



RESOURCES COMMITTEE – Part I

Minutes of the fourth meeting of the Brockenhurst College Resources Committee held on Tuesday, 19 November 2024 via MS Teams.

Present:	Governors	Meetings attended
	Mr B Hogg	Chair (1 out of 1)
	Ms H Odhams	Principal (1 out of 1)
	Mr R Dunford	(1 out of 1)
	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 (1 out of 1)

Meeting commenced at: 5.00pm

Agenda item	Paper title	
4.1	WELCOME AND APOLOGIES It was agreed that Bob Hogg would chair the meeting. The Chair welcomed everyone to the meeting. Apologies had been received from Magdalena Baugh and James Hiley-Jones. The student governors were not present.	
4.1.1	ANY CONFLICT OF INTEREST The Chair declared a conflict of interest with item 1.1 and would not take part in that item of business.	
4.1.1	Appointment of Chair and Vice Chair 2024-2025 Members unanimously agreed to the appointment of Magdalena Baugh as the Chair of the committee for this academic year 2024/25. The appointment of the Vice Chair of the committee would be postponed to the next meeting as Bob Hogg had a conflict of interest in this item and could not take part in the vote, which rendered the meeting not quorate for this item of business.	Agenda next meeting
4.2	COMMITTEE BUSINESS	
4.2.1	Minutes of previous Resources committee meeting held on 18, June 2024 The Minutes of the previous Resources Committee meeting held on the 18, June 2024 having been previously circulated to members, were agreed as a true record, and would be signed by the Chair. All Members were agreed.	
4.2.2	Matters arising from meeting held on 18, June 2024 It was noted matters arising had been actioned.	
4.3.	FINANCIAL & COMMERCIAL MATTERS	
4.3.1	Capital Project update This item was presented by the VP Finance. Members were advised that at the start of the 2023/24 year the college had been allocated capital funding by the DfE of £1.8m, which it had been investing in prioritised capital works.	



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	<p>At 31st October 2024, £1.5m had been spent or committed on energy efficiency, IT infrastructure and building condition improvement works. It was noted the remaining funds needed to be spent by the end of March 2026.</p> <p>As part of the Local Skills Improvement Fund (LSIF) and in collaboration with a number of other Hampshire colleges, the college had progressed two key projects relating to improving Performing Arts and Health and Social Care facilities. Members were informed that the College had progressed the development of a new Estates Strategy supported by Peter Marsh Consulting, the College's retained third party consultants.</p> <p>The VP Finance referred to a number of significant refurbishment projects that had taken place over the summer and start of the autumn term, including renovation of two science laboratories and resurfacing of the colleges astro turf pitch.</p> <p>Members were advised that as part of the College's asbestos management plans, asbestos remediation work had been undertaken during the summer break to remove and encapsulate asbestos containing areas on the main site. The work comprised the replacement of three classroom ceilings on the first floor of M block and removal and encapsulation work relating to the asbestos installation board above the suspended ceiling in the main hall and the adjoining projection room.</p> <p>The VP Finance informed members that further detail setting out capital spend for the year to date compared with budget. was included within the monthly management accounts.</p> <p>The report was noted.</p>	
4.3.2	<p>Annual review of insurance policies including Governor insurance and level of cover</p> <p>The VP Finance updated members on the annual review of insurance policies including governor insurance and level of cover. Members noted the College's main insurance policy had been renewed for 2024/25 at a total premium of £68k, which was noted as within budget. The college had both Employer and Public Liability insurance cover for all staff, students and the public of and Professional Indemnity insurance for staff. It was noted the levels of insurance cover were in line with the sector benchmarking and general requirements. The college insurance policy provided indemnity for up to £5m for governors in their role as part of an educational establishment relating to their civil liability as governors.</p> <p>Finally, the VPF advised members that in response to the growing risk of ransomware attacks the college had renewed cybersecurity insurance for 2024 /25.</p> <p>The report was noted.</p>	
4.3.3	<p>High Needs Learners Funding and Local Authorities</p> <p>The VP Finance summarised the key funding issues related to the college's High Needs Learner provision.</p> <p>Members noted the high needs learners were students who required additional support due to disabilities, learning difficulties, or other complex needs. These learners often needed tailored education plans, specialised resources, and extra funding to ensure they could access and benefit from education on an equal basis to their peers. The aim was to provide an inclusive learning environment that met their unique requirements and helped them achieve their full potential.</p>	



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	<p>The college supported a large number of high needs learners, indicative numbers for 2024/25 were 186, noted as similar to the figure for the previous year.</p> <p>The funding for high needs learners was complex and a large proportion of it had to be negotiated with the learner's home local authorities. The income budget for this academic year was noted as £1.7m and members were advised it required significant administrative support and proactive management.</p> <p>Members discussed the funding for special needs learners in detail as the number of students in this area was increasing.</p> <p>The report was noted.</p>	
4.4.	POLICIES (For approval at this Committee)	
4.4.1	<p>Continuing Professional Development Policy (CPD)</p> <p>The AP Learning and Quality advised members of the changes to the Continuous Professional Development Policy.</p> <p>It was agreed this Policy would now be removed from the Resources Committee schedule of business and handled as an internal procedure.</p> <p>Members noted the report, agreed the changes to the Policy and the change to it becoming an internal procedure.</p> <p>All Members were agreed.</p>	
4.4.2	<p>Managing Menopause in the Workplace Support Policy</p> <p>The VP Finance advised members of the changes to the Managing Menopause in the Workplace Support Policy.</p> <p>It was agreed this Policy would now be removed from the Resources committee schedule of business and handled as an internal procedure.</p> <p>Members noted the report, agreed the changes to the Policy and the change to it becoming an internal procedure.</p> <p>All Members were agreed.</p>	
4.4.3	<p>Policy for the Use of CCTV at Brockenhurst College</p> <p>The VP Finance advised members of the changes to the Policy for the Use of CCTV at Brockenhurst College.</p> <p>It was agreed this Policy would now be removed from the Resources Committee schedule of business and handled as an internal procedure.</p> <p>Members noted the report, agreed the changes to the Policy and the change to it becoming an internal procedure.</p> <p>All Members were agreed.</p>	
4.4.4	<p>Premature Retirement Policy</p> <p>The VP Finance advised members of the changes to the Premature Retirement Policy.</p> <p>The Policy related to the premature retirement benefits offered under the terms of the Teachers' Pension Scheme (TPS), Local Government Pension Scheme (LGPS). and National Employment Savings Trust (NEST), where the individual was released from the college on the grounds of redundancy or organisational efficiency. It was noted that such a situation may arise as a result of the college reorganisation or restructure.</p>	



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	<p>It was noted the Policy did not relate to other types of early retirement offered under the TPS, LGPS or NEST regulations which were currently covered under the College's Retirement Policy.</p> <p>It was proposed that the Policy be combined with the colleges Retirement Policy for ease of practicality and of reference.</p> <p>Members noted the College's Retirement Policy with the proposed changes to improve clarity between the two policies.</p> <p>Members approved the Policy.</p>	
4.4.5	<p>Local Government Pension Scheme Policy Statement</p> <p>The VP Finance informed members that almost all professional services staff at the College were members of the Local Government Pension Scheme provided by Hampshire Council. Every employer in the LGPS needed to have a published Discretions Policy in place as it was a mandatory requirement in the scheme's regulations. The Discretions Policy sets out how certain decisions would be made where the scheme rules provide a choice.</p> <p>The report from the VP Finance was noted.</p> <p>Members reviewed and approved the Brockenhurst College and WESS Local Government Pension Schemes' Discretions Policies.</p> <p>All Members were agreed.</p>	
4.4.6	<p>Probation Procedure</p> <p>This procedure would be considered at the next meeting.</p>	Agenda item
4.4.7	<p>Staff Childcare Subsidy Policy and Procedures</p> <p>The VP Finance outlined the financial procedure that staff needed to follow when they wished to place their child at Highwood Nursery.</p> <p>Members noted the key points on the policy was agreed.</p>	
4.4.8	<p>Student Finance Support Policy</p> <p>The AP Vocational, reminded members that the college had a Student Finance Support Policy in place to cover all aspects of financial support for students that were most 'in need'. As part of the Policy an overview of the student finance schemes and eligibility information for 16-18 students and adult students, was included.</p> <p>The support available covered the 16-19 Learners Discretionary Bursary, Adult Bursary and Learners aged 20 plus.</p> <p>The Policy provided a framework to ensure there was a fair and transparent process in respect of financial support available to students.</p> <p>It was proposed that this was an internal policy now and that it be removed from the Resources Committee schedule of business. It would remain as a Policy subject to senior leadership team approval.</p> <p>All Members were agreed.</p>	
4.4.9	<p>Off Site activities, hazardous pursuits, residential visits and exchange visits regulations and guidelines</p> <p>The VP Finance went through the existing Offsite Activities, Hazardous Pursuits, Residential Visits and Foreign Exchange Trips Guidelines. This would now be redrafted into a more user friendly and effective format.</p> <p>Members discussed the procedures. The Principal informed members of a serious incident that had happened on a trip at another College and how the Policy had to be fit for purpose.</p> <p>The Chair of the Board endorsed the view of how important it was to have a good Policy covering these matters.</p>	



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	<p>The Chair of the Board asked the VP Finance to confirm the college were health and safety compliant. The VP Finance confirmed the college were and that an external company also checked this to provide more certainty. The Policy was approved.</p>	
	<p>(To recommend for approval at Corporation)</p>	
4.4.10	<p>Information Security – PCI Compliance Policy The VP Finance presented the report on the Information Security- PCI Compliance Policy. The purpose of the Information Security Policy was to establish rules to ensure the protection of confidential and/or sensitive information stored or transmitted electronically in relation to credit and payment cards. The Policy assigned responsibility and provided guidelines to protect Brockenhurst College against misuse and/or loss. Members agreed the Policy and recommended it to the board for approval.</p>	Refer to Board
4.4.11	<p>Freedom of Speech and Expression Code of Practice The AP Vocational reported on the Freedom of Speech and Expression Code of Practice and Visiting Speaker Guidance and Procedures. Members noted the procedures. The request that this Code of Practice be removed from the Resources committee schedule of business and remain subject to senior leadership team scrutiny and approval was agreed. It was agreed to recommend the Policy to the board for approval but for the future remove it from the Resources committee schedule of business to be considered by the senior leadership team in the future. All Members were agreed.</p>	Refer to Board
4.4.12	<p>Data Protection Policy The VP Finance reported on the Data Protection Policy ensuring that Brockenhurst College and its staff complied with the general data protection regulation and the Data Protection Act 2018 when processing personal data. Members discussed the Policy agreeing the need for the provisions. It was agreed to recommend it to the board for approval. All Members were agreed.</p>	Refer to Board
4.5.	<p>OPERATIONAL MATTERS</p>	
4.5.1	<p>Student Union Grant 2024-2025 Members were asked to note the financial grant to the student union for 2024/25. The level of grant to the student union was £5,000. The amount reflected the colleges 2024/25 budget which had been approved by the board and was in line with recent grants made by the college. It was noted that whilst the student union grant was included within the terms of reference for the Resources Committee there was no requirement by the financial regulations that it be approved separately outside the budget approval process. It was therefore proposed that this item was excluded from the Resources Committee terms of reference (ToR). The board would be asked to agree an amendment to the ToR. All Members were agreed.</p>	Refer to Board
4.5.2	<p>AoC E&P Updates since June 2024 Members noted the employment briefing updates from the AOC.</p>	
4.5.3	<p>Update on Freedom of Information requests</p>	



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	<p>Members received a report from the VP Finance on the number of Freedom of Information requests received by the college during 2023-2024. All the requests had been responded to within the required deadline under the Freedom of Information Act 2020.</p> <p>The report was noted.</p>	
4.6.	HEALTH & SAFETY	
4.6.1	<p>H&S Committee minutes from 19, June 2024 and 14, October 2024</p> <p>Members noted the minutes of the health and safety committee on the 19th of June 2024 on the 14th of October 2024 and the VP Finance highlighted the key points.</p>	
4.6.2	<p>Annual Health and Safety Report</p> <p>The VP Finance presented the annual health and safety report for the academic year 2023/24. He highlighted the section on the annual fire risk assessments that had been undertaken during the year and which had highlighted a number of areas to be addressed. He confirmed significant progress and investment had been made to address the action points, including replacement of the fire doors, smoke heads and smoke detectors and new fire panels.</p> <p>The VP Finance confirmed that several asbestos related incidents had taken place in 2023/24 which had included potential very low-level exposure to staff. These had included the partial collapse of a classroom ceiling in M block and the identification of asbestos above the ceiling and the projection room in the main hall. Communication and awareness training had been an important element of the college's response to these incidents and particularly in supporting staff. The VP Finance informed members that a report on the retrospective asbestos risk assessment had been commissioned to help staff understand and contextualise the level of potential exposure. The report had concluded that the likely lifetime risks for the staff of contracting an asbestos related disease as a consequence of this incident was estimated to be insignificant. It was noted significant asbestos related works took place over the summer to remove and/or encapsulate the asbestos in the M block classroom ceilings and the main hall. The college had been subject to a routine asbestos inspection in July 2024 and the findings of the inspection were that the college had an effective control environment and no formal recommendations were made.</p> <p>The report was noted.</p>	
4.7.	<p>Evaluation of Meeting</p> <p>Members considered the reports for the meeting were sufficiently full to inform their decisions, and recommendations to the board. Papers had been dispatched on time. Members had 'added value' and made 'appropriate challenge' in the discussions on High Needs Learners Funding and the Policies.</p>	
4.8.	<p>Any Other Business (to be notified to the Clerk in advance)</p> <p>No other business was raised</p>	
4.9.	Date of next meeting	
	Thursday, 13 February 2025 at 5.00pm	

Meeting ended 5.50pm