



## The Henley College Corporation

### MINUTES of the Meeting of the Corporation Committee held on Thursday 27 June 2016 at 18.00

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

Agend a Item	Minutes	Action by
6.1	<b>Opening of meeting</b> The meeting opened at 18.03.	
6.2	<b>Apologies for Absence</b> Apologies were received from: 1. Mohammed Khaliel – Ramada 2. Keith Heron – away on business 3. Tony Bellis – away on business 4. Martin Unsworth – meeting 5. Robyn Vitty – hospital appointment 6. Louise Adams – family emergency  The Student's Union President had been invited but had not responded.	
6.3	<b>Declaration of Interests;</b>  RH declared an interest in item 6.24 and was not given any of the papers relating to this subject. The only general discussion point would be on costs of recruitment. No other interests were declared.	



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6.4	<p><b>Minutes of the Meeting of 21 March 2016</b></p> <p>The Chair had not been able to approve the minutes of the meeting held 21 March 2016 due to Area Review commitments and these had been held over to the meeting 27 June 2016 for approval.</p> <p><b>Action:</b></p> <p><b>The minutes of the meeting held 21 March 2016 were unanimously approved by the Board:</b></p> <p>Proposed.....Sam Juthani..... Seconded.....Mia Tritton</p> <p>Minutes of the meeting held 28 April:</p> <p><b>Action:</b></p> <p><b>The minutes of the meeting held 28 April 2016 were unanimously approved by the Board:</b></p> <p>Proposed.....Sam Juthani..... Seconded.....Mia Tritton.....</p>	Chair
6.5	<p><b>Matters Arising from the Minutes (including review of actions)</b></p> <p><b>Actions outstanding:</b></p> <p><b>21 March 2016</b></p> <p>There were no matters arising from the minutes.</p> <p><b>28 April 2016</b></p> <p>The following items were raised:</p> <p>Page 2, item 5.16 - The Chair asked if the new IT working group had been set up. CA said that she was in the process of writing the TORs and that the first meeting would take place in the next academic year. The Chair suggested that Nikki Bulteel be invited onto this group because of her experience in e-learning in and that the group be called the IT and Digital working group, The Chair then said that dates for this group meeting be set before the end of this academic year as the meetings timetable for 2016-2017 will get very busy.</p> <p>Page 2 item 5.6 JB confirmed that all students will be asked if they have their own device in the new academic year 2016 – 2017</p> <p>There were no further matters arising.</p> <p>Jeni wood arrived at 18.10</p>	
6.6	<p><b>Area Review</b></p> <p>The Chair referred to the letter sent to Sir David Collins at the Area Review Board please see attached Appendix 6.6 which was to be read in conjunction with the Area Review Options.</p> <p>The Chair said that Lynne Tabone had just emailed the College to say that the recommendations remain even if the College did not agree with them. She asked the Corporation Secretary to contact her to ensure that the inaccuracies had been amended and we understood and were not challenging their decision regarding recommendations just the inaccuracies in the whole document.</p>	



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	<p><b>Action:</b> <b>Corporation Secretary to email Lynne Tabone to obtain confirmation that the inaccuracies referred to in the report were amended in an accordance with her original request.</b></p>	<b>Corporation Secretary</b>
6.7	<p><b>Feedback on Area Review workshop training by Pauline Odulinski held on 7 June 2016</b> The Chair informed the Board that she and Pauline Odulinski had been working that day to produce the finalised summary document of the workshop held on the 7 June 2016 together with the documents required to discuss item 6.23 on the confidential agenda. Hard copies were distributed to the Board with the soft copy to be sent later. The critical success factors were broadly discussed and were as follows: <b>Critical Success Factors</b></p> <ol style="list-style-type: none"> <li>1. High quality and consistent teaching, learning and assessment</li> <li>2. A safe and inclusive environment, future-proofed infrastructure</li> <li>3. Diversity of income streams with a focus on commercial income</li> <li>4. Healthy and sustainable finances, including retaining outstanding rating for financial health</li> <li>5. Recruit and retain high quality, empowered and proactive staff</li> <li>6. Work effectively and efficiently as an essential part of the wider community and with stakeholders who are positive about our value and service</li> <li>7. Strong skilled and confident leadership and management, focused on the four key strategic priorities and building on our strong reputation for quality</li> <li>8. A strong brand with excellent marketing communications</li> <li>9. A national and international brand and reputation.</li> </ol> <p>SJ said that the above was missing the point regarding the focus on commercial incomes which was drilled down to "<b>diversification of income</b>" and that this needed to be added. <b>Action:</b> <b>Corporation Secretary to send to all Board members the Report for the Corporation Meeting on 27 June 2016 entitled "Strategic Planning 2016 – 2026".</b></p>	<b>Corporation Secretary</b>
6.8	<p><b>Ofsted</b> Julian Brinsford provided a detailed report on the whole Ofsted inspection process from the initial call to the final feedback. Please see report for detail.</p> <p>The Chair on behalf of the Board expressed her thanks for all the hard work that the staff had put into the recent inspection referring to the "Good" result with outstanding features outcome. SC said that there was a link to the Ofsted report which had been sent to all governors and PLC said that it was essential that all governors read this report which was re-iterated by the Chair. ER wanted clarity of the word outstanding and that if colleges were graded as such would they be inspected again. SC then gave a detailed response on this. The Board discussed as a Benchmark other Colleges that were outstanding.</p>	
6.9	<p><b>Feedback on Interim Process</b> The Chair reminded all of the agreement to carry on with interim arrangements in the College until the end of December 2016.</p>	
6.10	<p><b>Update on Marketing</b> In RV's absence SC highlighted the following: <b>Applications: 24 June 2016</b></p>	



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	<p>Applications: 1685 of which 383 have come from the Partner schools. Acceptances: 1162, which is 142 higher than the College had at this time last year.</p> <p><b>Film</b></p> <ul style="list-style-type: none"> <li>• Project nearly complete, but requires some adjustment to ensure it fully represents the diversity of the College community. The Chair asked if RV had or was renegotiating the costs with the firm bearing in mind that this should have gone live months ago and there should be a penalty clause for this. Further diversity shots are part of film making these days and should not be an extra.</li> <li>• Distribution consultancy will ensure maximum return from the project.</li> </ul> <p><b>Action:</b> <b>RV to speak to film company regarding revised costings for the late production of the film and extra shots to reflect diversity, not as an extra cost.</b></p> <p><b>Marketing plans for 2016 – 2017</b></p> <ul style="list-style-type: none"> <li>• Continued focus on school liaison development, to include increased school visits, greater communication and feeder school tours.</li> <li>• Increased focus on news distribution across catchment area and promotion of the College successes and achievements.</li> <li>• Completion and distribution of the film/advert.</li> <li>• Further development of the new College website, to include new video content.</li> <li>• Continued Alumni development and progression with the aim to deliver anniversary activities in 2017.</li> </ul> <p><b>Feedback on website</b></p> <ul style="list-style-type: none"> <li>• Positive feedback received regarding the new website.</li> <li>• 95 online applications received via new website form.</li> <li>• Further development planned for the coming year to include video content.</li> </ul> <p>The Chair thanked RV and team in absentia for all their work.</p>	RV
6.11	<p><b>Update on Governor Training</b></p> <p>The Chair briefly explained the information required for the assessment of the various roles, saying that the Corporation Secretary would be sending out the assessment forms the last week of the academic year w/c 11 July and that these need to be completed and returned to her no later than 5 September 2016. The Chair then explained each of the following:</p> <ol style="list-style-type: none"> <li>1. Chair assessment – the Board will need to complete an assessment of the Chair against her objectives that were set for 2015 - 2016</li> <li>2. Governors self-assessment – governors can identify on this where they think they require more training, areas for improvement and the Chair expressly asked for honesty here so that any needs can be addressed in the next year.</li> <li>3. Board Assessment – comments on this will be in accordance with the strategic objectives</li> </ol> <p><b>Action:</b> <b>Corporation Secretary to send out to all Board members the assessment forms for the following roles:</b></p> <ol style="list-style-type: none"> <li>1. Chair</li> <li>2. Governor</li> <li>3. Board</li> </ol>	Corporation Secretary



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	<p>SJ asked about the committee self-assessment reports that had recently been completed and the Chair confirmed that once all the feedback had been collated the Corporation Secretary will produce a report to give to the Chairs at the Chairs of committees .They will then meet in September to set targets for each committee based on our Vision, Mission, strategic ten year plan and recent committee's feedback .It is hoped this new initiative will help The Board work as one within their separate Committee's and drive forward our critical success factors.</p> <p>The Chair also made the following comments:</p> <ol style="list-style-type: none"> <li>1. ALPs training was outstanding but had been arranged for the next Corporation meeting on 10 October 2016</li> <li>2. Guidance on being the Chair of a meeting – to be arranged.</li> </ol> <p><b>Action:</b> <b>Corporation Secretary to arrange the following training session for the Board members:</b> <b>1. Guidance on Chairing a meeting and ALPs arrangements.</b></p>	Corporation Secretary
6.12	<p><b>Two new committees for approval</b></p> <ol style="list-style-type: none"> <li>1. Reintroduction of Estates Strategy</li> </ol> <p>The Chair explained why the Accommodation Strategy committee was to be resurrected and renamed the Estates Strategy committee. In the last academic year accommodation strategy had been covered off by one governor (LA) in the Accommodation Support Group (ASG) reporting into the Finance committee. This position was no longer viable especially with the possible development of a STEM provision and other possible estates uses. The terms of reference circulated that evening were approved by the Board for the inception of the committee in the next academic year 2016 – 2017 and were exactly the same as the ones for the previous accommodation strategy committee. LA has been asked by the Corporation Secretary to be an associate governor on this committee to provide continuity and she had provisionally accepted. The Chair of this committee would be confirmed at the first meeting Monday 19 September 2016.</p> <p><b>Action:</b> <b>The Board unanimously approved the terms of reference for the Estates Strategy Committee with the Corporation Secretary to make the following change clause (b) of the terms of reference:</b></p> <ol style="list-style-type: none"> <li>1. <b>Under Clause (b) addition in brackets after study "to include a new build of the college and a possible STEM/digital provision".</b></li> </ol> <p>Proposed ..... Mia Tritton                          Seconded....Sam Juthani</p> <ol style="list-style-type: none"> <li>2. Prevent Duty</li> </ol> <p>The term of reference and standing agenda circulated that evening were approved by the Board for the Prevent Duty committee in the next academic year 2016 – 2017. JA was to go onto this committee.</p> <p><b>Action:</b> <b>The Board unanimously approved the terms of reference and standing agenda for the Prevent Duty Committee and JA to be added to the committee</b></p> <p>Proposed ..... Mia Tritton                          Seconded....Sam Juthani</p>	Corporation Secretary
6.13	<p><b>Update on Appeals Process – safeguarding issues</b></p> <p>Simon White had not arrived so this agenda item will be carried forward to the next Corporation meeting in October.</p>	Corporation Secretary
6.14	<p><b>Update on Teaching Appraisals and SFC Teaching Award</b></p> <p>This item was included on the agenda in error and is to be put forward to the next Employment Policy meeting on 13 October 2016.</p>	Corporation Secretary
6.15	<p><b>Update on Health and Safety Report</b></p>	



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	<p>At the last Audit meeting on the 6 June 2016, SF had raised the fact that campus security was a red risk and had asked KS to provide an update at the Corporation meeting 27 June. Please see the report at appendix 6.15. It was therefore disappointing and concerning that the bid that the college had put in for monies to address this problem had been turned down. We will have to pursue this again as it is red risk and hope that the funding body responds. Ultimately the ASG had identified some quick wins with no stakeholder involvement to be implemented this summer. SJ asked if the cost of this was less than £10,000 and from which fund it was coming from. KS confirmed that money would come from general college funds and would be less than £10,000. There followed a lively discussion on external funding and the Chair asked that JA and KS work together when applying for new funding in December 2016 and also for KS to supply the RAG report for the Board at the December Corporation meeting.</p> <p><b>Action:</b> <b>KS to supply RAG report for the Board at the December Corporation meeting on the campus security.</b></p>	KS
6.16	<p><b>Update on Risk Register</b></p> <p>SF explained the revised format for the risk register and its RAG rating. SC said that this new register was far better to read and easier to identify the risks. The register can now treat the majority of risks that the College comes across. SC said that the use of 4 "T's was really useful and he thanked SF for his work on this and said the work was transformational. This is an SLT level document and now allows the audit committee to inform the Corporation of the risks and for the governors to say whether they accept them. Anything red has to be actioned urgently which was why campus security had now been raised to governor level as the Board is ultimately responsible.</p> <p>Simon White apologised for his late arrival at 18.45</p> <p><b>Action:</b> <b>RAG report to be sent to all governors as soon as possible.</b></p> <p>SW said that both he and SF would work together on this. Furthermore the Chair reiterated that each committee must have a self-awareness of risk.</p> <p><b>Action:</b> <b>All Chair of committees to advice of their risks and feedback to Corporation Secretary.</b></p> <p>JA raised to two issues on risk:</p> <ol style="list-style-type: none"> <li>1. Whether to hold a risk workshop – this might be a more dynamic way to explain risk and after much discussion the Chair asked for a workshop to be run by SF who had that skill set, date to be advised.</li> <li>2. Were there any quick wins to mitigate current risks? At the first Estate Strategy meeting, in the new academic year the committee is to summarise as many of the risks and concerns in the College that are NOT RAG rated to ascertain if there are any "quick wins".</li> </ol> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1. <b>SF to run risk workshop in the new academic year for Governors. – date to be arranged.</b></li> <li>2. <b>At the first Estate Strategy meeting in the new academic year, the committee is to summarise as many of the risks and concerns in the College that are NOT RAG rated to ascertain if there are any "quick wins".</b></li> </ol> <p>BR left the meeting at 19.00</p>	KS/SF/SW  <b>Chairs of committees</b>  <b>SF/ Corporation Secretary</b>
6.17	<b>Update on amendment to Social Media Policy</b>	



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	<p>This had been raised at the Risk Management Group and then at the Audit committee. The two new points added to the social media and networking policy were to highlight Prevent. The two points were:</p> <ul style="list-style-type: none"> <li>a) Under 2.6. The College may take action in line with the "Preventing Extremism and Radicalisation Policy" when made aware of any content published or viewed by students promoting extremist actions, views, images or materials</li> <li>b) Under 8.6. The College may monitor, and share details with external agencies when requested, about any individual believed to be viewing or sharing extremist views, actions or images, or materials related to radicalisation</li> </ul> <p>These points basically make the students aware that we <b>can</b> monitor and share their social media and email activity in relation to prevent, and that the college can take disciplinary action if needed under the prevent policies.</p> <p>RH asked about the word "can" in the wording and SC confirmed that this was flagged up to the students.</p>	
6.18	<p><b>Approval of revised Terms of Reference and Standing Agenda items for the following:</b></p> <ul style="list-style-type: none"> <li>(a) Audit;</li> <li>(b) Remuneration;</li> <li>(c) Employment Policy;</li> <li>(d) Finance; and</li> <li>(e) Governance &amp; Search.</li> </ul> <p>The TORs and Standing items for each of the above committees had each been reviewed by their respective committees and recommendations made to more accurately reflect the needs of the College. The Board was asked to approve them. The Chair asked that all terms of reference for all committees included the following:</p> <p>"In carrying out its responsibilities set out below, the committee will have proper regard to health and safety, safeguarding learners/vulnerable adults, Prevent and promoting equality and respecting the diversity of the College community"</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1. <b>The Corporation voted unanimously to approve the revised ToRs and Standing Agenda items for the following committees:</b> <ul style="list-style-type: none"> <li>(a) Audit;</li> <li>(b) Remuneration;</li> <li>(c) Employment Policy;</li> <li>(d) Finance; and</li> <li>(e) Governance &amp; Search.</li> </ul> </li> <li>2. <b>The Corporation Secretary to check and ensure that all committees terms of reference had the following wording included:</b> <p>"In carrying out its responsibilities set out below, the committee will have proper regard to health and safety, safeguarding learners/vulnerable adults, Prevent and promoting equality and respecting the diversity of the College community"</p> </li> </ol>	Corporation Secretary
6.19	<p><b>Personnel Policies for approval:</b></p> <ul style="list-style-type: none"> <li>(i) Maternity, Paternity and Adoptions Policy</li> </ul> <p>This policy was revised in line with current legislation.</p> <ul style="list-style-type: none"> <li>(ii) Pensions Policy</li> </ul> <p>The College administers two pensions and the Pension policy that had been approved by the EPC covered the Local Government Pension Scheme (LGPS) for support staff. The LGPS policy statement is reviewed annually with little change year on year,</p>	



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	<p>Both policies had been approved by the EPC in October 2015.</p> <p><b>Action:</b> <b>The Corporation voted unanimously to approve the revised:</b> (i) Maternity, Paternity and Adoptions Policies; and (ii) LGSP Pensions Policy</p>	
6.20	<p><b>Approval of Premise Hire charges for 2016 - 2017</b> KS had emailed a revised paper on the proposed hire charges for 2016-2017 as the one sent out had not included the hire of the recording studio as agreed at the finance committee meeting 13 June 2016. He confirmed that having checked subsequently with the lettings company that the College's rates were competitive.</p> <p><b>Action:</b> <b>The Corporation voted unanimously to approve the revised premise hire charges for 2016 - 2017</b></p>	
6.21	<b>Confidential items – please see separate minutes</b>	
6.27	<p><b>Items to be taken forward to the next Corporation Meeting</b> 1. Update on Appeals Process – safeguarding issues</p>	<b>Corporation Secretary</b>
6.28	<b>Any Other Business</b> There was no other business	
6.29	<p><b>Thank you to Louise Adams –</b> The Chair thanked Louise Adams in absentia for all her hard work over the past 9 years in particular her work with the Accommodation Strategy Committee and then with all the additional work associated with the Area Review and subsequent paperwork regarding the STEM centre funding application. The Chair said that she was looking forward to seeing her as an associate governor on the new Estates Strategy committee.</p>	
6.30	<p><b>Celebration for 2015-2016,</b> The Chair then thanked the remaining SLT members and the Board for all their work and contributions throughout the academic year and especially for the additional work involved with the Area Review and the recent Ofsted inspection.</p>	
6.31	<p><b>Date and Time of Next Meetings</b> 1. Monday 10 October at 18.00 2. Monday 5 December at 18.00</p>	
6.32	<p><b>Close of Meeting</b> The meeting closed at 21.15</p>	
	<p>MINUTES of the meeting held on <b>27 June 2016</b> were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>.....</p> <p>on .....</p> <p>Proposed .....</p> <p>Seconded .....</p>	