

The Henley College Corporation

**MINUTES of the Meeting of the Corporation Committee  
held on Monday 26 June 2017 at 18.00**

<p><b>Members Present:</b> <b>Peter le Conte</b> John Aspinall Tony Bellis Nikki Bulteel Catharine Darnton Satwant Deol Stephen Forward Eva Rickett Sarah Rush Mia Tritton Martin Unsworth Robyn Vitty David Welch Simon White Jeni Wood</p> <p><b>By Invitation</b> Julian Brinsford Kathryn Caulfield Simon Cuthbert Beryl Richardson Jacky Gearey</p>	<p><b>Independent Member/Chair</b> Independent Member/Vice Chair Parent Governor Independent Member Partner School Head Principal Independent Member (via Skype) Parent Governor Staff Governor Independent Member Staff Governor Staff Governor Independent Member Independent Member/Vice Chair Independent Member</p> <p>Head of Faculty Humanities &amp; Quality Manager Head of Student Service and Safeguarding Lead Deputy Principal Director of HR &amp; PD Corporation Secretary</p>
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Agenda Item	Minutes	Action by
	<p><b>Opening of meeting</b> The meeting was opened at 18.02 by the Chair. The Chair explained that the order of items on the agenda would change as there were a couple of external presentations and these would take place as and when the visitors arrived.</p>	
5.1	<p><b>Apologies for Absence</b> Apologies were received from: 1. Trevor Watkins – holiday 2. Elanor Vickers-Claesens – ill 3. Craig Snelling – away 4. Kulbir Sethi – prior commitments 5. Mohammed Khaliel - Eid</p>	
5.2	<p><b>Declaration of Interests;</b> There were no other interests declared.</p>	
5.3	<p><b>Minutes of the Meeting of:</b> (i) Corporation meeting of 3 April 2017</p> <p><b>Resolved: The minutes of the meeting held 3 April 2017 were unanimously agreed as a true record and signed by the Chair</b></p>	
5.4	<p><b>Matters Arising from the Minutes (including review of actions)</b></p>	

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	All actions had now been closed off.	
5.5	<p><b>Introduction to the Foundation Trust – Cressex Community School</b></p> <p>David Hood Head teacher at the Cressex Community School in High Wycombe had been invited to the college to give the Board a very brief presentation on the school and the Foundation Trust which the Henley College was a part of. As a mixed cooperative trust (foundation) secondary school it takes children from the age of 11 through to the age of 18. The school has approximately 570 pupils. As a foundation school the governing body has greater freedom in the running of the school than in community schools. It has formed a partnership with Wycombe Abbey an independent all girls' school, which enables pupils from both schools to work together. The school was allocated £31 million of Government funding to completely redevelop the site in 2009.</p> <p>David Hood talked about the provision at the school and highlighted the fact that over 70% of year 11 students come to the college because of the diversity of subjects offered, its inclusivity and a nurturing environment.</p> <p>The Principal thanked both David Hood and Katie Symonds, Chair of Governors for coming and went on to mention the development of the partnership. The board asked questions to further understand the idea of a co-operative trust.</p> <p>The Chair thanked both for coming and for giving an informative talk on the Foundation Trust.</p> <p>Sam Juthani joined the meeting at 18.25</p>	
5.6	<p><b>Resolved: that the Principal's report was received.</b></p> <p>The Principal gave an update on the following:</p> <ul style="list-style-type: none"> <li>(i) Student counselling funding – this was still ongoing, MU had been in contact with Henley Town Council regarding the provision of counselling for £30,000 for over three years and waiting for more information on this. He said that a ""Meet and Greet"" with the councillors and the governing body which would be good to arrange.</li> </ul> <p>Peter Marsh from PM Consulting arrived at 18.45 and the Principal's report was stopped and the board would return to this after his presentation and the vote on the estates strategy was taken.</p>	
5.17	<p><b>Estates Strategy for the future – brought forward to allow Peter Marsh from PM Consulting to leave</b></p> <p>PM went through a brief executive summary to refresh the options that had been offered. The full details of the estates strategy had been analysed in depth at the estates strategy committee meeting and the two subsequent workshops in June. The Chair wanted to reiterate that for phase 2 and 3 of the 2 site options strategy, agreement would be required from the board and that there would have to be adequate funding.</p> <p>The Chair asked the board to approve the following recommendations;</p> <ol style="list-style-type: none"> <li>1. Approval of the preferred option described in the Estates Strategy i.e. the retention of a two-site campus at Deanfield and Rotherfield specifically: <ul style="list-style-type: none"> <li>(a) Make better use of the existing facilities of Deanfield and Rotherfield as described in the Estates Strategy;</li> <li>(b) Begin the process of applying for planning permission with a view to the disposal of assets at D3, the upper Rotherfield site; and the Rotherfield playing fields;</li> <li>(c) Produce a detailed plan in three phases for the developments described in the Estates Strategy; and</li> <li>(d) Agreement to the disposal of assets and the implementation of works described in the Estates Strategy will be subject to approval by the Corporation.</li> </ul> <p>The board was asked to vote on the above recommendations.</p> <p><b>Resolved; the board unanimously approved the recommendations (a-d) above.</b></p> </li> <li>2. Approval of the following in order to support the implementation of the Estates strategy;</li> </ol>	

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	<p>(a) Establish a Capital Working Group to be chaired by the Principal in order to provide leadership and management of the planning and implementation of the approved Estates Strategy; the Principal will report directly to the Finance and Resources Committee on progress against targets and expenditure against budget;</p> <p>(b) An initial budget of £200,000 funded from the restricted reserve for expenditure by the Capital working Group to begin the implementation of the Estates Strategy</p> <p>(c) The appointment of external support necessary for the implementation of the approved Estates Strategy, whose appointment will be approved by the Principal and Chair of the Corporation.</p> <p><b>Resolved; the board unanimously approved the recommendations (a-c) above.</b></p> <p>The Chair pointed out that this will attract a lot of attention in the local community and that the college must be open and transparent but that confidentiality in this area was an absolute. If anyone is approached they are to be directed to the Principal's office.</p> <p>The Chair asked for the following thanks to be recorded:</p> <ol style="list-style-type: none"> <li>1. Peter Marsh and his team for an extraordinary job of work;</li> <li>2. The governors, staff and students who have all been so positive in taking this forward.</li> </ol>	
5.6	<p><b>Principal's Report</b></p> <p>The Principal resumed her report with a presentation from IT on financial controls.</p> <p>(i) Knowing our income and controlling our costs presentation – Alan Gaskin (AG), the IT and Systems Manager presented an IT solutions management information system to allow financial information to be more readily accessible. The board was very impressed with the presentation and its end result. The Chair thanked AG for all his hard work on this project as it was not invaluable.</p> <p>(ii) Benchmarking Report – Tribal – to be covered at a later meeting</p> <p>(iii) Strategic Risk Register – to be discussed at a later meeting</p>	
5.7	<p><b>Student Governors Report</b></p> <p>Both governors had been requested to provide a report but none had been received and the Corp Secretary had subsequently received apologies for their absence.</p>	
5.8	<p><b>Approval of the following:</b></p> <p>All documents/reports had been received and reviewed by the Board who were now asked to approve the following:</p> <p>(i) Minutes of Remote decision dated 28 April 2017 re staff pay award <b>Resolved: The board unanimously approved the minutes of the Remote decision dated 28 April 2017 re the revised staff pay award.</b></p> <p>(ii) Corporation Calendar of Meetings The Chair asked about the governors Away day and the Corporation Secretary said she was still trying to finalise a Date possibly in October. <b>Resolved: The board unanimously approved the schedule of the Corporation Calendar of Meetings for 2017-2018</b></p> <p>(iii) Senior Post Holders personnel policies: <b>Resolved: the following four Senior Post Holders personnel policies detailed below were received and approved by the Board:</b></p> <ol style="list-style-type: none"> <li>(a) Dismissal</li> <li>(b) Disciplinary</li> <li>(c) Grievance against</li> <li>(d) Grievance</li> </ol> <p>(iv) Committee Standing Agenda items &amp; Terms of Reference <b>Resolved: the Terms of Reference and Standing agenda items for the following committees were received and unanimously approved by the Board:</b></p>	

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	<p>(a) Audit (b) Finance &amp; Resources (c) Governance &amp; Search</p> <p>(v) Financial forecast for three years – this was moved to the Confidential agenda (vi) Premise Hire charges <b>Resolved: the Premise Hire charges report was received and unanimously approved by the Board</b></p> <p>(vii) Expenses Policy <b>Resolved: the Expenses Policy report was received and unanimously approved by the Board</b></p> <p>(viii) Governor Job Description The board asked that under “Desirable Skills” that “Education and learning skills” be added as this was very pertinent to the organisation. <b>Resolved: the Governor Job Description was received and unanimously approved by the Board subject to the inclusion of the amendment proposed above.</b></p>	
5.9	<p><b>Reports/Minutes from the following committees were read and received:</b></p> <p><b>(i) Audit</b> The Board received the minutes of the meeting of the Audit committee held on 12 June 2017. A question was asked if item 3.10 action had been closed off and it was confirmed that Nikki Hounsell, the Property and Estates Manager had dealt with this.</p> <p><b>(ii) Finance &amp; Resources</b> The Board received the minutes of the meeting of the Finance &amp; Resources committee held on 12 June 2017</p> <p><b>(iii) Governance &amp; Search</b> The Board received the minutes of the meeting of the Governance &amp; Search committee held on 19 June 2017</p>	
5.10	<p><b>Safeguarding and Prevent Update</b> 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. Child and adolescent mental health services (CAMHS) are coming into review all processes – SU paying for counselling again this year. <b>Resolved:</b> that the Safeguarding and Prevent Update had been received by the Board.</p>	
5.11	<p><b>Review letter from ESFA on good financial governance</b> With effect from April 2017, the EFA and SFA merged to form a single body, the Education and Skills Funding Agency (ESFA). The Chief Executive of the ESFA wrote to colleges on 13 April 2017 in which he re-iterated the importance of strong financial management and governance and to share some of the findings from their recent assurance work. This work highlighted that robust and accurate profiling of both long and short-term debt is key to institutions ability to deliver a sustainable offer to their students and achieve the best value for money. Key messages were: 1. Put strong governance in place to hold the college leadership team and Principal to account. 2. Provide clarity of direction 3. Use high quality self-assessment and appropriate indent challenge to test the college's position.</p>	
5.12	<p><b>Governor Training – Governance</b> This item will be covered at the next meeting in October due to lack of time.</p>	
5.13	<p><b>Any Other Business</b></p>	



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	<p>The Chair thanked Tony Bellis as a parent governor for all his contributions over the past two years as a parent governor. Eva Rickett, the other parent governor was staying on until December 2017 as she was responsible for EDI.</p> <p>The Chair then presented Beryl Richardson, as the departing Director of HR and Professional Development with a gift from the governors, thanking her for all her hard work and support over the 34 years that she had been at the college and that she would be sorely missed by all.</p>	
5.14	<p><b>Items to be taken forward to next Corporation meeting:</b></p> <p>1. Governance training</p>	Corp Sec
	<b>The meeting then went to the confidential agenda at 20.00</b>	
5.19	<p><b>Date and Time of Next Meetings</b></p> <p>1. Monday 16 October 2017 at 18.00</p> <p>2. Monday 4 December 2017 at 18.00</p>	
	<p><b>Close of Meeting</b></p> <p>The meeting closed at 21.29</p>	
	<p>MINUTES of the meeting held on 26 June <b>2017</b> were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>..... on .....</p>	