

The Henley College Corporation

**MINUTES of the Meeting of the Corporation Committee
held on Wednesday 1 November 2017 at 18.00**

<p>Members Present: Peter le Conte Satwant Deol Eva Rickett Sarah Rush Martin Unsworth Robyn Vitty Dr Trevor Watkins David Welch</p> <p>Sophie Lucas</p> <p>By Invitation Julian Brinsford Kathryn Caulfield Simon Cuthbert Eva Dixon Jacky Gearey</p>	<p>Independent Member/Chair Principal Governor Staff Governor Staff Governor Staff Governor Independent Member Independent Member</p> <p>SU President</p> <p>Head of Faculty Humanities & Quality Manager Head of Student Service and Safeguarding Lead Deputy Principal Interim Director of Finance Corporation Secretary</p>
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Quorum 8 members

Agenda Item	Minutes	Action by
1.1	<p>Opening of meeting The meeting was opened at 18.04 by the Chair who welcomed one of the two the new student governor. The Chair then showed the Board the new prospectus and thanked the marketing team, headed by Robyn Vitty for all their work in producing it.</p>	
1.2	<p>Apologies for Absence Apologies were received from:</p> <ol style="list-style-type: none"> 1. Nikki Bulteel – work commitments 2. Catharine Darnton – work commitments 3. Stephen Forward – hospital 4. Sam Juthani – work commitments 5. Mia Tritton - holiday 6. Simon White - personal 7. Athanasios Metaxas – rehearsing for the college play 8. Mohammed Khaliel – meeting 9. Jeni Wood 	
1.3	<p>Declaration of Interests; There were no other interests declared.</p>	
1.4	<p>Election of: 1. New Governor – Professor Gavin Brooks. Decision: Professor Gavin Brooks was ratified by the Board 2. The Chair said that after the Governance & Search meeting there had been some changes to committee memberships and that the Corporation Secretary would send out the updated committee membership list. Resolved: the Corporation Secretary to send out the revised committee membership to the Board</p>	Corp Sec

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1.4(a)	<p>Senior Post Holder The Chair updated the Board on the recruitment of a new Executive Director of Finance & Corporate Services. The advert had gone out through AoC Create, FE Weekly, Reed and LinkedIn for applicants to reply by 17 November, interviews on the 28th November and 4 December. In light of the increasing importance of the role of Executive Director of Finance within the college the Chair asked that this post is now designated as a senior post holder ensuring direct accountability to the Governing Board and asked the Board to ratify this.</p> <p>Resolved: the Board ratified the new post of Executive Director of Finance & Corporate Services as a Senior Post Holder.</p>	
1.5	<p>Minutes of the Meeting of: (i) Corporation meeting of 26 June 2017</p> <p>Resolved: The minutes of the meeting held 26 June 2017 were unanimously agreed as a true record and signed by the Chair</p>	
1.6	<p>Matters Arising from the Minutes (including review of actions) Item 5.6 Principal's Report Benchmarking Report – the Principal had yet to finalise a date for this and had asked the Interim Director of Finance to arrange for a more simplified report to be produced for the next meeting. Strategic Risk Register – a meeting with the Chair of Audit, Chair of Governors and the Principal to discuss the governors strategic risks had had to be postponed and was now scheduled to take place on 9 November All other actions had now been closed off.</p>	Principal / Interim D of F
1.6(a)	<p>Approval of Strategic Plan on a Page (SPOP) At the Governors' Strategy Day on 4 October 2017 the plan had been discussed at length. The SLT, Principal and Chair had taken note of the Board's comments and had refined the SPOP presented at this Corporation for final approval. Resolved: the Board approved the SPOP as presented to them.</p>	
1.7	<p>Principal's Report The Principal gave an update on the following: good enrolment figures, improved results, increased value added score from 6 to 4, she then spoke about the new members of the SLT namely the interim Director of Finance, Eva Dixon, interim Head of HR Caroline Pickup and the new Director of Business Development Marla Rajput. The Principal also mentioned that the college had been by OxLEP to work in partnership for an IOT centre and a bid for this was to be submitted. Resolved: that the Principal's report was received.</p>	
1.7(a)	<p>Student Governors Report The Board had arranged a meet and greet with the Student Leadership Council on Tuesday 31 October 2017 so that the students could put faces to names of the Governing Board and also allow them the opportunity to chat to governors about any matters that they were concerned about. This meeting was going to be repeated on a termly basis. As this was their first meeting the student governors were not asked to submit a report but the Chair asked if there were any issues and there were none.</p>	
1.8	<p>Henley Training Company – Restructure The Interim Director of Finance outlined the rationale and proposal for the restructure of the Henley Company. Rationale for Restructure - The strategic direction of the college is to meet Buckinghamshire, Oxford and Berkshire LEP priorities and meet higher-level skills required nationally. The College also wants a higher-level technical and professional apprenticeship offer to provide its students with progression. The recent apprenticeship reforms have also led to a shift in the funding from a contract based approach between the training providers and the ESFA to a more complex arrangement. Henley Training Company, the department responsible for developing and delivering the College's commercial and apprenticeship offers, is a key part of the College's future plans. It is vital that it has the</p>	

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	<p>appropriate structure, systems and approach to drive growth, meet the needs of the college communities and maximise the opportunities afforded by changes in government policy and the strategic plan. The proposals for restructure have been drawn up following a review of staffing systems and processes and are informed by the recent ESFA audit, which revealed a number of challenges to be addressed. It forms the basis for a consultation to be conducted according to a timetable which began in September and will finish in November 2017. The intention is to create the foundations for a high performance department that can make an on-going and significant contribution both to the College finances and to the future prospects for the students.</p> <p>Henley Training will be managed by the Director of Business Development once she takes up her post in late November. In the interim, line management will be the responsibility of the Director of Finance and Operations who will oversee the consultation process.</p> <p>Proposal - The proposal is to separate the delivery and operations functions. The clear separation of roles and responsibility will lead to high quality delivery and standardisation across all programmes supported by a highly effective and efficient operational team.</p> <p>The proposed structure will reduce the span of control. Instead of 30 employees reporting directly to one manager, responsibilities will be devolved so there will be no more than 8 employees reporting directly to the Director of Business Development. This will ensure effective leadership and management, direction and accountability. The new structure will allow the teams to be flexible and agile in responding to a competitive market and evolving government policy. The overall restructure will be cost neutral whilst providing a stable foundation to move to a more sustainable delivery of apprenticeship and commercial programmes.</p>	
1.9	<p>Training:</p> <p>(i) Governance The Corporation Secretary conducted a governance training session. A synopsis of the training provided will be sent to all Board members.</p> <p>(ii) Code of Conduct for Governors – as SW was absent due to compassionate reasons this training was postponed.</p>	Corp Sec
1.10	<p>Reports/Minutes from the following committee were read and received:</p> <p>(i) Governance & Search minutes were read and there were no issues raised.</p> <p>Resolved: The Board received the minutes of the meeting of the Governance & Search committee held on 2 October 2017</p> <p>(ii) The Health & Safety report were read and there were no outstanding issues raised.</p> <p>Resolved: The Board received the Health and Safety Report dated October 2017</p>	
1.11	<p>QSP item</p> <ul style="list-style-type: none"> • Link governors and SARs. <p>The Deputy Principal explained the rationale for reviewing this role which had been devised just after the post of Program Leader had been created but which now needed to be changed as the SAR process had moved on.</p> <p>Resolved: a small group of Governors to be involved in the SAR process and that they would come from the Quality and Standards committee.</p> <p>The Deputy Principal went on to emphasise that the review of the SAR process was only part of the link governor role and that ALL governors would be encouraged to come into the college to observe classroom teaching and to meet staff and students. A timetable would be arranged to accommodate this on an ongoing basis.</p>	
1.12	<p>Safeguarding and Prevent Update</p> <p>The Head of Student Services and the Senior Safeguarding Lead provided an update on safeguarding followed by Prevent. The report was received by the Board.</p>	

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	<p>The Board asked if there would be more presence up at the Rotherfield campus and the Head of Services confirmed that a member of her staff was going there on once a week with the intention of being there more frequently.</p> <p>Resolved: that the Safeguarding and Prevent Update had been received by the Board.</p>	
1.13	<p>Approval of:</p> <ul style="list-style-type: none"> (i) Remuneration Terms of Reference (ii) Remuneration Standing Agenda items (iii) Subcontracting Fees and Charges Policy <p>Resolved: items (i-iii) were all approved</p>	
1.14	<p>Update on Finances – this was moved to the confidential part of the agenda</p>	
1.15	<p>Feedback on the following assessments:</p> <ol style="list-style-type: none"> 1. Committee self-assessments – as there was such a poor response rate to these assessments it was agreed that the Corporation Secretary should review and design a new questionnaire. 2. Chair's performance against objectives The Vice-Chair has received feedback on the Chair's performance over the last academic year from 85% of the Corporation. A few members who were leaving or had only just joined the Corporation felt unable to comment but, overall, the Vice-Chair believes he received a good response and quality responses which are valid to assess the Chair. It was the intention to hold the feedback meeting with the Chair prior to this Corporation meeting but due to unfortunate circumstances that has not happened, the feedback meeting will take place by end of November 3. Board Self-Assessment feedback – the Chair had reviewed the feedback received and would be speaking to individuals in due course regarding comments. 	Corp Sec
1.16	<p>Any Other Business</p> <p>The Board did ask if Corporation meetings could be diarised well in advance due to the poor turnout for this meeting. It was explained that this meeting had to be rescheduled from its original date 18 October 2017 due to unforeseen circumstances. In the main it is very difficult for members to attend meetings at short notice and had this meeting not occurred then there would be no opportunity to hold a meeting prior to the one scheduled in December.</p> <p>The Corporation Secretary explained that as the calendar of meetings is agreed by the Corporation in late June it is only at that time that all meetings can be diarised.</p> <p>Chair said that the annual report from the College Ombudsman had been received and confirmed that there had been no complaints in the academic year 2016 – 2017.</p> <p>Sophie Lucas – left at 19.23</p> <p>Resolved: the Annual Report from the College Ombudsman was received</p> <p>The meeting then went to the confidential agenda at 19.29</p>	
1.18	<p>Items to be taken forward to next Corporation meeting:</p> <p>There were no items to take forward.</p>	
1.19	<p>Date and Time of Next Meetings</p> <ol style="list-style-type: none"> 1. Monday 4 December 2017 at 18.00 2. Monday 29 January 2018 (SAR) at 18.00 3. Wednesday 21 March 2018 at 18.00 	
	<p>Close of Meeting</p> <p>The meeting closed at 20.02</p>	
	<p>MINUTES of the meeting held on 1 November 2017 were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>..... on</p>	