

**Strategy, Governance & Search Committee**

Minutes of the sixth meeting of the Brockenhurst College Strategy, Governance and Search Committee held on Wednesday, 25 June 2025 at 5.15pm via Teams.

Present:

		Meetings attended
Ms J Jenkin	Chair	(3 out of 3)
Ms H Odhams	Principal and CEO	(3 out of 3)
Mr S Williams		(3 out of 3)
Mr B Hogg		(3 out of 3)
Mr J Hiley-Jones		(2 out of 3)

In attendance:

Ms K. Ryan	Governor/Co-opted member of the committee	
Mrs L Payne	Clerk to Corporation	(3 out of 3)

The meeting started at 5.15pm

Minute number	Paper title	Action
6.1	<p>WELCOME AND APOLOGIES The Chair welcomed everyone to the meeting. It was noted this was the meeting originally scheduled for 25th May 2025 but postponed until today.</p> <p>There were no apologies.</p>	
6.1.1	<p>ANY CONFLICT OF INTEREST Mr Williams expressed a conflict with the agenda as his term of office would be considered in the meeting.</p>	
6.2	<p>COMMITTEE BUSINESS</p>	
6.2.1	<p><u>Minutes of the meeting held on 13th March 2025</u> The minutes of the meeting of the 13th March 2025, having been previously distributed to members, were agreed as a true record and would be signed by the Chair.</p> <p>All Members were agreed.</p>	
6.2.2	<p><u>Matters arising from the meeting held on 13th March 2025</u> It was noted all matters had been actioned or would be considered within the agenda.</p>	
6.2.3	<p><u>Effectiveness of committee and performance of Chair</u> Members considered the effectiveness of the committee for the academic year. They were pleased to report that there were no concerns. It was agreed that the role of the Chair had been carried out effectively.</p> <p>Members agreed to recommend the committee effectiveness to the Board.</p>	Refer to Board
6.3	<p>STRATEGIC MATTERS</p>	
6.3.1	<p>Learnings from the Weston College Report Members had received a comprehensive report on the FE Commissioners findings at Weston College. The report was discussed.</p> <p>The Principal reminded members the report had been discussed at the recent Strategy day, and it was noted that there may be aspects to consider in the College's Quality Improvement Plan next year.</p> <p>The Chair of the committee also suggested the Dundee University report be considered as helpful. The Chair of the Audit committee suggested this was an area the internal auditors could assist with.</p> <p>This was agreed</p> <p>The report was noted.</p>	Clerk



6.4	BOARD AND COMMITTEES	
6.4.1	Governor Corporation and committee meeting dates 2025 – 2026 Members considered the proposed dates for Board and committee meetings in the next year. It was agreed that these should be agreed at the September Board meeting to allow for some flexibility on dates from Jan 26 alongside the report from the Chair of the Board to the July Board meeting on changing attendance at meetings. The Chair of the Board would present his report on changing attendance at meetings to members at the July meeting, for agreement. This would include how to change the nature of the current meetings. The new clerk would then also have the opportunity of reviewing the dates before it was finally approved by the Board in September. Members agreed to bring the final dates to the Board in September, but to take the autumn term dates (with the exception of the 'Strategy Day') as approved. Members also asked for a schedule of the College events. All Members were agreed.	Chair of the Board July Board Meeting
6.4.2	Membership of the Board (incl. skills, experience, succession) Members noted the report on the membership of the Board and vacancies. The Clerk presented her report. Members noted the current vacancy and the vacancy that would arise when James Hiley-Jones left the Board in July. <i>(Mr Williams left the meeting)</i> Members considered the membership of the Board and the need for new members. Real scrutiny was applied in considering terms for current members below, including interest from candidates seeking to be governors and the proposals from consultants who had tendered to seek new governors for the Board. Members discussed a renewal of the term of office for Mr Williams. Particular mention was made of his current role as Chair of the Audit committee and reference to the depth of knowledge he brought to the Board on key business. It was unanimously agreed that Mr Williams be appointed for a further term 4 year and term of office when his term ended in the next academic year. It was noted Mr Williams was in his first term of office. <i>(Mr Williams returned to the meeting)</i> Members also unanimously agreed to recommend a new 4 year term of office for Mr Dunford from the date his current terms ended in the next academic year agreeing that his skills particularly in the area of the College Estates was most helpful. Mr Cooper would have completed two terms of office in the next academic year and membership of the Board would be considered at the next meeting of the committee. Members discussed the two vacancies that would exist on the Board from July. They also considered the three applicants for the office of governor and the three tenders to support recruitment of governors. After a lengthy discussion members agreed to ask the three consultants for more information asking them to note as a priority that the College wished to diversify its governing body to ensure effective decision making and challenge and to better reflect the communities and stakeholders that it served. They were to be asked to	Sept Board Meeting Clerk Refer to Board Refer to Board Clerk



	<p>detail the means by which they would ensure a diverse range of candidates which would also meet the wider brief for Trustees. They would be asked to identify their track record in attracting a diverse candidate pool for similar organisations.</p> <p>The three direct applicants would be asked for their cv's but Increasing diversity on the Board was considered the main priority at this time.</p> <p>It was agreed to see the all the candidates who had expressed an interest so far, but the consultant's applicants and current candidates would all be seen at the same time with the process running together.</p> <p>All Members were agreed and there would be an extraordinary meeting of the committee next term to consider this matter.</p> <p>The Clerk updated members on the nominations for the offices of Vice Chairs of the Board and the Chair of the Board which would be determined at the Board meeting. The Clerk also updated members on the Staff governor elect from the recent process. This would be confirmed at the Board meeting.</p>	Clerk Clerk
6.4.3	<p>Governor applications/Recruitment</p> <p>Recruitment of governors had been discussed in the earlier item of business.</p>	
6.5	<p>GOVERNOR PERFORMANCE</p>	
6.5.1	<p>Governor QIP Update</p> <p>Members received an update on the governors QIP.</p> <p>The report was noted.</p>	
6.5.2	<p>Mid-year report on Governor attendance 2024-2025</p> <p>The board attendance to date showed a 73% attendance against a 75% target. The year-end attendance would be presented at the next committee meeting.</p> <p>The Chair of the Board referred to his report on governor attendance which would be presented to the Board in July.</p> <p>The report was noted.</p>	Clerk
6.5.3	<p>Report on 2024 – 2025 mid-year update Evaluations.</p> <p>The mid-year update was considered.</p> <p>The report was noted.</p>	
6.5.4	<p>AoC Governance Briefings</p> <p>The briefings had been circulated to members.</p> <p>The report was noted.</p>	
6.6	<p>Evaluation of Meeting</p> <p>This was an interactive meeting with much comment and added value from governors, in particular, on the process for appointing new governors.</p> <p>Members felt the papers/reports had been sufficient to inform their decisions and discussions. Papers had been despatched on time and the length of the meeting was about right.</p>	
6.7	<p>AOB (to be notified to Clerk in advance of meeting)</p> <p>(i) Members agreed to recommend a change to the Instrument and Articles relating to the guidance from Eversheds on the need for Student Governors to be able to vote on matters even under age 18.</p> <p>All Members were agreed.</p>	Refer to Board
6.8	<p>Date of next meeting</p> <p>Thursday 23rd October 2025 at 5.00pm</p>	

The meeting ended 6.25pm