



The Henley College Corporation

**MINUTES of the Meeting of the Corporation Committee  
held on Thursday 10 December 2015 at 7.00pm**

<p><b>Members present:</b>  <b>Jasminder Love (JL)</b>                  Louise Adams (LA)                  Jayne Davis (JD)                  Stephen Forward (SF)                  Nieema Hassan (NH)                  Keith Heron (KH)                  Rick Holroyd (RH)                  Sam Juthani (SJ)                  Mohammed Khaliel (MK)                  Peter Le Conte (PLC)                  Ian McGraw (IMcG)                  Mia Tritton (MT)                  Martin Unsworth (MU)                  Robyn Vitty (RV)                  Simon White (SW)                  Jeni Wood (JW)</p> <p><b>In attendance:</b>                  Julian Brinsford (JB)                  Simon Cuthbert (SC)                  Kulbir Sethi (KS)                  Jacky Gearey (JG)</p> <p><b>Apologies:</b>                  Tom Godfrey (TG)                  Norbert Nemcsik (NN)                  Beryl Richardson (BR)</p>	<p><b>Chair</b>                  Independent Member/Vice Chair                  Principal                  Independent Member                  (Students Union President)                  Independent Member                  Partnership School Head                  Independent Member                  Independent Member                  Independent Member                  Independent Member                  (Teaching Staff)                  (Support Staff)                  Independent Member/Vice Chair                  Independent Member                    (Quality Manager/Head of School of Study)                  (Deputy Principal)                  (Director of Finance)                  Corporation Secretary                    Independent Member                  (Students Union Vice President)                  (Director HR &amp; PD)</p>	
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Agenda Item	Minutes	Action by
2.1	<p><b><u>Opening of meeting</u></b>                      The meeting opened at 18.36.                      The Chair welcomed the new Corporation Secretary to her first Corporation Meeting and then went on to thank everyone for the flowers good wishes and support whilst she had been unwell for the past 3 weeks.</p>	
2.2	<p><b><u>Apologies for Absence</u></b>                      Apologies were received from Tom Godfrey, Beryl Richardson and Norbert Nemcsik.                      Sam Juthani joined the meeting at 18.59</p>	
2.3	<p><b><u>Declaration of Interests</u></b>                      The interests of the SLT, Corporation Secretary, Martin Unsworth and Roby Vitty were noted with respect to discussions concerning any Pay Award for staff or senior post-holders.                      Personal interests as parents were declared by Mohammed Khaliel, Rick Holroyd and Louise Adams.                      No other interests were declared.</p>	





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	<p>6. Provision of better software for photography/media students - JB explained about the different specifications required and the associated licensing requirements which can be costly for the different software packages. SW asked for clarification if the software was for personal or course use – NH confirmed that it was for coursework only and in the main photography, JB explained that this was most likely to do with video editing. The Chair commented that there were 2 issues one relating to the campus sites and the other a vision for IT both of which will have to be addressed.</p> <p><b>Action</b> <b>JD to provide costings for provision of software – access for all the learning centres and for a budget to be set.</b> <b>Corp Sec to put IT vision for the College on a Corp meeting agenda.</b></p> <p>7. MK asked for NH views on Student Disciplinary Process document. NH had not seen the document although was aware of its existence.</p> <p><b>Action:</b> <b>Process needs to be circulated to students for comment.</b></p> <p>8. JW asked about “petting puppy room” (to help students relax – especially around exams) and whether it worked. NH said it did and the Chair said that hospitals and care homes use this as a wellbeing message to reduce stress and anxiety.</p> <p>NH left meeting at 19.12hrs. As there had been no arrangements made for NH return home JB offered to take her home as he lived nearby and he left the meeting at 19.20hrs.</p>	<p>JD/JB  Corp Secretary  SC</p>
2.7	<p><b>Quality Standards &amp; Planning</b></p> <ol style="list-style-type: none"> <li>1. Committee Report - Autumn Term 2015 please Appendix 2.7.</li> <li>2. An updated Corporation Dashboard is contained in Appendix 2.7(i). JD said that key strengths and areas for improvement together with the key actions for 2015/2016 were detailed on the 2014/2015 Performance Dashboard. JD also mentioned that as part of the key actions for 2015/2016 the curriculum Intervention measures had been put in place for 2015/2016 in order to improve learner outcomes in areas of concern. All other issues were detailed in the committee report.</li> </ol> <p>JD asked if there were any questions. There were no questions at this point.</p>	
2.8	<p><b>Principal's Report</b></p> <p>Please see Appendix 2.8 for full details. The Chair highlighted the following points from this report:</p> <ol style="list-style-type: none"> <li>1. Increase in student applications and that the number of 197 on the graph was cumulative.</li> <li>2. New prospectus has had great feedback. RH said it was excellent. JD thanked RV for all her hard work and professionalism and this was reiterated by the Chair. PLC was also thanked for choosing the right organisation to undertake this work.</li> <li>3. The new website design was in hand with a draft would be ready for January 2016.</li> <li>4. The Henley College film will effectively be a TV advert using the new slogan: "Find Your Place" .</li> </ol> <p>Regarding any additional funding of the above SW asked if the College could get additional funding form Henley tourism office. RV to talk to the local tourist board.</p> <p><b>Action</b> <b>RV to talk to tourist board about possible funding.</b></p>	<p>RV</p>





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	<ul style="list-style-type: none"> <li>• The Chair and JD said that there was new data coming through on a daily basis both from the AoC and AoSEC about Area Reviews.</li> <li>• SW asked if Ofsted knew that the Henley Colleges was under Area Review to which SC said yes and that Ofsted were more likely to come to the College because of that fact, based on the experience of colleges currently undergoing area review.</li> <li>• Asked about the amount of information to be sent out JD said that she would prefer to send out pdfs on the subject matter because of the constant changing content.</li> <li>• JD confirmed that Information had gone out to staff, press and local communities so that everyone was aware of what is going on.</li> <li>• JD said the Area Review will look at the possibility of Henley College and BCA together and that she was looking at diarising meetings between both colleges.</li> <li>• The Chair confirmed that costs for additional travel for governors travelling to pre-meetings and Area Review meetings at the College would be reimbursed.</li> <li>• MU asked if the College had to follow the recommendations from the Area Review. JD said that this was not necessarily the case, the College can put forward options which the Area Review could agree to. The aim of the Area Review was essentially to save money. There were other specific aims from this review which were:             <ol style="list-style-type: none"> <li>1. travel to a learning institution should be within a 30 miles radius;</li> <li>2. money to be set aside to set up a technical college in each area.</li> </ol> </li> <li>• RH said as a cautionary note that when acting independently the College could feel more political pressure especially on the financial side than as part of a multi-academy trust and therefore may be more exposed to the continuing changing political situation. SJ reinforced this by saying that in the political context, he only sees this situation increasing over time.</li> <li>• SF asked the governors to consider attending all these area review meetings and to consider even weekends. There were discussions about alternative methods of holding the meetings either in person or remotely via conference calls and skype.</li> <li>• KH pointed out that in business most full blown mergers were notoriously difficult to achieve and that often one has to accept some form of collaboration/union and that ultimately strength of ties will have to be assessed.</li> <li>• LA asked how the mergers would work. JD said that at the moment, colleges were "flirting" with each other trying to feel their way through possible mergers and that the College was in a very good position, because of its balance sheet.</li> <li>• MK expressed concern that it appeared to be a 'dog eat dog' environment, but the Chair thought this would not be the case as the College was in a good financial state, and therefore in a good position to make choices that support the learners.</li> <li>• JD wants to set up staff working party and asked MU to head this up.</li> </ul> <p><b>Action:</b> <b>A working party to be set up by Martin Unsworth – remit to be discussed with JD</b></p>	<p><b>MU</b></p>
<p>2.10 2.10.1 (i)</p>	<p><b>Key Items for Approval, Information or Discussion</b></p> <p><b>Appointment of Parent Governors:</b></p> <ul style="list-style-type: none"> <li>• The Chair explained that there had been 3 applicants that she had interviewed individually. Two of them, Eva Rickets and Caroline Atkinson, were interviewed for over an hour, and were informed of the forthcoming Area Reviews and their implications. These two prospective governors represented two of the three shires. After the phone call they were very keen to join and will be attending on January 28<sup>th</sup> 2016. Tony Bellis, the third applicant wanted to meet both the Principal and the Chair before committing. SW said that actually electing 2 parent governors was in keeping with the current</li> </ul>	



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<p>2.10.1 (ii)</p>	<p>Instruments &amp; Articles. However as these were being revised in January to increase to 3 parent governors, this would work well.</p> <p><b>Action:</b> <b>Chair to speak with Tony Bellis</b> <b>It was the committee's unanimously decision to accept the two new parent governors and invite them to the next meeting on 28 January 2016. The Corporation Secretary would also arrange for information on the DBS check, Safeguarding and Prevent training to be sent.</b></p> <p><b>Appointment of Independent Governors:</b></p> <ul style="list-style-type: none"> <li>The Chair explained that she had spoken to Mr Aspinall over the phone before asking him to attend the interview panel that had preceded the Corporation meeting that same evening. Mr Aspinall lives locally, each of his three children had attended the College before going on to various universities and he feels passionately about education. Both the Chair and the interview panel thought he was a particularly good fit because of his background within the Ministry of Justice having worked on many governmental reviews and that this could be beneficial for the College in light of the forthcoming Area Review. The Chair highly recommended his appointment as did LA and JD.</li> </ul> <p>The Corporation was asked to vote on his appointment.</p> <p>Proposed: Louise Adams                      Seconded Simon White</p> <p><b>Action:</b> <b>The election of John Aspinall as the new Independent Governor was approved by unanimous agreement</b></p>	<p>Chair</p> <p>Corporation Secretary</p>
<p>2.10.2</p>	<p><b>Student Disciplinary Process</b></p> <ul style="list-style-type: none"> <li>Student Disciplinary Process. Please see Appendix 2.10.2 for full details. SC circulated the policy but there had been no feedback from the Students Union. SC suggested that a reminder be sent to them regarding lack of feedback on this policy. The only contentious item within the document was the section on the Appeals committee. SC recommended that there be no change as there had been no appeals at all last year and that it was or would be a very rare situation to ask a student to leave. However as Ian McGaw was stepping down as Chair a new chair would be required. The proposal was to nominate one at the next corporation meeting, in the interim the Chair would act as temporary chair for the Appeals Committee.</li> </ul> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li><b>A reminder to be sent to the Students Union for feedback on the Student Disciplinary Process.</b></li> <li><b>A new Appeals chair to be nominated at the next corporation Meeting 28<sup>th</sup> January 2016.</b></li> </ol> <p>SJ had heard that the policy was inconsistently applied and that there was discontent amongst teachers and emphasized that consistency in application is crucial. MK wanted clarification as to who were the participating members of the Appeals Committee. SC referred to page 3 of his report. MK thought that there ought to be 3 governors as part of the disciplinary panel, one of whom would be the chair of the committee this would be in line with many disciplinary committees that are operated in business.</p> <p><b>Action:</b></p>	<p>Corporation Secretary</p>







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<p>2.11.3</p>	<ul style="list-style-type: none"> <li>• Page.6 who were the 400 non-funded students. SJ explained that they were not funded by EFA but were adults on part-time courses</li> <li>• Page.17 queried whether the Corporation Secretary has been removed and if so without the Corporation's approval. The Chair confirmed that the Corporation Secretary had resigned.</li> </ul> <p>The following points were also raised: KH expressed concern about the surplus money that the College had from the sale of land. KS said that this money made had to be reinvested in estate and could not be used for other purposes. SJ said that the cash reserves are funding the deficit. MK wanted to know how much the running deficit is annually. SJ said it is under £500,000 and that the deficit was an income problem due to fewer students enrolling in the College. MK asked about recruiting/using specialist people to generate income. JD said that the College now had the following: business development person; grant person; a task committee and a lettings company to increase income from the estate. The report was then nominated for approval:</p> <p>Proposed.....Mohammed Khaliel      Seconded.....Louise Adams</p> <p><b>Action:</b> <b>The report was approved by unanimous agreement</b></p> <p>iii. Students Union (SU) Accounts 2014/2015 please see Appendix 2.11.2(iii) were presented for approval. It was noted that their cashbook balance increases every year. JD said that £9000 had been spent on counselling. THE CHAIR expressed concern that SU had said that they would spend money on lockers at the previous Corporation Meeting in December 2014 and that money should be spent on that. SU would be consulted about this. JD said the problem was that often with student decisions to spend money in the future, they usually changed their minds when the purchases had to be made. The SU Accounts were nominated for approval:</p> <p>Proposed: Ian McGaw..... Seconded.....Louise Adams.....</p> <p><b>Action:</b> <b>The report was approved by unanimous agreement</b></p> <p>iv. Pay Award (Staff) discussed with agenda item 2.11.3(i) under Remuneration committee reports.</p> <p>v. Amendment to Standing Agenda Items – the addition of:     (a) Deficit reduction and income generation; and     (b) Accommodation Strategy Group update. These were both nominated for approval:</p> <p>Proposed.....Mia Tritton      ..... Seconded...Mohammed Khaliel</p> <p><b>Action:</b> <b>The additions to the Standing Agenda items were approved by unanimous agreement</b></p> <p><b>Remuneration Committee</b></p> <p>i. Pay Award for Senior Post Holders 2015/2016 JD informed the Committee that:</p>	<p>Corporation Secretary</p>
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	<ul style="list-style-type: none"> <li>• The SFCA has recommended an increase of 1% for teaching staff to achieve parity with school teachers, however the unions have yet to respond.</li> <li>• The Association of Colleges has recommended that no pay award should be given for this year to support staff. KH said that it was not motivational for the support staff to receive no pay award. THE CHAIR said the College supported the staff in different ways. THE CHAIR confirmed that appraisals for Principal and Deputy Principal were scheduled for next week. And that all policies for senior post holders had been revised by Director HR &amp; PD.</li> </ul> <p>ii. Committee Report – Autumn Term 2015 – there were no questions</p> <p><b>Employment Policy Committee</b></p> <p>i. Committee Report – Autumn Term 2015 was received please see Appendix 2.11.4(i). There were no questions</p> <p>ii. SFCA New Pay Framework was received please see Appendix 2.11.4(ii). There were no questions.</p> <p><b>Community Relations Committee</b></p> <p>i. Committee Report was received please see Appendix 2.11.5(i). SF said there was a need to look outwards into the three counties and that the College needs to look beyond Henley's boundaries. The intention is to use the Community Relations plan and College dashboard as a base to generate a new strategy for action. The Chair supported this view, and said "that is why a three-shire focus had been created – including parent governors". <b>Action:</b> <b>A new strategy for action is to be generated.</b></p> <p><b>Governance &amp; Search Committee</b></p> <p>i. Committee Report had been made to the Corporation on 8 October 2015. There were no questions.</p>	SF
2.12	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• MT mentioned that Waitrose had a green token box for funding with the College's Pathways as one of the possible recipients and encouraged everyone to support this.</li> <li>• JD gave an update on a staff member that had contracted meningitis. He was recovering well. There were no other outbreaks. PLC health and safety response.</li> <li>• The Chair explained why she had asked whether governors had wanted encrypted personal information to be sent to them. She explained that as Chair she owed them a duty of care to give them the option of this facility. The governors said they were happy with the current system and encryption was not required.</li> <li>• SW –asked about a telephone cascade system to be generated in case of any emergency. JD said she would look at it <b>Action:</b> <b>JD to look at cascade phone system</b></li> <li>• The Chair briefed governors about SARs for next Corporation meeting and reminded them that as governors that they were to remain impartial and that if there were any issues that these should be taken up with the Chair of the Corporation.</li> </ul>	JD



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	<ul style="list-style-type: none"> <li>The Chair briefed governors that the Corporation Secretary was generating new induction packs for governors and that both she and the Corporation Secretary were in the process of design a new induction training package.</li> </ul> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li><b>Chair and Corporation Secretary redesigning new induction training; and</b></li> <li><b>Corporation Secretary to generate new induction packs for distribution to existing and new governors.</b></li> </ol> <p>The Chair said thank you to Ian McGaw for all his long-standing service over the years. He now takes up his post as the Ombudsman to the College in January 2016. Further thanks were given to Tony Sanderson for his long-standing support and service to The Henley College, and the whole corporation wished both of them well for the future.</p>	<p><b>Chair/Corp Sec</b></p>
2.13	<p><b>Confidential Items</b></p> <p>There were no confidential items. The confidential minutes of the meeting 8 October 2015 were nominated for approval:</p> <p style="padding-left: 40px;">Proposed...Jayne Davis..... Seconded.....Simon Cuthbert.....</p> <p><b>Action:</b></p> <p><b>The confidential minutes was approved by unanimous agreement.</b></p>	
2.14	<p><b>Date and Time of Next Meeting</b></p> <ul style="list-style-type: none"> <li>Corporation SAR Meeting – <b>Thursday 28 January 2016</b> at 18.00 (Student Governors not required to attend this meeting)</li> <li>Corporation Meeting – <b>Monday 21 March 2016</b> at 18.00.</li> </ul>	
2.15	<p><b>Close of Meeting</b></p> <p>The meeting closed at 21.27hrs.</p>	
	<p>MINUTES of the meeting held on <b>Thursday 10 December 2015</b> were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>.....</p> <p>on .....</p> <p>Proposed ..... Seconded .....</p>	