



RESOURCES COMMITTEE – Part I

Minutes of the sixth meeting of the Brockenhurst College Resources Committee held on Tuesday, 24 June 2025 via MS Teams.

Present:	Governors	Meetings attended
	Mrs M Baugh	Chair (2 out of 3)
	Mr B Hogg	(2 out of 3)
	Ms H Odhams	Principal (3 out of 3)
	Mr R Dunford	(3 out of 3)
	In attendance:	
	Mr L Feingold	Vice Principal, Finance (VP-F)
	Mrs J Munro	Deputy Principal (DP)
	Mrs L Payne	Clerk to Corporation (3 out of 3)

Meeting commenced at 5.00pm

Minute number	Paper title	Action
6.1	WELCOME AND APOLOGIES Apologies had been received from Mr James Hiley-Jones. The student governors were not present.	
6.1.1	ANY CONFLICT OF INTEREST No member expressed any conflict of interest with the agenda.	
2	COMMITTEE BUSINESS	
6.2.1	Minutes of Resources committee meeting held on 13, February 2025 The Minutes of the resources committee of 13 th February 2025, having been previously circulated to members were agreed as a true record and would be signed by the Chair. All Members were agreed.	
6.2.2	Matters arising from meeting held on 13, February 2025 There were no matters arising. The Vice Principal Finance spoke about the health and safety KPI's outstanding and advised members that they had not been discussed with the Health and Safety Partner yet.	
6.2.3	Resources Terms of Reference Members considered the current Resources Terms of Reference and these were agreed.	Refer to Board
6.2.4	Review of Effectiveness of Committee Members completed the review of effectiveness of the Committee for the academic year and were pleased to confirm a good outcome. It was agreed that the role of the Chair had been carried out effectively. All Members were agreed.	Refer to Board
6.3.	FINANCIAL & COMMERCIAL MATTERS	
6.3.1	Capital Project update. The Vice Principal Finance provided members with an update on the College capital projects, for noting. The main summer works were noted as, the replacement of the main hall ceiling and replacement of the outdated lighting rig in the Kemble Theatre. It was noted that the College had been awarded capital funding of £1.36m as part of the FE Condition Allocation for 2025-26. The report was noted.	



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6.4.	POLICIES (For approval at this Committee)	
6.4.1	Absence Management and Sick Pay Policy and Procedure Members considered the Policy and Procedure, and it was agreed.	
6.4.2	Debt Management Policy Members considered the Policy, and it was agreed.	
6.4.3	Grievance Procedure for Employees Members considered the Procedure, and it was agreed.	
6.4.4	Joint Agreement on Guidance for Regulating Working Hours in FE Colleges Members considered the Guidance, and it was agreed to recommend this to the Board for approval.	Refer to Board
6.4.5	Ordinary Parental Leave Policy Members considered the Policy, and it was agreed.	
6.4.6	Professional Code of Conduct incorporating social media for staff agreed Members considered the Code of Conduct, and it was agreed.	
6.4.7	Shared Parental Leave (Adoption) Policy Members considered the Policy, and it was agreed. Members also agreed that all the Shared Parental Leave policies should be merged.	VP Finance
6.4.8	Shared Parental Leave (Birth) Policy Members considered the Policy, and it was agreed.	
	(To recommend for approval at Corporation)	
6.4.9	Financial Regulations The Financial Regulations were considered together with the minor updates and recommended to the Board for approval.	Refer to Board
6.4.10	Environmental and Sustainability Policy and Plan Members considered the Policy, and it was recommended to the Board for approval.	Refer to Board
6.4.11	Redundancy Policy Members considered the Policy, and it was recommended to the Board for approval.	Refer to Board
6.4.12	Sub-Contracting Policy Members considered the Policy, and it was recommended to the Board for approval.	Refer to Board
6.4.13	Tuition Fee Policy (and grid) Members considered the Policy, and it was recommended to the Board for approval.	Refer to Board
6.4.14	Critical Incident Policy Members considered the Policy, and it was agreed subject to some amendments. The Chair asked for a regular update on critical incidents in the monthly reports. The Chair of the Board asked if the wider reviews could be available for the Board meeting. If not the next meeting of the Committee.	Refer to Board Vice Principal Finance



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6.4.15	Health & Safety Policy Members considered the Policy, and it was agreed to recommend it to the Board for approval.	Refer to Board
6.4.16	Sexual Misconduct and Harassment Policy Members considered the Policy, and it was agreed to recommend it to the Board for approval.	Refer to Board
6.4.17	NEW Neo Natal Care Leave Members considered the Policy, and it was agreed to recommend it to the Board for approval.	Refer to Board
6.5.0	HEALTH & SAFETY	
6.5.1	Critical Incident Report Members were asked to consider the report and note there were no major incidents to report. The report was noted.	
6.5.2	H&S Committee minutes from 17, March 2025 Members noted the Health and Safety Committee minutes of the 17 th March 2025.	
6.6.	Evaluation of Meeting Members agreed the meeting had been chaired well and enabled the best use of time. Despite the number of policies on the agenda they were all considered separately. It was considered that papers were sufficient to inform decisions. Papers had been despatched on time. There was a good interactive discussion on most of the items.	
6.7.	Any Other Business (to be notified to the Clerk in advance) No other business was raised.	
6.8.	Date of next meeting Thursday, 13 November 2025 at 5.00pm	

The meeting ended at 5.40pm