



## The Henley College Corporation

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### MINUTES of the Meeting of the Finance Committee held on 13<sup>th</sup> June 2016 at 6.30pm

#### Members present

John Aspinall (JAsp)	Committee member
Simon Cuthbert (SCut)	Acting Principal/Ex officio member
Peter Le Conte (PleC)	Committee Vice Chair
Tom Godfrey (TGod)	Committee member
Jasminder Love (JLov)	Chair of Governors/Ex officio member
Sam Juthani (SJut)	Committee Chair

#### In attendance:

Louise Adams (LAda)	Governor & note taker
Kulbir Sethi (KSet)	Director of Finance
Julian Brinsford	Acting Vice-Principal

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Agenda item	Minute	Action by:
3.1 15/16	<b><u>Opening of meeting</u></b> The meeting opened at 18.30. SJut emphasised the importance of this committee as the College moves forward.	
3.2 15/16	<b><u>Apologies for absence</u></b> Apologies for absence were received from Beryl Richardson.	
3.3 15/16	<b><u>Declaration of interests</u></b> No interests were declared. Usual staff interest noted.	
3.4 15/16	<b><u>Confidential Agenda</u></b> Meeting moved to the Confidential Agenda for items 3.4 to 3.12.	
3.13 15/16	<b><u>Review</u></b> (i) <b>Standing agenda Items</b> 'Pay award for current year'. Agreed that due to the potential length of negotiations that this should be included in the Spring Term as well as the Autumn Term.	Clerk
	(ii) <b>Terms of Reference</b> (n) Add 'and Senior SLT'	

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(b) Add 'Income Streams, 10 Year Plan and Critical Success Factors'. (The meeting recognised that the latter would also reviewed by the whole Corporation)

Quorum: a minimum of three was discussed and agreed to be in-line with other committees.

Clerk

**(iii) Committee Self-Assessment**

Completed forms collected in and will be handed to Clerk. SJut and JLov to analyse .

All Committees to feedback at first meeting of 16/17.

JAsp asked to complete the committee self-assessment.

Clerk/SJut/JLov/ JAsp

**3.14 Accommodation Strategy Group Update**

15/16

LAda reported verbally on main matters arising from meeting held earlier that day. These were:

**Security**

KSet

- Significant movement since last report. Information is now collated in an appropriate format and risks are clearly identified. KSet clarified that Schedule for Deanfield to be complete by end of this term and Rotherfield by September.
- It is planned to complete a small number of improvements in the summer holiday. This would demonstrate intention and also give better cost and technical information on-going.
- College need to establish details of the right of way over Empstead Lane. Part of College but used for access to Empstead Works.
- Important to consider planning applications for adjacent sites as soon as College notified. Main concern being access arrangements for sites both during works and on completion. Need to avoid conflict with peak traffic times at College.
- Use and security of carpark raised by the meeting and agreed to consider further.

**BCIF**

- Reported that bid submitted in December 2015 had been unsuccessful. Larger number of institutions now bidding for assistance from same fund.
- Agreed that better preparation required for 2016 bid and this will commence in September.

**Estate Strategy**

KSet

- LAda stressed that the preparation of a full estates strategy was critical for the future. However, this could not be undertaken until there was a 5/10 year plan in place for the curriculum and potential student numbers. It was recognised that this would have to wait until the new Principal was in place.
- In the meantime as much as possible was being done to move matters forward: Condition survey complete; measured survey instructed; initial advice to be taken from

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agents in respect of potential disposals and clarity being sought in respect of various rights of way, leases etc.

**Oxlep Bid**

- At a meeting attended by SCut and JLov with Oxlep the College was encouraged to submit an EOI (Expression of Interest) for assistance with the funding for the STEM centre outlined during the AR process. This may not lead directly to funding on this occasion however it would clearly set out the College's intent and enhance opportunities on-going. The EOI was completed with the assistance of a consultant very rapidly over a three day period and was co-ordinated by LAam. The proposal was for an Advanced Digital and Science Centre and 50% funding support was requested. EOI had been acknowledged.
- LAda explained that due to the short timescale a lot of assumptions had to be made and this information will be collated for future reference.

LAda

**1.15**     **Any other business**  
15/16

There was no other business to discuss.

**1.16**     **Items to Take Forward to Next Corporation Meeting**  
15/16

1. Review of Premises Hire charges
2. Review Standing Agenda Items, Terms of Reference and Committee self-assessment.
3. 3 year Financial Forecast

**1.14**     **Date and Time of Next Meeting**  
15/16

To be agreed

**1.15**     **Meeting closure**  
15/16

The meeting closed at 9.30pm.

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MINUTES of the meeting held on 13<sup>th</sup> June 2016 were agreed and accepted as a true and accurate record and signed by the Chair

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on .....