



The Henley College Corporation

MINUTES of the Meeting of the Finance & Resources Committee held on Monday 12 June 2017 at 18.30

<p>Members present: Sam Juthani (SJ) John Aspinall (JA) Satwant Deol (SD) Mia Tritton Martin Unsworth</p> <p>In attendance: Beryl Richardson Kulbir Sethi Jacky Gearey</p>	<p>Chair Independent Member Principal/Ex Officio Member Independent Member Staff governor</p> <p>Director of HR & PD Director of Finance Corporation Secretary</p>	
Agenda Item	Minutes	Action by
3.1	<p>Opening of meeting The meeting was opened at 18.00.</p>	
3.2	<p>Apologies for Absence Apologies were received from:</p> <ol style="list-style-type: none"> 1. Peter le Conte - funeral 2. Tom Godfrey - business commitments 	
3.3	<p>Declaration of Interests No interests were declared. Staff</p>	
3.4	<p>Minutes of the Meeting of 21 November 2016 Resolved: the Committee agreed that the minutes were an accurate record of the meeting of 27 March 2017 and the minutes were signed by the Chair.</p>	
3.5	<p>Matters Arising from the Minutes (including review of actions) All matters had been actioned and there were no matters arising.</p>	
3.6	<p>HR Policy updates – in light of post and title changes within the college The Director of HR & PD currently maintains a list of 52 Personnel Policies/Procedures/Schemes that have been approved for use at the College. With the impending changes in the HR department, all references to Director of HR & PD will have to be amended within these policies and put in place by 1 September 2017.</p> <p>Additional to these policies the Corporation is responsible to annually review and approve four personnel policies for senior post holders.</p> <ol style="list-style-type: none"> 1. Disciplinary Procedure for Senior Post Holders 2. Dismissal Policy for Senior Post Holders 3. Grievance against Senior Post Holders 4. Grievance procedure for Senior Post Holders <p>The process is for this committee to review and recommend for approval prior to the Remuneration committee reviewing them and then finally going before the Corporation for final approval. The Director of HR confirmed that these policies followed the AoC models. All policies were approved subject to any amendments required because of the HR post and title changes.</p> <p>Resolved: The SPH personnel policies were reviewed and recommended for approval to the Remuneration committee such to any references to HR post and tile changes that will have to be made.</p>	
3.7	<p>Review of Expenses Policy</p>	



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	<p>The expenses policy had a minor textual change from the current version "by a detailed breakdown of the items on the receipt" was put forward for approval. The committee said that under Travel on College Business the wording in the penultimate point is to read: Normal home to college travel "must" always be deducted from travel claims – removing the word "should".</p> <p>Resolved: The revised expenses policy subject to the additional above amendment was received and approved by the committee to go forward to the Corporation for final approval</p>	
3.8	<p>Review of Premises Hire charges</p> <p>The DoF presented the revised premise hire charges policy which detailed the rates that are being levied by the lettings company, School Space. The committee felt that some of the charges seemed disproportionate and needed to be challenged. DoF to check and to advise if different.</p> <p>Resolved: the revised Premises Hire charges were approved subject to DoF confirming if any amendments required</p>	
3.9	<p>Review of:</p> <p>(i) Terms of Reference (ToRs) The Corporation Secretary explained that due to the recent changes to the committee, the revised ToRs now included employment policy issues. The DoFHR said that staff training and development would be best put on the Quality and Standards Tors.</p> <p>Resolved: the revised ToRs were approved to go forward to the Corporation meeting subject to the amendment above.</p> <p>(ii) Standing Agenda items The Corporation Secretary explained that again due to the recent changes to the committee, the revised standing agenda items now included employment policy items.</p> <p>Resolved: the revised Standing Agenda items were approved to go forward to the Corporation meeting.</p> <p>(iii) Committee self-assessment – the Chair asked all committee members to complete the assessment and send to the Corporation Secretary</p> <p>Resolved: all committee members to complete SAR and sent to Corp Secretary at the earliest opportunity.</p>	<p>Corp Secretary</p> <p>Corp Secretary</p> <p>All committee members</p>
	Confidential Agenda items 3.10 – 3.18	
3.19	Any Other Business	
3.19	<p>Items to Take Forward to Next Corporation Meeting</p> <ul style="list-style-type: none"> • Expenses Policy amendment for approval • Premises Hire charges for approval • Terms of Reference for approval • Standing Agenda Items for approval • Financial forecast for the next 3 years • Income and Expenditure report • Cash flow forecasts 	Corp Secretary
2.14	<p>Date and Time of Next Meeting The next scheduled meeting is Monday 20 November 2017 at 18.30</p>	
	<p>Meeting Closure The meeting closed at 20.15</p>	
	MINUTES of the meeting held on Monday 12 June 2017 were agreed and accepted as a true and accurate record and signed by the Chair	



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