



Brockenhurst College
Resources Committee Meeting Minutes

Minutes of the seventh meeting of the Brockenhurst College Resources Committee held on Thursday 13 November 2025 via MS Teams.

Present:	Governors	Meetings attended
	Mrs M Baugh (Chair)	(1 out of 1)
	Mr B Hogg (Vice Chair)	(1 out of 1)
	Ms H Odhams (Principal)	(1 out of 1)
	Mr R Dunford	(1 out of 1)
	Mr M Bond	(1 out of 1)
	In attendance:	
	Ms A Morris (Director of Governance)	(1 out of 1)
	Mrs S Carter (Interim Finance Director)	(1 out of 1)

Meeting commenced at 5.00pm

Minute number	Paper	Action
6.1	<p>Welcome and Apologies</p> <p>The Chair welcomed members to the meeting.</p> <p>Apologies had been received from Mr Hiley-Jones and Student Governor, Mr Canning</p>	
6.1.1	<p>Any Conflict of Interest</p> <p>No member expressed any conflict of interest with the agenda.</p> <p>Election of Committee Chair & Vice Chair for 2025-26</p> <p>The Director of Governance advised members the Chair of the Corporation had reviewed the Committee structures, and the Chair and Vice Chair of the Committee were being recommended as Mrs Baugh and Mr Hogg respectively. Mrs Baugh and Mr Hogg confirmed they were happy to be elected to these roles.</p> <p>Members unanimously agreed that Mrs Baugh be Chair of the Committee and Mr Hogg be Vice Chair of the Committee for 2025-26.</p>	
2	<p>COMMITTEE BUSINESS</p>	
6.2.1	<p>Minutes of Resources committee meeting held on 24 June 2025</p> <p>The Minutes of the Resources Committee of 24 June 2025, having been previously circulated to members were agreed as a true record and would be signed electronically by the Chair.</p> <p>All Members were agreed.</p>	
6.2.2	<p>Matters arising from meeting held on 24 June 2025</p> <p>Members noted the updates relating to the matters arising from the previous meeting.</p> <p>The Chair highlighted the action from the previous meeting for an updated report on the Health & Safety KPIs. The Principal informed members that the health & safety audit currently underway will shape the KPIs for this area and, once the audit has completed, the new KPIs will be brought to the Committee to review.</p>	Next agenda



Minute number
6.3.

Paper

Action

FINANCIAL & COMMERCIAL MATTERS

6.3.1

Capital Project Update

This report was presented by the Principal who updated members on the programme of capital works undertaken over the summer including boiler upgrades, refurbishment of E Block, renovations to the Main Hall and M Block flooring.

Members were pleased to note the completion of the Main Hall ahead of schedule and the imminent finalisation of upgrading works to the Kemble Theatre.

The Principal reminded members of the £1.36 million FE Condition Allocation Funding awarded in June 2025, confirming that a proportion of the funding had already been used towards the improvements detailed in the report, with the remainder to be used to fund other estate condition matters, including funding parts of the College Estates Strategy.

The Chair enquired as to how the works will be planned to ensure affordability. The Principal advised that a detailed, conditions survey had been undertaken, which will inform a 10-year maintenance plan across the College providing a timeline of work to be undertaken along with associated cost. This survey, along with the DfE Conditions Survey and the College Estates Strategy will inform a full long-term maintenance strategy that will allow all required work to be both prioritised in order of requirement and budgeted for.

The Chair of the Board asked whether the survey revealed any work requiring urgent attention or was of significant financial cost. There was one item flagged in the survey, which was immediately addressed and rectified. The Principal advised there were no immediate work requirements or costs, and all work will be budgeted for in terms of both maintenance and upgrade.

Mrs Carter advised members one of the College boilers required replacement in the next 6-8 months, but the College is confident there will be no adverse effects over the winter as a result.

Members noted the report.

6:3.2

Annual Review of Insurance Policies

Members noted the report on the annual review of insurance policies, noting the College's main insurance policy for 2025-26 has been renewed at a total premium of £73,111.17 (plus VAT), which was within budget. The College had both Employer and Public Liability insurance cover for all staff, students and the public of £25 million, and Professional Indemnity insurance for staff of £5 million. It was noted the levels of insurance cover were in line with the sector benchmarking and general requirements. The College insurance policy also provided indemnity for up to £5 million for Governors in their role as part of an educational establishment relating to their civil liability as Governors.

The Chair enquired as to the details of the cyber security insurance. The Principal confirmed she would bring further detail of this policy to the next meeting.

Members noted the report.

Principal

6:3.3

High Needs Learners Funding and Local Authorities

Members noted the report outlining the key funding issues relating to the College's High Needs Learner provision, noting the allocation of 210 high needs learner places against an actual enrolled number of 223 learners in 2025-26.

Members discussed the funding complexities associated with high needs learners, noting the lagged Element 2 proportion of funding, resulting in it being received at



Minute number

Paper

Action

various points throughout the year and also into the following year. Members acknowledged the intricate process but were confident it was managed well at the College given the clear understanding of the funding methodology.

The Principal reminded members that the Independence Hub, now in its third year, was fully funded for the maximum allocation. This would decrease into next year and will be carefully managed through the budgeting process.

The Principal queried whether this was a report that the Committee required separately, or whether members would be happy to receive details of high needs learner funding via the budget process and monthly management accounts. The Chair confirmed agreement to receive details via the financial reforecast for 2025-26 and then via the budget process and monthly management accounts. The Chair of the Board acknowledged the increased demand for SEND provision and the need to be mindful of funding methodology, but agreed sufficient detail would be reported to the Committee via the management accounts with commentary on any variations

Members agreed to remove this report as an agenda item moving forward for reporting via management accounts.

Mr Dunford observed there had been no increase in high needs numbers for next year. Mrs Carter confirmed the budget will be based on 210 learners for next year as a prudent marker.

Members noted the report.

4.

POLICIES

4:4.1

Recruitment of Ex-Offenders Policy

The Principal presented the Recruitment of Ex-Offenders Policy and outlined the proposed amendments. Members were reminded that the College must have an Ex-Offenders Policy available on request for all potential applicants to meet the criteria of being a registered body and the College's policy mirrors the sample policy provided by the Disclosure and Barring Service.

The Principal advised members that the policy updates had been agreed with Human Resources and provided greater clarity around the details taken into account when making a recruitment decision. The policy amendments also included reference to staff who received a conviction, caution or reprimand whilst working with College, whilst also being mindful of the Staff Code of Conduct and other relevant HR policies.

Members discussed the policy and suggested amendments in detail.

Mr Dunford asked whether the College undertakes any further DBS checks on staff post-appointment. The Principal confirmed that an update process is in place for temporary members of staff who are not continually employed by the College. For all other staff, a full DBS check is conducted during the recruitment process with an annual request to disclose any change in circumstances every year via self-declaration.

Members discussed the risks associated with non-disclosure of convictions obtained during the course of employment, noting that there is no failsafe option, but rather a reliance on staff honesty. The Principal confirmed she would speak with the HR Manager and Deputy Principal regarding any further action that could be taken in relation to this.

Principal



Minute number	Paper	Action
	<p>The Chair of the Board reminded members of the requirements for the Police to report serious offences to the DfE and would then be onward reported to the College, which would mitigate some of the potentially highest levels of risk.</p> <p>Members agreed to approve the Recruitment of Ex-Offenders Policy and recommend it to the Board for approval.</p>	<p>Refer to Board</p>
6: 4.2	<p>Fees Policy for International Students</p> <p>Mrs Carter presented the Fees Policy for international students, reminding members that the policy aims to establish a clear, fair and transparent framework for charging and collecting fees from international students. The policy also ensures that International Students understand their financial obligations and protects the College's financial interests.</p> <p>Members noted the minor updates to the policy relating to the update of titles.</p> <p>Members agreed to recommend the Fees Policy for International Students to the Board for approval.</p>	<p>Refer to Board</p>
6:4.3	<p>Local Government Pension Scheme Policy Statement – Brock & WESS</p> <p>Members reviewed the report detailing the Local Government Pension Scheme (LGPS) Policy Statements for both Brockenhurst College and Wessex Educational Shared Services (WESS), noting that almost all professional services staff at the College were members of the LGPS provided by Hampshire County 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.</p> <p>Members noted the minor amendment in relation to Mandatory Discretions, which had been updated to reflect the increase in the annual pension amount under Regulation 31.</p> <p>The Chair of the Board queried whether there were any exceptions to sector norms in either Policy Statement. Mrs Carter confirmed there was not.</p> <p>Members agreed to recommend the Local Government Pension Scheme Policy Statements for Brockenhurst & WESS to the Board for approval.</p>	<p>Refer to Board</p>
6:4.4	<p>Treasury Management Policy</p> <p>The Chair presented the report and updates on the level of funds held on deposit by the College. There had previously been a request to amend the Treasury Management Policy to maximise interest earning potential. As a result of improved cash reserves and high savings interest rates, in March 2025, the limit delegated to the VP-Finance and Principal to invest surplus funds, was increased to £4m. The delegation was in place until February 2026 when it required reassessment.</p> <p>The Chair advised members that the College currently had funds totalling £4.3 million on deposit, inclusive of accrued interest. Members were therefore requested to agree to delegate authority to the Principal and Interim Finance Director to invest up to a limit of £5 million until February 2026, pending a wider discussion on how to best utilise the funds taking into consideration the capital projects and associated costs.</p> <p>Members discussed treasury management in detail, paying consideration to current cash levels and the need to be flexible in the short-term to allow investment whilst also being aware of upcoming expenditure as part of the Estates Strategy.</p> <p>The Chair of the Board suggested two further amendments to the policy for clarity and to highlight the need for cash to fulfil the College's strategy, being:</p> <ol style="list-style-type: none">1. Update references to the "Finance & Standards Committee" to "Resources Committee" throughout.	



Minute number	Paper	Action
	<p>2. Include the wording “and its strategic objectives” to the end of the final paragraph at section 5. All members were agreed. Members agreed to delegate authority to the Principal and Interim Finance Director to deposit funds of up to £5 million to February 2026 and recommend this to the Board for approval.</p>	<p>Refer to Board</p>
6.5.0	<p style="text-align: center;">OPERATIONAL MATTERS</p>	
6.5.1	<p>AoC Employment Briefing Updates</p> <hr/> <p>The Director of Governance presented the recent AoC briefing updates outlining key developments and strategic updates relevant to HR and employment practices across the FE sector.</p> <p>Members discussed the contents of the latest briefings.</p> <p>The Principal confirmed details of the Mentoring Network Grant have been passed to the Deputy Principal to take part in her new role as a senior leader and noted the College is taking part in 2 JISC led AI pilots as well as exploring AI opportunities via the Tertiary Colleges Group. Members noted the report.</p>	
6.6.	<p>Evaluation of Meeting</p> <hr/> <p>Members agreed this was a very productive meeting with several areas of detailed conversation, most notably in relation to disclosure of staff convictions post-employment. Governors also provided key points of challenge and questioning during consideration of the Capital Projects Update, High Needs Learner Funding and Recruitment of Ex-Offenders Policy.</p> <p>Members agreed that the Director of Governance would finalise the meeting evaluation with the Chair to also incorporate an evaluation of the Pt II meeting. Members were invited to send the Director of Governance any personal reflections regarding the meeting or any suggestions for improvement.</p>	
6.7.	<p>Any Other Business</p> <hr/> <p>No other business was raised.</p>	
6.8.	<p>Date of next meeting</p> <hr/> <p>Members noted the date of the next meeting as being scheduled for Thursday 12 February 2026.</p>	

The meeting ended at 5.48pm