



RESOURCES COMMITTEE – Part I

Minutes of the third meeting of the Brockenhurst College Resources Committee held on Tuesday, 18 June 2024 via MS Teams.

Present:	Governors	Meetings attended
	Mr J Hiley-Jones	Chair (3 out of 3)
	Ms H Odhams	Principal (2 out of 2)
	Mrs M Baugh	(3 out of 3)
	Mr R Dunford	(From 5.10pm) (2 out of 3)
	Professor A Neill	(2 out of 3)

In attendance:		
Mr L Feingold	Vice Principal, Finance (VP-F)	
Mrs J Munro	Assistant Principal, Learning and Quality (AP-L&Q)	
Mr S Jenkin	Assistant Principal, Vocational (AP-V)	

Mrs L Payne	Clerk to Corporation	(3 out of 3)
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Meeting commenced at: 5.00pm

Minute No	Paper title	Action
3.1	WELCOME AND APOLOGIES The Chair welcomed everyone to the meeting. Apologies had been received from Ian Fry.	
3.1.1	ANY CONFLICT OF INTEREST No member declared any conflict of interest.	
3.2	COMMITTEE BUSINESS	
3.2.1	Minutes of previous Resources meeting held on 8, February 2024 The Minutes of the previous Resources Committee meeting held on the 8, February 2024 having been previously circulated to members, were agreed as a true record, and would be signed by the Chair. All Members were agreed.	
3.2.2	Matters arising from meeting held on 8, February 2024 It was noted matters arising had been actioned.	
3.2.3	Resources Terms of Reference There were no proposed changes to the Resources Committee Terms of Reference. Members were reminded that the Terms of Reference had remained 'live' throughout the year to ensure they best served this new committee and be subject to appropriate change. Members agreed to recommend the Resources Committee Terms of Reference to the board as requiring no change. All Members were agreed.	Refer to Board



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3.2.4	<p>Review of Effectiveness of Committee Members completed the review of effectiveness of the committee including the performance of the Chair.</p> <p>Members agreed to recommend their effectiveness to the board for approval.</p>	Refer to Board
3.3.	FINANCIAL & COMMERCIAL MATTERS	
3.3.1	<p>Capital Project update Members received a summary update report from the VPF, relating to capital projects since the last meeting of the committee in February 2024.</p> <p>The report was taken as ‘read’ and updates noted.</p> <p>In particular, members were advised that as part of the Local Skills Improvement Fund (LSIF) collaboration, with a number of other Hampshire colleges, the college had progressed two key projects relating to improving the College’s Performing Arts and Health and Social Care facilities. The projects were due to complete before the start of the 2024/25 academic year.</p> <p>The report was noted.</p>	
3.3.2	<p>ESFA College Financial Handbook 2024 Members noted the report on the ESFA College Financial Handbook 2024 which was taken as ‘read’. The VPF confirmed the college were compliant with the new rules.</p> <p>The report was noted.</p>	
3.3.3	<p>Referral from Audit Committee – Marchwood Lease The Audit Committee had referred the matter of the onerous College Lease of the Marchwood premises to the Resources Committee for consideration of its financial impact. The lease of the premises was due to end in 2031.</p> <p>The VPF confirmed that the College’s provision based at Marchwood did not generate sufficient financial contribution to fully cover the leasing costs relating to the premises. Assigning the lease is permissible under the terms of the lease, but this would most likely trigger dilapidation costs, and the College would remain liable for the ongoing lease payments should the sub-tenant default. He explained that accounting standards would permit the future operating losses relating to the Marchwood site to be recognised as an onerous lease provision, and that such potential treatment had also been raised by the External Auditors. It was noted that the provision would be reassessed each year, and would most likely decrease each year in the future as the unexpired term of the lease reduced.</p> <p>The report was noted.</p>	
3.4.	<p>POLICIES (For approval at this Committee)</p> <p>The Chair took the following Policies as ‘read’ and en bloc, whilst asking for any questions from members.</p>	



Minute No	Paper title	Action
3.4.1	<p>Absence Management and Sick Pay Policy and Procedure The VPF presented the policy to the Committee and highlighted the key changes and the policy was approved by the Committee. All Members were agreed.</p>	
3.4.2	<p>Pay Policy The VPF presented the policy to the Committee and highlighted the key changes and the policy was approved by the Committee. All Members were agreed.</p>	
3.4.3	<p>Professional Code of Conduct incorporating social media for staff The VPF presented the policy to the Committee and highlighted the key changes and the policy was approved by the Committee. All Members were agreed.</p>	
3.4.4	<p>Paternity Leave Policy The VPF presented the policy to the Committee and highlighted the key changes and the policy was approved by the Committee. All Members were agreed.</p>	
3.4.5	<p>Flexible Working Policy The VPF presented the policy to the Committee and highlighted the key changes and the policy was approved by the Committee. All Members were agreed.</p>	
(To recommend for approval at Corporation)		
3.4.6	<p>Financial Regulations The VPF presented the Financial Regulations and highlighted the amendments to the policy. Members agreed to recommend to the Board for approval. All Members were agreed.</p>	Refer to Board
3.4.7	<p>Trans Equality Policy Statement agree The VPF presented the Trans Equality Policy Statement and highlighted the amendments to the policy. Members agreed to recommend to the Board for approval. All Members were agreed.</p>	Refer to Board
3.4.8	<p>Tuition Fee Policy (and grid) The VPF presented the Tuition Fee policy and highlighted the amendments to the policy. Members agreed to recommend to the Board for approval. All Members were agreed.</p>	Refer to Board
3.4.9	<p>Critical Incident Policy Members noted the Critical Incident Policy. The Principal informed members that this Policy needed more action as there had been recent guidance released and the Policy would come back to the Committee shortly. Members unanimously agreed to recommend the Policy to the Board for approval.</p>	<p>Next committee agenda</p> <p>Refer to Board</p>



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	Rob Dunford joined the meeting 5.10pm	
3.4.10	<p>Disciplinary Policy for Senior Postholders The VPF presented the Disciplinary Policy for Senior Postholders and highlighted the amendments to the policy. Members agreed to recommend to the Board for approval. All Members were agreed.</p>	<p>Refer to Board</p>
3.4.11	<p>Grievance Guidance on complaints against Senior Postholders The VPF presented the Grievance Guidance on complaints against Senior Postholders and highlighted the amendments to the policy. Members agreed to recommend to the Board for approval. All Members were agreed.</p>	<p>Refer to Board</p>
3.4.12	<p>Grievance Procedure for Senior Postholders The VPF presented the Grievance Procedure for Senior Postholders and highlighted the amendments to the policy. Members agreed to recommend to the Board for approval. All Members were agreed.</p>	<p>Refer to Board</p>
3.4.13	<p>Health & Safety Policy The VPF presented the Health and Safety Policy and highlighted the amendments to the policy. Members agreed to recommend to the Board for approval. All Members were agreed.</p>	<p>Refer to Board</p>
3.4.14	<p>Leave Policy The VPF presented the Leave Policy for Senior Postholders and highlighted the amendments to the policy. Members agreed to recommend to the Board for approval. All Members were agreed.</p>	<p>Refer to Board</p>
3.5.0	<p>HEALTH & SAFETY</p>	
3.5.1	<p>Critical Incident Report The VPF referred to the three critical incidents that had occurred at the College and outlined how the College had dealt with the incidents. The first was in relation to a power outage at the College in February this year which resulted in the College being evacuated. The second was in relation to a partial ceiling collapse in a classroom on the main site during a weekend in February of this year. The third incident comprised the management response to the identification of asbestos in the main hall above a suspended ceiling and the adjacent projection room. Steps have been taken to inform and support staff as appropriate, ensure that all policies and procedures are updated as required and legal advice is being sought in response to issues raised by the incident. In relation to the last item quotes had been received to remove and encapsulate the asbestos The VPF provided a comprehensive update of the related issues including staff responses where appropriate. It was noted there was no impact on teaching and learning and it was possible that further remediation work (in the</p>	



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	loft voids for example) could be done over a number of years and would form part of the Estates Strategy for the next few years. Members noted the report.	
3.5.2	Health & Safety (H&S) Committee minutes from 18 March 2024 Members noted the H&S Minutes.	
3.6.	Evaluation of Meeting To focus on the key business some papers were taken as 'read' with a short summary. This was considered helpful. Reports were considered sufficient to inform decisions. Members added value and asked helpful questions providing appropriate challenge.	
3.7.	Any Other Business (to be notified to the Clerk in advance) No other business was raised.	
3.8.	Date of next meeting Tuesday, 19 November 2024 at 5.00pm	

Meeting ended 5.30pm