

The Henley College Corporation

**MINUTES of the Meeting of the Corporation Board  
held on Wednesday 21 March 2018 at 18.00**

<b>BOARD PRESENT:</b> <b>Peter le Conte</b> Jon Burghart Catharine Darnton Satwant Deol Stephen Forward Eva Rickett Trevor Watkins Jeni Wood  <b>STUDENT:</b> None		<b>Chair</b> Parent Governor Partner School Head Principal Independent Member Independent Member Independent Member Independent Member  Student Leadership member	<b>STAFF:</b> Sarah Rush                      Support Staff Martin Unsworth              Teaching Staff  <b>CLERK:</b> Jacky Gearey  <b>SLT BY INVITATION:</b> Julian Brinsford                  Head of Faculty & Quality Manager Simon Cuthbert                  Deputy Principal Eva Dixon                          Interim Director of Finance Mala Rajput                        Director of Business Development
Agenda Item	Minutes	Action by	
4.1	<b>Opening of Meeting and Welcome</b> The meeting opened at 18.03. The Chair welcomed Jon Burghart another of the three new parent governors to his first meeting and asked the Board to introduce themselves.		
4.2	<b>Apologies for Absence</b> Apologies had been received by: <ol style="list-style-type: none"> <li>1. Gavin Brooks – prior commitments</li> <li>2. Mohammed Khaliel – out of country</li> <li>3. Alison Miller – out of country</li> <li>4. Robyn Vitty – personal</li> <li>5. David Welch – personal</li> <li>6. Simon White - work</li> <li>7. Carole Wright – personal</li> <li>8. Sophie Lucas – academic</li> <li>9. Athanasios Metaxas – academic</li> <li>10. Mala Rajput</li> </ol>		
4.3	<b>Declaration of Interests</b> There were no declarations of interests.		
4.4	<b>Minutes of Previous Meeting</b> (i) Corporation meeting of 29 January 2018 <b>Resolved: the Committee agreed that the minutes were an accurate record of the meeting of 29 January 2018 and the minutes were signed by the Chair.</b>		
4.5	<b>Matters Arising from the Minutes</b> There were no matters arising.		
4.6	<b>Election of:</b> (i) <b>Vice Chair of the Corporation</b> Both Trevor Watkins and Mohammed Khaliel had put their names forward to be considered for the role of Vice Chair of the Corporation. Trevor Watkins was asked to leave the room at 18.10. The Chair then read the submissions from both nominees and after much discussion a vote was taken and Trevor Watkins was selected and ratified for the appointment of Vice Chair.  <b>Resolved: the Board ratified the appointment of Trevor Watkins as Vice Chair of the Corporation</b>  (ii) <b>Notification of Governor specialist roles:</b>		

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	<p>The clerk briefed the Board on the change of governor for information security who was going to be David Welch. Previously this role had been undertaken by Mohammed Khaliel who was now in the process of handing over. Due to the complexity of the issues they will both be involved in the interim, with the aim of completing handover by the end of the academic year.</p>	
4.7	<p><b>Principal's Report</b> The Principal gave her report and provided an update on the following:</p> <ul style="list-style-type: none"> <li>• The article in the Henley Standard which linked the recent student car accident and the current College organisation restructure. The latter had in parts been incorrectly recorded and the Principal had spoken to the Editor and had arranged for a member of the paper to come to the College on 26 March so that an accurate statement of facts could be taken.</li> <li>• The plan "Normal Heart" which had been put on by the students at the local theatre had been extremely well received.</li> </ul> <p><b>Resolved: that the Principal's report was received by the Board.</b></p> <p>Stephen Forward arrived at 18.30</p>	
4.8	<p><b>Student Governors' Report</b> The Head of Student Services said that members from the student leadership council were unable to attend as they were preparing for exams. In their absence they had asked the Head of Student Services to highlight the following:</p> <ul style="list-style-type: none"> <li>• The current student union council were coming to the end of their tenure and were in the process of studying for their exams.</li> <li>• A new group will be voted in next week via ballots and there had been considerable interest in the various posts on the student leadership council.</li> </ul> <p>The Head of Student Services said that going forward the students will be better informed of their responsibilities and obligations to ensure that they are active throughout the year.</p> <p><b>Resolved: that Student Governors' verbal report was received by the Board.</b></p>	
4.9	<p><b>Safeguarding &amp; Prevent Update</b> The Head of Student Services and the Senior Safeguarding Lead provided an update on safeguarding followed by Prevent for the period November 2017 – March 2018. The majority of the referrals Student Services receive are low mood/self-harming and anxiety. There were no Prevent issues at this time. The students were working with the Rotary Club to raise money as there was still no support for the listening service and the funds required for this are around £7,000. The report was received by the Board.</p> <p><b>Resolved: that the Safeguarding and Prevent Update had been received by the Board.</b></p> <p>NB. In future all Safeguarding and Prevent reports to both the Corporation and Quality and Standards committee would be entitled Personal Development, Behaviour and Welfare (PDBW) under the new government and Ofsted instructions.</p>	
4.10	<p><b>Approval of the following:</b> The following papers had been despatched well in advance of the meeting for any additional comments and none had been received, it was confirmed that all had gone through their respective committees and were presented for approval.</p> <ul style="list-style-type: none"> <li>(i) Amendments to Standing Orders:</li> <li>(ii) GS Standing Agenda</li> <li>(iii) GS Terms of Reference</li> <li>(iv) Code of Conduct for Governors</li> <li>(v) Scheme of Delegation</li> <li>(vi) Policy on Succession Planning for Governors</li> <li>(vii) College SAR 2016 - 2017</li> </ul>	

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	<p>(viii) Fees and Fee Remission 2018-2019 (ix) Calendar of Meetings for 2018-2019 (x) Whistleblowing Policy</p> <p><b>Resolved: the Board approved the following as presented:</b></p> <p>(i) Amendments to Standing Orders: (ii) GS Standing Agenda (iii) GS Terms of Reference (iv) Code of Conduct for Governors (v) Scheme of Delegation (vi) Policy on Succession Planning for Governors (vii) College SAR 2016 - 2017 (viii) Fees and Fee Remission 2018-2019 (ix) Calendar of Meetings for 2018-2019 (x) Whistleblowing Policy</p> <p>The Quality Improvement Plan 2017 – 2018 was presented for information only.</p> <p><b>Resolved: the Board received the Quality Improvement Plan 2017 – 2018 as presented:</b></p>	
4.11	<p><b>Minutes from the following committees for information:</b> The following minutes of the Board sub committees were presented for information.</p> <p>(i) Minutes of Finance &amp; Resources 24 January 2018 (ii) Minutes of Governance &amp; Search 29 January 2018 (iii) Minutes of Quality and Standards 5 March 2018 (iv) Minutes of Audit 26 February 2018 (v) Report from the MIS Audit (vi) Minutes of Finance &amp; Resources 19 March 2018</p> <p><b>Resolved: the minutes from the following committees were received by the Board:</b></p> <p>(i) Minutes of Finance &amp; Resources 24 January 2018 (ii) Minutes of Governance &amp; Search 29 January 2018 (iii) Minutes of Quality and Standards 5 March 2018 (iv) Minutes of Audit 26 February 2018 (v) Report from the MIS Audit (vi) Minutes of Finance &amp; Resources 19 March 2018</p>	
4.12	<p><b>Governors Strategic Risk Register</b> Further to the Corporation decision at the last meeting to review and update its strategic risks covering the following: campus security; accommodation plan; organisation and business developments; financial viability and staff relations the following comments were made:</p> <p>Campus Security – it was discussed whether the College was doing all that was reasonably practical and it was agreed that there is nothing that can totally resolve the access to the campus, moreover a recent security audit had confirmed that more money spent would not mitigate the risk. In addition as financial viability was at its highest risk this would be further compromised if there was further spend on security. It was decided that this risk be handed over to the College senior management team who agreed that they have the operational ability to take on this. This risk to be removed from the register. The rest of the risks were discussed and remained on the register.</p> <p><b>Resolved: the Governors Strategic Risk Register to be amended with the removal of “Campus Security Incident”.</b></p>	Clerk
4.13	<b>Any Other Business</b>	



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	There was no other business.	
	<b>Confidential Agenda items</b> The meeting went onto the confidential agenda at 19.18	
4.18	<b>Items to be taken forward to next Corporation meeting:</b> There were no items to be taken forward.	
4.19	<b>Dates and Times of Next Meeting:</b> i. Wednesday 20 June 2018 at 18.00	
4.20	<b>Close of Meeting</b> The meeting closed at 19.57	
	MINUTES of the meeting held on <b>21 March 2018</b> were agreed and accepted as a true and accurate record and signed by the Chair  ..... on .....	