would be a full updated report to the Board for their consideration and agreement.</p>	<p>Refer to Corporation</p>
5.8.	<p>Date of next meeting Tuesday, 24 June 2025 at 5.00pm</p>	