



The Henley College Corporation

**MINUTES of the Meeting of the Corporation Committee
held on Thursday 28 April 2016 at 18.00**

<p>Members present: Jasminder Love (JL) Louise Adams (LA) John Aspinall (JA) Caroline Atkinson (CA) Tony Bellis (TB) Nikki Bulteel (NB) Simon Cuthbert (SC) Stephen Forward (SF) Keith Heron (KH) Sam Juthani (SJ) Mohammed Khaliel (MK) Peter Le Conte (PLC) Mia Tritton (MT) Martin Unsworth (MU) Robyn Vitty (RV) Simon White (SW) Jeni Wood (JW)</p> <p>In attendance: Julian Brinsford (JB) Beryl Richardson (BR) Kulbir Sethi (KS) Jacky Gearey (JG)</p> <p>Apologies: Nikki Bulteel Rick Holroyd (RH) Eva Rickett (ER) Ernestas Gazarian (EG) Norbert Nemcsik (NN)</p>	<p>Chair Independent Member/Vice Chair Independent Member Parent Governor Parent Governor Independent Member Acting Principal Independent Member Independent Member Independent Member Independent Member Independent Member Independent Member Staff Governor Support Staff Governor Independent/Vice Chair Independent Member</p> <p>(Acting Assistant Principal – Curriculum & Quality) (Acting Assistant Principal HR & Student Support) (Director of Finance) Corporation Secretary</p> <p>Independent Member Partner School Head Parent Governor SU President SU Vice President</p>
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Agenda Item	Minutes	Action by
5.1	<p>Opening of meeting The meeting opened at 18.35. The Chair thanked LA, SW, MT and JA for all their work on the THC options paper and TB for his work with the LEPs and then the Corporation Secretary for the work to complete Governor Induction Folders</p>	
5.2	<p>Apologies for Absence Apologies were received from:</p> <ol style="list-style-type: none"> 1. Nikki Bulteel – work commitments 2. Rick Holroyd – parents evening 3. Eva Rickett – ill 	
5.3	<p>Declaration of Interests; Personal interests were declared by the following: Parents: Caroline Atkinson, Tony Bellis, Mohammed Khaliel, and Louise Adams regarding item 5.20.</p>	



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	Simon Cuthbert, Julian Brinsford, Beryl Richardson, Kulbir Sethi, Martin Unsworth and Robyn Vitty and Corporations Secretary for items 5.18, 5.19 and 5.20. No other interests were declared.	
5.4	Minutes of the Meeting of 21 March 2016 Minutes have not been approved by the Chair as yet but will be ready for the next meeting in June. Action: Chair to review and approve minutes for next meeting.	Chair
5.5	Matters Arising from the Minutes (including review of actions) Actions outstanding: The Chair asked for the soft copies of the Ofsted information that was handed out at the workshop on the 18 April to be sent to all Board members. Action: Corporation Secretary to send soft copies of Ofsted information out to all board members P.2 Item 4.6 SC said it should read 342 and not 442 apprentices. He confirmed that currently there were 395 students doing apprenticeships and that should be over 500 towards then end of the year. P.4 Item 4.10 SU Report. It was noted that there had been very little interest in the Student Elections in spite of job descriptions for all roles but there was no full time teacher communicating with students about these roles. It was thought that there might be some miscommunications about the elections so Kathryn Caulfield, Head of Student Services has been asked to look at this. P.5 Item 4.17 Transition group – LA asked that those on the committee remained committed to it and ensure that they could attend all the meetings as this was vitally important.	Corporation Secretary
5.6	IT Vision The Chair explained the background to this item and the need for a strategy fit for the future. There followed a lively discussion about what IT meant and that the College needs to update to 21 st century in technology terms and become more digitally focused, namely use portable and not fixed asset. SJ agreed but asked for caution in regards to finance as a lot of money had already been spent 5 years ago to upgrade the technology. SC said that the College does support the use of portable devices and that improving speed of internet and access is as good as it is in many colleges. KH said an alternative view is that by phasing out computers it could be beneficial by reducing reliance on technology increasing the ability to socialize and creating space. JB said that Gillotts school have asked students to bring in own devices, however SC and JB both said that there may be many students unable to do this and that the College would have to find out how many students would be affected if there was a policy of bringing in own devices. LA suggested an outside agency and SW the use of college students to look at the above. The Chair said that an action timeline was required and therefore a working group needed to be set up to start looking at this. The Chair asked for volunteers who were: CA, SW and MT and all agreed. SW asked for a member of staff and Alan Gaskin the head of IT and a student to be part of this group. CA because of her IT background agreed to pull it together and write ToRs for this group. Action: New IT working group to be set up to include: CA, SW, MT plus a member of staff, Alan Gaskin the head of IT and a student. CA to write ToRs for this group. The College to find out when students come to the College if they have their own device. Then identify need include first years now.	CA JB



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5.7	<p>Stepping down Vice Chair – Louise Adams</p> <p>The Chair explained that as LA was stepping down as governor and Vice Chair at the end of the summer time after a 9 year period, nominations had been requested for her replacement, this would allow for a handover and for the new incumbent to be brought up to speed with the role as co Vice Chair. The Chair and SW asked for a vote of thanks to be recorded for all her hard work over the years with regards to accommodation and the estates. The Chair thanked her personally for her support as Vice Chair.</p> <p>SF had nominated PLC, MT seconded this and was further supported by JW. There were no other nominations.</p> <p>PLC left the room for the board to consider the nomination at 18.50. It was agreed by all that he would make an excellent Vice Chair. The Chair agreed with all the above and added other positive attributes. SW said that PLC has been critical in the marketing department and this was endorsed by RV.</p> <p>Action: The Board unanimously approved the nomination of PLC as Vice Chair of the Corporation</p> <p>PLC re-entered the meeting at 19.05 and the Chair informed PLC of the board's decision and PLC accepted.</p>	
5.8	<p>Approval of Tuition and other fees for 2016/2017</p> <p>KS advised the board that the tuition and other fees for 2016/2017 had been approved by the Finance committee in March and had not been increased from last year. KH asked if would be tactical to reduce adult fees to attract more learners if there was spare capacity at the college and SC said that this could be looked at. KS also said that the college is bringing in a consultant to look at the provision of own transport which could mean that this might make the college more attractive to other learners in the area.</p> <p>Action: The board unanimously agreed to approved the of Tuition and other fees for 2016/2017 as detailed in appendix 5.8</p> <p>Proposed...Sam...Juthani..... Seconded.....Simon White.....</p> <p>Action SC to feedback on reduction of adult fees to attract more learners. KS to feedback on consultant's response to provision of own transport.</p>	SC KS
5.9	<p>Approval of updated Expenses Policy</p> <p>KS explained that the College Expense policy had been revised in line with HMRC guidelines for the tax year beginning 6 April 2015-2016 and that it only applied to employees at the College. This policy had been approved by the Finance Committee in March. The Chair asked about the Area Review and whether the governors had to observe the very restrictive limits specified. KS said that the governors were outside the policy but that they were obliged to declare what expenses they had received on their own tax returns.</p> <p>Action: The board unanimously approved the amendments to the Expenses policy and these are to be added to the College's core policies.</p> <p>Proposed.....Peter Le Conte..... Seconded.....Simon White.....</p>	
5.10	<p>Update on Campus Security</p> <p>LA gave a brief overview of the history regarding policy on campus security. During the academic year 2013/2014 the Accommodation Strategy (AS) committee identified that a security review was required. Concerns related to use of the campuses by members of</p>	



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	<p>public and regular unauthorised pupil access to buildings and in particular D5. Lanyards were introduced in college.</p> <p>In academic year 2014/2015 it was agreed that a report would be produced. The report was presented to AS committee 1 May 20105. It was incomplete and did not contain risk assessments or recommendations. Jayne Davis, the previous Principal understood the concerns and agreed that it would be completed. The report, however is still outstanding and the concern is that the college is exposed if there is an incident. The college had however taken legal advice in respect of signage and effective changes have been implemented and there has also been liaison more recently with the counter terrorism unit.</p> <p>There had just been a meeting on 27 April chaired by SC to move matters forward. Agreed that the Estates team would identify concerns and complete risk assessments of all building and sites within 3 weeks and then move to next stage. Meeting attended by SC, KS, BR, Tristan Arnison Head of Study, Nikki Hounsell from Estates, James McCaffney the Health and Safety Officer, LA and PLC. The solutions are seen to be part operational and part physical changes. Looking at solutions proportional to risk.</p> <p>JA asked if the counter terrorism unit had checked risk assessment and whether they had looked at infrastructure. LA said that infrastructure had not been looked at but they would be asked when next at the college.</p> <p>Action: LA take response back to AS committee and BR to inform NH of this response.</p>	<p>LA/BR</p>
<p>5.11</p>	<p>QSP Item – Discussion for receiving feedback on intervention strategy</p> <p>BR handed out two sheets detailing intervention strategies and was a brief overview of the process involved. It was backed up with a much more in depth document. The first sheet covered a 12 step curriculum intervention strategy and step 8 dealt with examples of these intervention strategies: e.g. team teaching, assessment and mark book checks, attachment to a mentor, external quality review and so forth. BR asked the Board to look at step 8 and went through what some of these strategies meant. Ultimately the senior lead has to look at these strategies and report back to SLT and then QSP committee. BR said that QSP receive quantitative data and that more qualitative information is required and was now being produced. Feedback is at the end of every half term at staff, student and senior levels. SF asked about the curriculum link areas saying that governors were not informed of these strategies and asked if in the future this was going to change. BR said that link governor should be informed but that they were not to be involved, that intervention is continuous and that this was about information being imparted.</p> <p>TB asked about the threshold and performance levels to which SC replied that these were measured by data and he explained in detail what this data was.</p> <p>BR explained about performance levels saying this was covered by Sixth Form Colleges Association.</p> <p>JA asked for a briefing on this complex subject citing his lack of understanding of ALPs scores. The Chair suggested that this would be a good topic for a governors' training/workshop.</p> <p>SJ said that there was a lack of clarity regarding their position as governor in relation to intervention strategy and their strategic role in that process.</p> <p>BR said that governors ensure that the college is accountable for underperformance. The HR department then looks at the competencies. LA asked about the number of students in interventions. KH asked if subject leaders ever question the examining boards. JB confirmed that there were currently 4 requests to change exam boards.</p> <p>Action:</p>	



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	Governors to receive ALPS training to enable all Governors to read strategically the papers presented to them. SC to provide a member of staff to explain the ALPs system. Corporation Secretary to arrange a suitable time next academic year for this training.	SC/Corporation Secretary
5.12	<p>Update on new website and marketing film (film to be viewed on 9th May) SC and RV demonstrated the new website which was more visually appealing and accessible to various digital devices and easier to update. SC thanked RV for all her work on this and apologised for the delay. KH said he did not like the quick flashing subjects on p 13 and that this could cause problems if someone was affected by flashing lights. RV said this would be reviewed. SJ asked who would moderate feedback in the comments section and RV said that functionality is optional and controllable. Three members of staff will be trained to update the site with RV being able to delegate certain tasks to members of staff. The Chair asked to have more diversity on view by Tuesday 3 May. BR explained that this diversity would be depicted as the rainbow tree. The Chair added that the website should also promote the college's success stories. RV confirmed that the website would do this.</p> <p>Action: RV to feedback on these changes at next Corporation meeting,</p>	RV
5.13	<p>Finance Training – POSTPONED UNTIL 9 MAY Presentation on "How to read a set of accounts" for Governors who had identified this as a training need.</p>	
5.14	<p>Feedback on Area Review workshop training by Pauline Odulinski (PO) held on 18 April 2016 The Chair said that PO's feedback (already emailed to the board) was that she felt that the whole THC board was very dynamic and competent. She was impressed how quickly the governors understood the purpose of the workshop fully embracing the exercises and had fed these comments back in writing to both the AOC and Area Review Board. The Chair is concerned to complete the process so The Board has a clear strategy plan and actions. The chair would like this to take place sometime between May – September 2016 and also for a similar workshop to be held with staff and students.</p> <p>Action: The Chair to speak to PO regarding completing the process for our strategic direction and for PO to discuss work with staff and students to ensure a holistic approach to strategy.</p>	Chair
5.15	<p>Any Other business SW asked about the appeal process which had highlighted some safeguarding issues which could be discussed at the next Corporation meeting. The Chair has asked the Appeals Panel members to brief her.</p> <p>Action: All Appeals Panel to provide debrief to the Chair regarding the appeals process that they had gone through on the 13 April 2016</p> <p>SF raised the issue of interaction with student recruitment at the last Stakeholder Engagement committee and asked all governors where possible to attend the following: 1. 25 June between 09.00 –13.00 summer open day 2. 5 July 18.00-20.30, new students evening.</p> <p>Action: Corporation Secretary to send these dates out to all governors.</p> <p>MK asked about the security of the THC pension BR replied that the LGPS was solid. There was no other business.</p>	<p>Appeals Panel</p> <p>Corporation Secretary</p>
5.16	Confidential items – please see separate minutes	

