



The Henley College Corporation

**MINUTES of the Meeting of the Corporation Committee
held on Monday 21 March 2016 at 18.00**

<p>Members present: Jasminder Love (JL) Louise Adams (LA) John Aspinall (JA) Caroline Atkinson (CA) Tony Bellis (TB) Simon Cuthbert (SC) Stephen Forward (SF) Sam Juthani (SJ) Mohammed Khaliel (MK) Peter Le Conte (PLC) Mia Tritton (MT) Martin Unsworth (MU) Jeni Wood (JW)</p> <p>In attendance: Julian Brinsford (JB) Beryl Richardson (BR) Kulbir Sethi (KS) Jacky Gearey (JG)</p> <p>Apologies: Nikki Bulteel (NB) Keith Heron (KH) Rick Holroyd (RH) Simon White (SW) Robyn Vitty (RV) Eva Rickett (ER) Ernestas Gazarian (EG) Norbert Nemcsik (NN)</p>	<p>Chair Independent Member/Vice Chair Independent Member Parent Governor Parent Governor Acting Principal Independent Member Independent Member Independent Member Independent Member Independent Member (Teaching Staff) Independent Member</p> <p>(Acting Assistant Principal – Curriculum & Quality) (Acting Assistant Principal HR & Student Support) (Director of Finance) Corporation Secretary</p> <p>Independent Member Independent Member Partner School Head Independent/Vice Chair Support Staff Governor Parent Governor SU President SU Vice President</p>
--	---

Agenda Item	Minutes	Action by
4.1	<p>Opening of meeting The meeting opened at 18.35. The Chair apologised to the Board for the later start but the previous meeting had overrun.</p>	
4.2	<p>Apologies for Absence Apologies were received from:</p> <ol style="list-style-type: none"> 1. Nikki Bulteel – work commitments 2. Keith Heron – abroad 3. Rick Holroyd – parents evening 4. Eva Rickett - ill 5. Robyn Vitty – parents evening 6. Simon White – family illness 	



The Henley College Corporation

	<p>debit nor accept foreign students. JA emphasised that in taking about loans there was a difference between capital and resource money and there was a need to tease out more information about this. Another issue was that there would be n requirement to have parent governors on the boards. SC said that the staff have empathy with the idea of academisation because they feel better protected. TB then asked about the option of an umbrella trust and JA said that this and other models could be considered.</p> <p>MK about SEND provision and SC said that THC has a high proportion of SEND students.</p> <p>The Chair then went on to inform the Board about the Area Review THC options document that had been sent on the 16th March to the secretariat at the Area Review Board, Lynne Tabone. She in turn had sent it to all the colleges in the Phase 2 group. Unfortunately, the Principal at BCA had taken exception to three lines in the document as the language was deemed to be too emotive. Lynne Tabone had then told all colleges in receipt of this document to destroy it and then asked THC to resubmit with revised wording. LA had drafted some revised wording in co-operation with the Chair and other members of the Area Review Scrutiny Group. This wording was then read out to the Board who agreed that it should be incorporated into the document and the offending phrases removed.</p> <p>Action: The Board unanimously agreed that the proposed rewording to the THC options should be made and that the Corporation Secretary with LA would complete this soonest.</p> <p>The Chair then mentioned that she had been informed that Activate was not presenting a document at the External Steering group meeting on the 22 March but was going to verbally say it would be staying as it is. Although Activate is seen as the college most in debt, it does actually consist of three colleges and in addition does have 6000 students abroad in a satellite organisation in Dubai.</p> <p>A further exhaustive discussion took place on what had happened over the past 3 months. Please see previous minutes for details. SJ asked what the next steps in the process were and the Chair said that THC has to formulate three business cases i.e. options which would involve obtaining independent financial and legal advice.</p> <p>Corporation Secretary and LA left the meeting at 20.05 to update the THC Options paper as agreed above.</p>	<p>Corporation Secretary / LA</p>
<p>4.7</p>	<p>Presentation and Training on College Finances</p> <p>SJ and KS gave a detailed finance presentation to the Board on college financing. Please see presentation for content. After which there was a detailed question and answer session. The Chair thanked both SJ and KS for their time in doing this and the consensus was that it had been very helpful.</p> <p>JA left the meeting at 21.30 due to other commitments.</p>	
<p>4.8</p>	<p>Outgoing Principal's report</p> <p>SC briefly referred to the Principal's report attached. He said that the increased applications needed to be viewed with caution, acceptance was speeding up and so the process to respond was also faster and that a huge effort was required to sell THC and maximise applications. JB said that the school can now bring a reference to support application. The chair and PLC both asked why there was still a delay in the website being up as it should have been live at Christmas, SC said he would speak to RV about this but confirmed that the film associated with this had been completed. The Chair asked SC to come to her with specific dates for the go live of the website.</p>	



The Henley College Corporation

	<p>Action: SC to inform the Chair of go live for College website</p>	SC
4.9	<p>Incoming Principal's Report</p> <p>Three days into the job SC said that THC was a fantastic college and that this should be proclaimed to all. He reiterated comments he has made in the past that teaching and learning are the most important aspects. SC thanked BR and JB who have stepped up and helped at a most difficult time.</p> <p>The Chair thanked SC, BR and JB on behalf of the board for stepping up to the plate at such short notice and for providing a creative solution.</p> <p>In the light of all that had happened over the past few months PLC asked for a vote to say thank you for all the Chair's hard work in dealing with this incredibly fluid situation.</p> <p>Action: The Board unanimously thanked the Chair for all her hard work over the past few months.</p>	
4.10	<p>SU Report and Update – postponed</p> <p>SC advised the Board that the SU elections had just taken place and that students were busy studying in preparation for their forthcoming exams.</p>	
4.11	<p>QSP Item – TBA</p> <p>This item was postponed as the governor who had raised the question about intervention feedback was not present.</p> <p>Action: This time to be brought forward for discussion at the next Corporation meeting.</p>	Corporation Secretary
4.12	<p>Stakeholder Engagement Committee</p> <p>The Chair had informed SF via email regarding concerns about the SE committee's "conceptual plans" especially in regards to surveys staff/students. Considering that membership of this committee can sometimes include external members e.g. councillors and potentially employers it was decided that this type of data should not be shared with them in the first instance. Otherwise the board saw no reason why SF could not progress with his external stakeholders and not include internal stakeholders until this has been cleared by SC.</p>	
4.13	<p>Election of Student Appeals Committee</p> <p>At the previous corporation meeting the Chair had offered to act as the interim Chair for the Appeals Committee. She now asked for three governors to volunteer to form this committee. MK, MT and JL all volunteered. The Chair asked for some governors to act as replacements in case a nominated governor could not attend. The Board agreed the composition of the committee.</p> <p>Action: The Board unanimously agreed that the Student Appeals Committee should consist of Mohammed Khaliel, Mia Tritton and Jasminder Love, and that one of these would be elected as Chair. Peter Le Conte, Simon White and Jeni Wood would be replacements in case any of the committee members could not attend.</p>	
4.14	<p>LA stepping down so nominations to JL who wants to be next vice chair.</p> <p>LA was going to stand down as Independent member and Vice Chair of the Corporation Board at the end of the summer term 2016. In order that there be sufficient time for a handover the</p>	



The Henley College Corporation

	Chair asked for nominations for this position to be sent to her and the Corporation Secretary by the 24 th March 2016.	
4.15	<p>Quality, Standards and Planning standing agenda items The submission of the Quality Standards and Planning standing agenda items had been approved at the QSP committee and were put forward for the Board's approval. Action; The Board unanimously approved the QSP standing agenda items.</p> <p>Proposed: Sam Juthani Seconded: Mia Tritton</p>	
4.16	<p>Approval of College Self-Assessment report The College Self-Assessment report had been circulated amongst the governors for comments and there had been none. Although SF did ask why there was not an annex attached to the report summarising the actions from the SARs that the governors had done at the beginning of the year as curriculum link governors. SC said that the outgoing Principal had intended to do this but it had been omitted but he assured the governors that it would be done for future reports. The Board was asked to approve the report as presented. Action: The Board unanimously approved the College Self-Assessment Report as presented.</p> <p>Proposed: Sam Juthani Seconded: Steve Forward</p>	
4.17	<p>Transition Groups Terms of Reference (ToRs) As the Principal had recently resigned the Transition Group had met the previous week to discuss the procedures for finding a replacement Principal. The Transition Group ToRs had been written in June 2014 and the only amendment proposed concerned the make-up of the members of the group. Rick Holroyd had asked to be removed as he was now going to be the Ofsted governor nominee and Mohammed Khaliel had been asked to join the group which he had accepted. The Board was asked to approve the ToRs as presented subject to removing Rick Holroyd from the group and replacing him with Mohammed Khaliel. Action: ToRs as presented subject to the amendment above were unanimously approved.</p> <p>Proposed: Louise Adams Seconded: Jeni Wood</p>	Corporation Secretary
4.18	<p>Any Other business</p> <p>SF asked if the email that had been sent out to the local press regarding the Principal's resignation could be sent to all governors. Action: Corporation Secretary to send the press release given to the local press regarding the Principal's resignation 16 March 2016. There was no other business</p>	Corporation Secretary
4.19	Confidential items are minuted separately	
4.24	<p>Items to be taken forward to the next Corporation Meeting</p> <ol style="list-style-type: none"> 1. The Board to approve the recruitment agency budget to be increased to £40,000. 2. QSP item regarding intervention feedback 	Corporation Secretary
4.25	<p>Date and Time of Next Meetings</p> <ul style="list-style-type: none"> • Corporation Meeting (Provisional Training) – 28 April 2016 - induction training 18.00 • Corporation Meeting – 27 June 2016 at 18.00 	
4.26	<p>Close of Meeting The meeting closed at 23.05</p>	

