



The Henley College Corporation

**MINUTES of the Meeting of the Corporation Committee
held on Monday 3 April 2017 at 18.00**

<p>Members Present: Peter le Conte John Aspinall Tony Bellis Satwant Deol Stephen Forward Eva Rickett Sarah Rush Mia Tritton Martin Unsworth Simon White</p> <p>Craig Snelling</p> <p>By Invitation Julian Brinsford Kathryn Caulfield Simon Cuthbert Kulbir Sethi Jacky Gearey</p> <p>New Independent Governors Catharine Darnton Trevor Watkins David Welch</p>	<p>Independent Member/Chair Independent Member Parent Governor Principal Independent Member Parent Governor Staff Governor Independent Member Staff Governor Independent Member/Vice Chair</p> <p>Student Governor</p> <p>Head of Faculty Humanities & Quality Manager Head of Student Service and Safeguarding Lead Deputy Principal Director of Finance Corporation Secretary</p>
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Agenda Item	Minutes	Action by
	<p>Opening of meeting The meeting was opened at 18.02 by the Chair who welcomed everyone and asked those present to introduced themselves for the benefit of the new governors</p>	
4.1	<p>Apologies for Absence Apologies were received from:</p> <ol style="list-style-type: none"> 1. Nikki Bulteel - work 2. Beryl Richardson – ill 3. Elanor Vickers Claesens – not well 4. Jeni Wood – holiday 	
4.2	<p>Declaration of Interests; The Principal, Deputy Principal, the members of the Staff present and the Corporation Secretary declared an interest in item 4.10 otherwise no other interests were declared.</p>	
4.3	<p>Minutes of the Meeting of:</p> <p style="padding-left: 20px;">(i) Corporation meeting of 5 December 2016</p> <p>Resolved: The minutes of the meeting held 5 December 2016 were unanimously agreed as a true record and signed by the Chair</p> <p style="padding-left: 20px;">(ii) Corporation meeting of 23 January 2017</p> <p>Resolved: The minutes of the meeting held 23 January 2017 were unanimously agreed as a true record and signed by the Chair</p>	



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4.4	<p>Matters Arising from the Minutes (including review of actions) Meeting 5 December 2016 All actions had now been closed off. Meeting 23 January 2017 All actions had now been closed off.</p>	
4.5	<p>The Henley Training Company Presentation Denise Monaghan the Head of the Henley Training Company and Apprenticeships gave a presentation on The Henley Training Company and the present state of apprenticeships with the introduction of the Levy. Catharine Darnton joined the meeting at 18.10</p>	
4.6	<p>Election of: (i) Vice Chair of the Corporation. As PIC was the new Chair of the Corporation, his position as Vice Chair was now vacant. JA had been the sole nomination for this position. JA withdrew from the meeting so that his nomination could be considered. The board unanimously approved the nomination and John Aspinall accepted. Resolved: John Aspinall was elected as Vice Chair of the Corporation with immediate effect.</p> <p>(ii) Recommendation for the appointment to the Corporation the following: (i) New Partner School Head R Holroyd had resigned from the Corporation as Partner School Head in November 2016. As the new Principal was in post towards the end of November it was decided to leave this position unfilled until she had become more established. The Principal has since raised this at an Area Board meeting recently and it was agreed that C Darnton, the Head Teacher at Gillott's School would represent the partner schools on the Board. Resolved: that Catharine Darnton be appointed as the Partner School Head and independent member with immediate effect.</p> <p>(iii) Independent governors (a) Trevor Watkins and David Welch had both been interviewed by a panel of governors who had all agreed that their skill sets would be a welcome addition to the Board. The board unanimously approved the appointments. Resolved: that Trevor Watkins and David Welch to be appointed as Independent members for a four-year term with immediate effect.</p> <p>(b) Nikki Bulteel had been selected as an independent governor in December 2015 but had then months later had to withdraw due to her own establishment's Area Review type process. She had remained on the QSP committee as an associate governor, but was now able to devote the time required to be an independent governor. Resolved: Nikki Bulteel to re-join the board as Independent member for a four-year term with immediate effect.</p> <p>Additional Notifications: New Chairs of the committees - Peter le Conte – Chair of the Remuneration, Governance & Search and the interim chair of Quality and Standards Committee memberships - the following governors would be going onto the following committees; (a) Jeni Wood - Finance committee; (b) Mia Tritton - Audit Committee; (c) Martin Unsworth - Finance & Resources Committee; (d) Sarah Rush – Quality and Standards Members with Specific roles:- Eva Rickett was now the specialist governor for EDI.</p>	



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	<p>There would no longer be a specialist governor role for Aim High.</p>	
<p>4.7</p>	<p>Principal's Report The Principal presented her report to the Board updating various areas including:</p> <ol style="list-style-type: none"> 1. Retention - on course to deliver a similar retention to last year (and better in e.g. GCSE) but ensuring vocational students complete all their assignments and not losing any A2 students will be critical. 2. Apprenticeships - Four organisations have confirmed they will be using their levy monies with the College. We have submitted two tenders and are awaiting decisions. There are 10 organisations that have been presented to, but have not yet decided. Regarding childcare apprenticeships - the requirement for early years educators to have a GCSE Grade C in English has now been dropped by the Government. It is hoped that employers will be able to resume recruitment of apprentices who have lower levels of English but will make excellent childcare professionals. 3. Communications – new recommendations: <ol style="list-style-type: none"> (a) a new PR focused communications strategy with the emphasis on telling good stories about the college through social media, the website and local and national media outlets. (b) college prospectus should be reviewed to increase the editorial content and allow prospective students and their parents to get a better “feel” for The Henley College’s values and approach to teaching, learning and assessment. (c) the website to be reviewed to ensure full functionality and incorporate portals for stakeholders where they can access targeted news about college activities. 4. Gold Investors in People Award - the College has just retained this ward and is one of just 3 Sixth Form Colleges in the country to do so. The Board asked that special thanks to the Director of HR and PD be recorded for all her hard work in organising this. 5. Recent events had been successful and well attended including the theatre production of POSH, Call of the Wild trip to Wales and the rugby dinner which raised money for the team to go to the Sanix World Youth Tournament in Japan in April. Record thanks for this fud raising event. (clarify last sentence?) 6. Careers events, visiting academic organisations and opportunities for the college. 7. Sporting activities/successes including rugby, golf, badminton, football, skiing and horse riding. 	
<p>4.8</p>	<p>Student Governors Report</p> <p>Sam Juthani joined the meeting via FaceTime at 18.35</p> <p>The Student Governor went through the issues raised in December all of which were operational in nature. Most had been closed off but the following below were highlighted as outstanding, however the Principal said these would be discussed outside of the meeting at the next Student Leadership Meeting:</p> <ol style="list-style-type: none"> 1. Gender neutral toilets 2. Communal sitting areas – there may be some quick wins here dependent on the results of Estates Strategy Review. 3. More sheltered smoking areas 4. Common Room Facilities - the board asked that this be formally included as part of the Estates Review. <p>Counselling listening service – this had cost £12,000 in the past which the students had funded (for one year?). It has been used by 12% of the students and there is now no longer a waiting list. Due to the high demand for this service a request for further funding will be needed which the Student Union can no longer afford. There was much discussion regarding obtaining additional funding from external sources. The Principal saw this as a high priority and had asked Martin Unsworth (MU) to research this and put several strategies in place. Other board members offered information of where potential funding might be applied for. MU to report back at the next meeting on this progress of obtaining additional funding. The Head of Student Services said it was the use of a triage system that was so critical and not the counselling per se therefore the issue was the funding of what is in existence as opposed to the provision of more counselling.</p>	<p>MU</p>



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4.9	<p>Approval of the following: All documents/reports had been received and reviewed by the Board who were now asked to approve them.</p> <p>(i) Amendment to Standing Orders Resolved: The board unanimously approved the amendment to the Standing Orders.</p> <p>(i) Minutes of Remote decision dated 28 February 2017 for election of Chair of the Corporation Resolved: The board unanimously approved the minutes of the Remote decision dated 28 February 2017 for election of Chair of the Corporation.</p> <p>(ii) Association of Colleges (AoC) Code of Good Governance Resolved: The board unanimously approved to adopt the AoC Code of Good Governance dated March 2015 with immediate effect.</p> <p>(iii) Code of Conduct Resolved: The board unanimously approved to adopt the Code of Good Conduct revised March 2017.</p> <p>(iv) College SAR 2015-2016 Resolved: The board unanimously approved the College SAR 2015 - 2016.</p> <p>(v) Quality Improvement Plan 2016-2017 The plan clearly indicated an evaluation of the progress being made, Governors therefore felt assured by the trajectory of improvement reported as well as the robust plans in place to continue to address the areas of underachievement. Resolved: The board unanimously approved the College's Quality Improvement Plan for 2016-17</p> <p>(vi) Vision, Mission and Educational Character Statement As agreed at the QSP meeting on the 13 March, there should be no change to the current Vision, Mission and Educational Character Statement as the Principal was only recently in post and had been subsumed with other pressing issues. Resolved: The board unanimously approved the Vision, Mission and Educational Character Statement as presented.</p>	
4.10	<p>Staff Pay Award – this was discussed under “confidential items” at the end of the meeting as staff would be asked to leave.</p>	
4.11	<p>Approval of the amendment to Financial Regulations - Principal's expenses This amendment is purely for administrative purposes and only pertains to this issue. Resolved: The board unanimously approved that Procedure V1 of the Financial Regulations be amended accordingly.</p>	KS
4.12	<p>Reports/Minutes from the following committees were read and received:</p> <p>(i) QSP The Board received the minutes of the meeting of the QDP committee held on 13 March 2017</p> <p>(ii) Audit The Board received the minutes of the meeting of the Audit committee held on 20 March 2017</p> <p>(iii) Finance The summary report from the Chair was received who said that the financial situation had deteriorated markedly as a result of specific funds not coming through. This is especially the case with apprenticeships, which is the result of changes in government policy around the apprenticeship levy. The levy represents a long term potential win for the college, but in the short term it has hit the college, so there is much positioning to try and make sure that the college is well placed to take advantage of future developments. The committee has reviewed the finances and deficit reduction strategy, which will bring the college back to Outstanding Financial status by 2018-19, and into surplus by 2019-20 (i.e. within 3 years). The Committee continues to be very focused on deficit reduction and income generation. The long-term financial viability of the College will depend on some of the estates questions including any STEM centre the college may wish to build. This will be covered by the estates strategy.</p>	



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	<p>(iv) Estates Strategy</p> <p>The Board received the Estates Strategy progress report from 27 March 2017 meeting. After a lively discussion it was decided that two workshops be arranged on separate days to enable all board members to have a detailed briefing on the proposed options. The decision on which option to go for will be taken at the Corporation meeting on the 26 June 2017.</p> <ul style="list-style-type: none"> • Resolved: that the minutes/committee summary report/progress report for the above committees had been received. <p>(v) Employment Policy</p> <p>The Chair advised that due to the proposed governance restructure that there would be no further opportunity to review and agree the minutes of the Employment Policy committee meeting therefore the minutes were brought to this meeting for information and approval.</p> <p>Resolved: that the minutes of the Employment Policy Committee held on 2 March 2017 respectively be approved and signed as a true record by the Chair.</p> <p>Craig Snelling left the meeting 19.30</p>	<p>Corp Sec</p>
<p>4.13</p>	<p>Risk</p> <p>(i) Governors Strategic Risk Register</p> <p>The Chair of Audit reported that the SLT had recently reviewed their risk register and that the top 5 risks were, in order of priority: Site Security, followed by Prevent, Income & Finance, Social Media, Health & Safety. The SLT felt that, despite the initiation of Phase 1 of the Site Security Project, they could still not mitigate the Site Security risk sufficiently and had therefore raised it to Corporation Level for the Governors to hold this risk and decide an appropriate course of action. The Chair of Audit reminded the Corporation that, having been so informed, they now personally must determine whether to tolerate or treat the risk. Given the importance of this issue there was a long discussion about this particular risk (see next Item 4.13(ii)).</p> <p>(ii) 3 Phase Security Plan & Costs for Phase 2 & 3</p> <p>The Chair of Audit provided a brief overview of the proposed implementation of the site security project that had followed on from the security review conducted in November 2016. An outline of the 3 phases was given, and a map of the proposed changes was shown to the Board. DoF confirmed that there was no additional funding from the BCIF application. The Board queried the timelines and the costs associated with the completion of Phase 1, and were informed that the CCTV installation was already underway, and that planning application for the D3 gate was in progress. The Board agreed that it was essential to mitigate the Site Security risk and that, given that the estates strategy implementation was likely to be some years away, it was imperative to approve the expenditure for Phase 2 and Phase 3 as a twin-tracked approach. It was agreed that money for this would come from the Restricted Reserve, which was ring-fenced for estates expenditure only. The issue of communicating our plans to the local community was stressed as an important element of the planning application process so that the local Henley community would understand the rationale. If and when planning approval is obtained and final estimates received this will then be brought back to the corporation for approval. The Chair of the Finance Committee agreed and strongly supported the proposals. As a result, DoF was authorised to:</p> <ol style="list-style-type: none"> 1. Prepare and submit planning applications where applicable for the site security project. 2. Ensure that appropriate community engagement was conducted as part of these applications. <p>Resolved: the Board agreed to approve the expenditure for Phase 2 and 3 from the restricted reserve.</p> <p>(iii) Benchmarking proposal</p> <p>Tribal had been selected to undertake benchmarking of the College together with Cirencester and St Brendan's at the same time for a reduced fee and all the colleges can share the results. The benching</p>	<p>KS KS</p>



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	marking exercise will cover finance, staffing, estates and funding data and should be completed by mid-April 2017. The results will be in a report as well as accessed online.	
4.14	<p>Safeguarding and Prevent</p> <p>(i) Annual Safeguarding Report The purpose of the college's annual safeguarding report is to enable the designated member of staff with responsibility for safeguarding to provide both senior team and governors with a simple standardised report for consideration at relevant governing body meetings. This report is completed annually and submitted for consideration and when agreed by the Board, a copy sent to the local authority to comply with the monitoring arrangements. Resolved: the annual safeguarding report was seen and approved by the Board.</p> <p>(ii) Safeguarding and Prevent Update 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. Resolved: that the Safeguarding and Prevent Update had been received by the Board.</p>	
4.15	<p>Stakeholder Surveys The information from the surveys had already been given to the Board. Some of the details of which are below.</p> <p>(1) How's it going? Autumn 2016 776 students responded to the questionnaire; 426 in year 1, and 350 in year 2 The question with the highest average was: Feedback on works helps me improve. The question with the lowest average was: I know how to make an appointment for Up-Grade</p> <p>(2) Student Evaluation Questionnaire 1114 students responded to the questionnaire, giving 2752 course/ subject responses. The highest response was: Classrooms and teaching environments provide a good learning environment. The lowest response was: My work is marked and returned within two weeks Comments from students 268 comments were received from students. Overwhelmingly students commented positively on the quality of teaching and learning, support and general although to note some compliments cover more than one category.</p> <p>(3) Student Cross college survey 2015 – 2016 843 students responded to this questionnaire, compared to 649 the previous year. The question with the highest response was: I feel safe at College. The question with the lowest response was: I find the personal tutorial sessions helpful and supportive.</p> <p>(4) Parental Survey June 2016 This was the second parental survey run during the academic year. The question with the highest response was: My son/daughter/ward feels safe at College. The question with the lowest response was: I am kept well informed about my son/daughter/ward's progress.</p> <p>(5) Student destinations intention survey This is the first year that this survey has been undertaken electronically, 62% of all students stated the intention of progressing into higher education. A higher proportion of L3 vocational year 2 students state that they intend to progress to employment or are, as yet, unable to confirm their destination. The percentage of students studying Foundation or L2 programmes intending to remain at The Henley College is high.</p>	
4.16	<p>Governance Restructure The Chair briefly outlined the new governance structure. The Estates Strategy Committee is still in the midst of an Estates Strategy review with Peter Marsh Consulting. It is hoped that the final draft of this review will be presented to the Corporation 26 June 17, therefore it will be at this time that the decision to dissolve this committee or not will take place. The Chair said that the Corporation Secretary would send to the board members the new structure chart of the Corporation's committees. Resolved: that the Corporation Secretary would send out the new structure chart to the Board</p>	Corp Sec
4.17	Items to be taken forward to next Corporation meeting:	



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	1. Update on student counselling funding	
4.18	<p>Any Other Business There was no other business. Principal, Deputy Principal and all Staff governors and SLT members left at 20.22</p>	
	Confidential Item	
4.19	<p>Date and Time of Next Meetings 1. Monday 26 June at 18.00</p>	
	<p>Close of Meeting The meeting closed at 20.29</p>	
	<p>MINUTES of the meeting held on 3 April 2017 were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>..... on</p>	