



RESOURCES COMMITTEE – Part I

Minutes of the first meeting of the Brockenhurst College Resources Committee Tuesday, 14 November 2023 held on Tuesday, 14 November 2023 via MS Teams.

Present:	Governors	Meetings attended
	Mr I Fry	Chair (1 out of 1)
	Mr J Hiley-Jones	(1 out of 1)
	Ms H Odhams	Principal (1 out of 1)
	Mrs M Baugh	(1 out of 1)
	Prof A Neill	(1 out of 1)
	Mr R Dunford	(1 out of 1)

In attendance:

Mr L Feingold	Vice Principal, Finance (VP-F)
Mr S Lovegrove	Vice Principal, Curriculum & Quality
Mrs J Munro	Assistant Principal, Learning and Quality
Mr S Jenkin	Assistant Principal, Vocational

Mrs L Payne	Clerk to Corporation	(1 out of 1)
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Meeting commenced at: 5.00pm

Agenda item	Paper title	Action
1.1	<p>Welcome, apologies and declaration of interest.</p> <p>Members were welcomed to the meeting.</p> <p>Apologies had been received from the Student Governor, Dante Dunbabin and the Student Governor elect, Archie Ledger.</p>	
	<i>The Chair advised members he would be taking item 4.1.2 at the start of the agenda although it would be reported sequentially in the minutes.</i>	
1.1.1	<p>Appointment of Chair and Vice Chair 2023-2024</p> <p>Members were asked to elect a Chair and Vice-Chair of the Committee for the next academic year.</p> <p>All Members were agreed that Ian Fry be Chair and James Hiley-Jones be Vice-Chair.</p>	
1.2	COMMITTEE BUSINESS	
1.2.1	<p>Minutes of previous Employment and Personnel meeting held on 9, May 2023</p> <p>Members noted the minutes of the previous Employment and Personnel Committee meeting held on 9, May 2023. However, as that committee had now been discontinued and a new committee formed it was agreed to email the minutes to those members present at that meeting then. This would close out the work of the former Employment and Personnel committee.</p> <p>All Members were agreed.</p>	Clerk
1.2.2	<p>Matters arising from meeting held on 9, May 2023</p> <p>It was noted that matters arising had been actioned or would be considered within the agenda.</p>	



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1.2.3	<p>Minutes of previous Standards and Finance meeting held on 20, June 2023 The minutes of the Standards and Finance meeting held on 20, June 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>	
1.2.4	<p>Matters arising from meeting held on 20, June 2023 It was noted that Matters arising had been actioned or would be considered within the agenda.</p>	
1.2.5	<p>Terms of Reference Members noted the Resources committee Terms of Reference that had already been approved by the Board on 6, September 2023. Members noted the amendments since the Board meeting and agreed to recommend to the Board for approval. All Members were agreed.</p>	Refer to Corporation
1.3.	FINANCIAL & COMMERCIAL MATTERS	
1.3.1	<p>Debt write-offs Members noted the report from the VP-F on Debt Write-offs, for the academic year 2022/2023. He confirmed that the College's bad and doubtful debt provision at its year end was £28.7k comprising 21 debtors. The overall provision was noted as 4.2% of all outstanding debtors at the month end £683k. The VP-F confirmed that total amounts written off in 2022-2023 was £13k comprising 8 debtors. All debts within that sum were under £5,000 and related to outstanding amounts that were already provided for. The VP-F confirmed the College was in compliance with its Financial Regulations and the Managing Public money framework. The report was noted.</p>	
1.3.2	<p>Capital Project update The VP-F updated members on the College capital projects since the last meeting of the Standards and Finance committee in June 2023. Members were reminded that supported by DfE Capital Funding of £1.8m, the College was planning to invest £2.3m into prioritised capital works in this academic year. The VP-F advised members that the capital funding was restricted to energy saving initiatives, condition funding and specific IT infrastructure as this would not fund IT equipment the College would be investing £340k in that area from its cash reserves. The VP-F reported on the planned capital works which focus on urgent classroom and estate improvements and support course critical investment. He mentioned key projects including refurbishment of the learning resources centre, modernisation of the remaining science laboratories and the creation of a dedicated exam centre. There would also be refurbishment of specific staff and student washroom facilities, car parking resurfacing, roof improvements which would include asbestos removal and replacement of the College AstroTurf facility. In relation to the SEND Independence Hub the VP-F reminded members this had achieved practical completion on 31, August and had been brought into use at the college in time for the start of the 2023/2024 academic year. The project had come in at only £10k over budget being 0.2% of the overall £4.9m in project costs. The VP-F confirmed that all</p>	



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	<p>funding had now been received from the ESFA and Hampshire Local Authority. The Chair of the Committee praised the work of the executive for their work in relation to the new build given all the associated risks and to come in at £10k over budget was really good. He asked how the staff and students were enjoying the space and the VP-F was delighted to confirm that staff and students were thoroughly enjoying it. It was also noted that there was very little snagging and the quality of the work was good.</p> <p>The report was noted.</p>	
1.3.3	<p>Annual review of insurance policies including Governor insurance and level of cover</p> <p>Members noted the report from the VP-F on the College insurance. It was noted that the College held insurance to cover a number of potential eventualities and its main policies was provided through Hampshire College’s Consortium with FE Protect Limited acting as its advisors and cover provided by Aviva. The College’s main insurance policy had been renewed for 2023/2024 at a total annual premium of £58,863.19, which was noted as within budget. The VP-F highlighted the other areas of cover provided, including indemnity of up to £5m for governors, in their role as part of an educational establishment and relating to their civil liability. It was noted that in response to the growing risk of ransomware attacks the College had renewed Cyber Security Insurance for this academic year. The insurance also extended to its wholly owned subsidiary, WESS for which it held run off cover relating to historic periods before it was added to the overall College policies. Members asked whether the level of cover had been retained or reduced and were advised that cover had been increased including an evaluation for the site.</p> <p>It was noted there were no insurance claims outstanding.</p> <p>Members discussed the insurance in relation to Cyber Security which was noted. The Chair of the Committee asked about the rebuild valuation in the insurance provision and how that was progressing. The VP-F would comment on this at the next meeting.</p> <p>Members also asked about the review of leases and whether this had this now been completed. The VP-F confirmed it had.</p> <p>The report was noted.</p>	VP – F
1.3.4	<p>High needs learners funding and local authorities</p> <p>Members were reminded that the College supported a large and growing number of High Needs learners. The indicative numbers for 2023/2024 showed an increase from 192 in 2022/2023 to 211 this year. The funding for High Needs learners was complex and a large proportion had to be negotiated with the learners’ home local authorities. The VP-F confirmed the college’s income budget for this academic year was £1.6m.</p> <p>Members noted the report.</p>	
1.4.	POLICIES (For approval at this Committee)	
1.4.1	<p>Fees Policy for International Students</p> <p>The Fees Policy for International Students was approved at this committee.</p> <p>All Members were agreed.</p>	
1.4.2	<p>Flexible Working Policy</p> <p>The Flexible Working Policy was approved at this committee.</p> <p>All Members were agreed.</p>	



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1.4.3	<p>Local Government Pension Scheme Policy Statement The Local Government Pension Scheme Policy statement was approved at this committee. All Members were agreed.</p>	
1.4.4	<p>Lone Working Policy and Procedure The Lone Working Policy and Procedure was approved at this committee. All Members were agreed.</p>	
1.4.5	<p>Maternity and Adoption Leave policy The Maternity and Adoption Leave policy was approved at this committee. All Members were agreed.</p>	
1.4.6	<p>Paternity Leave Policy The Paternity Leave Policy was approved at this committee. All Members were agreed.</p>	
1.4.7	<p>Relocation Expenses Scheme of Assistance The Relocation Expenses Scheme of Assistance was approved at this committee. All Members were agreed.</p>	
1.4.8	<p>Retention Policy and Schedule Members asked whether retention of Employers Liability Insurance documents for 20 years was sufficient and it maybe there is a need to increase this to 40 years given that asbestos related claims can potentially extend back this far. The VP-F would advise at the next meeting.</p>	VP – F
	<p>Members asked about the need to have a Fertility Policy within the Maternity policies and asked whether it was being offered at the College. The VP-F confirmed that the College has a Fertility Treatment Leave policy.</p>	
	<p>With regard to the policies themselves members asked for a clearer reference to when the Policy had last been approved, for example on the Flexible Working Policy at 4.2 there was no information. They also asked for clearer more streamlined information on version control and changes to Policies, in all cases.</p> <p>Members requested for this information to be included on the cover sheet for all Policies, showing the changes, with clear version control. The Principal agreed to look at an improvement of the reporting information.</p>	Clerk Principal
	(To recommend for approval at Corporation)	
1.4.9	<p>Anti-Bribery Policy Members noted there were no changes to the Policy. The Chair of the Committee queried the section on corporate gifts and entertainment, its subjectivity and whether a register was kept. Members were advised there was a gifts and hospitality register for Governors detailing items over £25. The Chair of the Committee felt it would be useful to revisit the Policy on this point and re-consider it based on AoC guidance and bring to the next meeting.</p>	Next agenda VP-F



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1.4.10	<p>Harassment and Bullying (Staff) Policy Members noted the revisions that had been made to the Harassment and Bullying (staff) Policy and agreed to recommend it to the Board for approval. All Members were agreed.</p>	<p>Refer to Corporation</p>
1.4.11	<p>Leave Policy Members noted the amendments to the Leave Policy and agreed to recommend it to the Board for approval. All Members were agreed.</p>	<p>Refer to Corporation</p>
1.4.12	<p>Student Finance (bursary) Support Policy This item was presented by the Assistant Principal, Vocational who informed members that the College had a Student Finance Support Policy in order to support all aspects of financial support for students most in need. He confirmed that as part of the policy an overview of the student finance schemes and eligibility information for 16-18 and 19+ students was included. Members were advised that the support available covered</p> <ol style="list-style-type: none"> 1. 16-18 bursary fund 2. Free meals in education 3. AEB Learner support 4. Adult Learner Loan bursary <p>The Assistant Principal informed members that the policy provided a framework to ensure that there was fair and transparent process in respect of financial support available to students. The update in the Policy reflected the increase in eligibility thresholds for this academic year to help students access this financial support. Members noted the policy and changes and agreed to recommend it to the Board for approval. All Members were agreed.</p>	<p>Refer to Corporation</p>
1.5.	<p>OPERATIONAL MATTERS</p>	
1.5.1	<p>Student Union Grant 2023-2024 The VP-F asked members to consider the Annual Financial Grant to the Student Union and recommend this for approval. All Members were agreed.</p>	<p>Refer to Corporation</p>
1.5.2	<p>AoC E&P Updates since June 2023 The report was noted.</p>	
1.5.3	<p>Update on Freedom of Information requests Members asked to consider and note the report on the number of Freedom of Information requests received by the College during the academic year 2022-2023. The report was noted.</p>	
1.6.	<p>HEALTH & SAFETY</p>	
1.6.1	<p>H&S Committee minutes from June and October 2023 This item was presented by the VP-F and the minutes were noted.</p>	
1.6.2	<p>Annual Health and Safety Report</p>	



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	The VP-F presented the Annual Health and Safety Report which detailed developments in the College's management of Health and Safety during 2022/2023. The report was noted.	
1.7.	Evaluation of Meeting Members were happy with the papers and considered them sufficient to inform their decisions and that they had received them in plenty of time to consider before the meeting. Members added value in their discussion on the policies making helpful suggestions for additions and enhancement. There was appropriate challenge, particularly in the case of adding a Fertility Policy and looking at best practice on policies for gifts and hospitality. The Chair conducted the meeting well and the time of the meeting was appropriate.	
1.8.	Any Other Business No other business was raised.	
1.9.	Date of next meeting	
	Thursday, 8 February 2024 at 5.00pm	

Meeting ended at 5.45pm