



**Brockenhurst College
Corporation Meeting Minutes
Part I**

Minutes of the two hundred and first meeting of the Corporation, held on 8, July 2025 at 5.00pm at Brockenhurst College.

Present			Meetings attended.
	Bob Hogg	Chair	(7 out of 8)
	Helen Odhams	Principal	(7 out of 8)
	Vicky Essex		(7 out of 8)
	Magdalena Baugh		(6 out of 8)
	Lisa Bell		(4 out of 5)
	Jerry Ede		(6 out of 8)
	James Hiley-Jones		(6 out of 8)
	Gary Cooper		(3 out of 8)
	Shaun Williams		(7 out of 8)
	Alistair Lambon		(1 out of 1)
In attendance	Judith Munro	Assistant Principal, Learning & Quality	(APL&Q)
	Steve Jenkin	Assistant Principal, Vocational	(APV)
	Charlie Woodsford	Assistant Principal, Partnership & Skills	(AP-CW)
	Amy Bletcher	Assistant Principal, Learning and Quality	(AP-AB)
	Amie Morris	Invitee (Director of Governance from 09/25)	
	Lynn Payne	Clerk to the Corporation	(8 out of 8)

Meeting commenced at 5.05pm

Agenda Item	Paper title	Action
201.1	<p>WELCOME AND APOLOGIES The Chair welcomed everyone to the meeting and apologised that he had taken part of the Part II agenda before the Part I agenda.</p> <p>New members were welcomed, and introductions made.</p> <p>The Chair was pleased to introduce to colleagues Mrs Amie Morris, the new Director of Governance, from September. Amie was an invitee at this meeting.</p> <p>Apologies had been received from Rob Dunford, Jenny Jenkin, Lauren Ellery, Bella Laraman, Xing Li-Bloodworth, Kate Ryan and Matt Johnson.</p>	
201.1.1	<p>ANY CONFLICT OF INTEREST In the Part I and Part II agendas.</p> <p>Shaun Williams declared a conflict of interest in relation to the item on the appointment of new Vice Chair of the board and in the matter of a further term of office for him. He would not take part in these items of business.</p> <p>James Hiley-Jones declared a conflict of interest in relation to the item on an exceptional and short period of office for him up to December 2025. He would not take part in this item of business.</p> <p>Alistair Lambon declared a conflict of interest in relation to the item on a new staff governor and would not take part in that item of business.</p> <p>The Chair of the Board declared a conflict of interest in relation to the item on the new Chair of the Board and would leave the meeting for that item of business.</p>	



	<p>Amie Morris declared a conflict of interest in relation to the item on 201.1.5, the appointment of the new Director of Governance. She would leave the meeting for that item of business.</p>	
201.1.2	<p>Recommendations from Strategy, Governance and Search Committee Shaun Williams left the meeting.</p> <p>The main recommendations from the committee would follow as a separate item of business on the agenda but the Chair asked members to agree new 4-year terms of office for Shaun Williams and Rob Dunford as recommended by the committee. All Members were agreed.</p> <p>Shaun Williams returned to the meeting.</p>	
201.1.3	<p>ELECTION: Chair of Corporation 2025-2026 <i>The Chair of the Board Bob Hogg left the meeting.</i> <i>The Vice Chair of the Board James Hiley-Jones chaired the meeting.</i></p> <p>Members were advised that there had been many nominations for Bob Hogg to remain as the Chair of the Board. There had been no other nominations for this office. Members unanimously appointed Bob Hogg as Chair of the Board for the next academic year.</p> <p><i>The Chair of the Board Bob Hogg, returned to the meeting and resumed chairing the meeting.</i></p>	
	<p>ELECTION: Vice-Chair of Corporation 2025-2026 <i>Shaun Williams left the meeting left the meeting.</i></p> <p>Members were advised that there had been many nominations for both Kate Ryan and Shaun Williams, to be appointed as the two Vice Chairs of the Board. There were no other nominees for these offices. Members unanimously appointed both Kate Ryan and Shaun Williams as the Vice Chairs of the Board for the next academic year.</p> <p><i>Shaun Williams returned to the meeting.</i></p>	
201.1.4	<p>RATIFICATION: Professional Services Staff Member <i>The staff governor elect Alistair Lambon left the meeting.</i></p> <p>Members were pleased to ratify the appointment of Alistair Lambon as the Staff Governor for the next four years. All Members were agreed.</p> <p><i>Alistair Lambon returned to the meeting.</i></p>	
201.1.5	<p>APPOINTMENT OF DIRECTOR OF GOVERNANCE <i>Amie Morris left the meeting.</i></p> <p>The Chair of the Remuneration committee detailed the process of the recruitment of the new Director of Governance. Members of the committee had been unanimous in their recommendation to the Board that Amie Morris be appointed as the new Director of Governance. The terms of her engagement were recommended to the Board from the Remuneration Committee and would be outlined in the Part II meeting on recommendations from the Remuneration committee. All Members were agreed.</p> <p><i>Amie Morris returned to the meeting.</i></p>	



201.2	CORPORATION BUSINESS	
201.2.1	<p><u>Minutes of meeting held on 25. March 2025</u> The Minutes of the 25th March having been previously circulated to members, were agreed as a true record, and would be signed by the chair. All Members were agreed.</p> <p>There were no matters arising.</p>	
201.2.2	<p><u>Application of the College Seal</u> The report on the use of the college seal was noted.</p>	
201.2.3	<p><u>Schedule of Business for 2025/2026</u> Members had received the proposed schedule of corporation and committee meetings for the 2025- 2026 academic year along with the associated business to be conducted. Governors were asked to review the schedule and note that the dates were provisional and subject to change pending final agreement. The schedule of business 2025/26 was agreed.</p>	
201.2.4	<p><u>Review of Effectiveness of the Committees of the Corporation 2024/2025</u> Members considered the reviews of effectiveness of the committees of the Corporation in 2024-2025, which included commenting on whether the role of chair of the committee had been effective in the year. The Effectiveness Reviews were noted and agreed.</p>	
201.3	CONTEXT SETTING AND UPDATE REPORTS	
201.3.1	<p>The Principal CEO presented her report. She reported on student recruitment and progression and the recent Freshers' day. It was noted that the Curriculum & Assessment Review final report was due in the autumn.</p> <p>There was a report on the exams taken at the college this year and general staffing recruitment at the college. Members noted the huge number of additional exam access arrangements that needed to be made.</p> <p>The Principal reported on the strategic conversation with the DfE and that an outcome letter was due in July.</p> <p>In relation to finance and funding it was noted that the key 2025-26 funding increases included a 5.4% uplift in 16-18 funding, increases to Disadvantage Block 2 and English and Maths resit funding. There was additional support via a government NI grant and LGPS risk premium reform.</p> <p>Also of note, the college had received £1.3m in capital funding.</p> <p>With regard to the Estates Strategy the final draft was expected post term end and would inform the next phase of transformation planning.</p> <p>The Principal's report had been mainly taken as 'read' and noted.</p>	
201.3.2	<p><u>Governor Corporation and Committee meetings 2024-2025</u> The Chair of the Board referred to his report to members on changes to the meetings of the board and committees in the new academic year. Colleagues were reminded of the discussions that had taken place at the recent strategy day on improving the meetings experience. A key feature of the changes was to see how to improve member attendance. Members asked the Chair to note that hybrid options for meetings remained important to achieve good attendance. Members agreed the report.</p>	



201.3.3	<p><u>Quality Improvement Plan (QIP) update</u> The Deputy Principal (DP) presented her report. She informed members that good progress was being made on the majority of actions. The DP addressed the areas highlighted as concerns for discussion.</p> <p>These were in particular: -</p> <ul style="list-style-type: none"> • <u>High grade achievement in Level 3 vocational and A level.</u> After the March resits were taken into account the A*-B grade rate of 37% remained below the target of 45%. For level 3 vocational predicted high-grade achievement was below the target of 75% currently predicted to be 58%. • <u>16-18 attendance</u> With regard to 16-18 attendance, although it was tracking 1.5% points above 2023-24 at 86%, it was 1% below the college minimum attendance. • <u>Apprenticeship achievement rates</u> The apprenticeship achievement rate was 51% to date which was below the national achievement rate of 61.7% and slightly below the Department of Education target of 55%. <p>The strategies in place to address the areas of concern were highlighted and members felt that sufficient progress was being made against the plan.</p> <p>The report was noted.</p>	
201.3.4	<p><u>Governor Appraisals</u> The Chair of the Board referred to the annual governor appraisals that had been undertaken in February and March 2025. The process had reminded members of their responsibilities and had requested them to appraise their contribution through a series of questions. A summary of the outcomes was provided and noted. In particular, members commented on the 'in person' meetings as useful and cordial.</p> <p>The Chair referred to the ongoing issue of the number of reports in the Board papers for meetings. This would continue to be monitored.</p> <p>The report was noted.</p>	
201.4	<p>COMMITTEE REPORTS</p>	
201.5	<p>Report of Quality and Curriculum Committee</p>	
201.5.1	<p><u>Minutes of meeting held on 10, June 2025</u> The minutes of the Quality and Curriculum committee of the 10th June 2025 were noted.</p>	
201.5.2	<p><u>Summary report from the Chair of Q&C</u> There was a report from the Chair of the committee (VE) on the work of the committee this term</p>	
201.5.3	<p>Recommendations from the Committee to the Board</p> <p><u>At agenda item 2.4</u> Effectiveness of Committees. This had been agreed.</p> <p><u>Agenda item 5.3.1</u> Admissions Policy This was approved.</p>	



201.6	Report of Resources Committee	
201.6.1	<u>Minutes of meeting held on 24th June 2025</u> The minutes of the Resources committee on the 24 th June 2025 were noted.	
201.6.2	<u>Summary report from the Chair of Resources</u> There was a report from the Chair of the committee (MB) on the work of the committee this term.	
201.6.3	Recommendations from the Committee to the Board <u>At agenda item 2.4</u> Effectiveness of Committees. This had been agreed. <u>At agenda item 6.3.1</u> Terms of Reference – Resources Committee This was agreed. <u>At agenda item 6.3.2</u> Financial Regulations This was agreed. <u>At agenda item 6.3.3</u> Environmental and Sustainability Policy and Plan This was agreed. <u>At agenda item 6.3.4</u> Redundancy Policy This was agreed. <u>At agenda item 6.3.5</u> Sub-Contracting Policy This was agreed. <u>At agenda item 6.3.6</u> Tuition Fee Policy (and grid) This was agreed. <u>At agenda item 6.3.7</u> Critical Incident Policy This was agreed. <u>At agenda item 6.3.8</u> Health & Safety Policy This was agreed. <u>At agenda item 6.3.9</u> Sexual Harassment & Misconduct Policy This was agreed. <u>At agenda item 6.3.10</u> Neo Natal Care Leave This was agreed. <u>At agenda item 6.3.11</u> Joint Agreement on Guidance for Regulating Working Hours in FE This was agreed.	



201.7	Report of Audit Committee	
201.7.1	<u>Minutes of meeting held on 15th May 2025</u> The minutes of the Audit committee of the 15 th May 2025 were noted.	
201.7.2	<u>Summary report from the Chair of Audit</u> There was a report from the Chair of the committee (SW) on the work of the committee this term.	
201.7.3	Recommendations from the Committee to the Board <u>At agenda item 2.4</u> Effectiveness of Committees. This had been agreed. <u>At agenda item 7.3.1</u> Terms of Reference – Audit Committee This was agreed. <u>At agenda item 7.3.2</u> External Audit Plan for the audit of the College’s accounts and Benchmarking Report This was agreed. <u>At agenda item 7.3.3</u> Risk Management Register and Action Plan 2024-25 Update This was agreed.	
201.8	Report of Strategy Governance & Search Committee (S&G&S)	
201.8.1	<u>Minutes of meeting of the S&G&S committee held on 25th June 2025</u> The minutes of the S&G&S committee of 25 th June 2025 were noted.	
201.8.2	<u>Summary report from the Chair of S&G&S</u> There was a report from the Chair of the Board (BH) on the work of the committee this term.	
See Item 1.2	Recommendations from the S&G&S Committee to the Board Earlier in the agenda: <u>At agenda item 2.4</u> Effectiveness of Committees. This had been agreed. <u>At agenda item 2.5</u> Governor corporation and committee meetings 2025/2026. This had been agreed. <u>At agenda item 1.2</u> Membership of the Board Shaun Williams and Rob Dunford. This had been agreed. Recommendation I&A Members agreed to recommend a change to the instrument and Articles relating to the guidance from Eversheds, on student governors being able to vote on matters relating to the expenditure of money or entering into contracts. The reference on this is the I&A would be removed. This was agreed.	Action: Clerk Amend the I&A



8.3.2	External Audit Plan for the audit of the college accounts Members noted the nature and scope of the external audit of the College's Annual Report and Financial Statements for the year ended July 2025. Members of the Audit committee had agreed the plan and it was recommended to the Board for approval. All Members were agreed.	
8.3.3	Risk management register and action plan. Members had received a report on the colleges strategic risk register and action plan which were approved.	
201.9	Evaluation of Meeting Members were pleased that they had covered the key areas in sufficient detail asking questions where relevant. Papers had been despatched in good time for the meeting 7 days before. The reports were considered full enough to inform decision making.	
201.10	AOB (to be notified to Clerk in advance of meeting) <ol style="list-style-type: none">1. The Chair and colleagues thanked Xing Li-Bloodworth, who was not present at the meeting for her work on the Board as a staff governor.2. The Chair and colleagues thanked James Hiley-Jones for his 10 years of service on the Board, and for agreeing to remain a governor until the end of the year to help with ongoing matters.3. The Chair and colleagues thanked the Clerk, Lynn Payne for her long service, and for staying in office until the new Director of Governance took up her role in September, to cover some ongoing matters.	
201.11	Date of next meetings Tuesday, 30 September 2025 at 5.00pm (This meeting will be chaired by the Vice Chair Shaun Williams, as the Chair Bob Hogg will be absent) Thursday, 11 December 2025 at 5.00pm	

Meeting ended 5.55pm