

The Henley College Corporation

**MINUTES of the Meeting of the Corporation Board
held on Monday 29 January 2018 at 18.00**

<p>BOARD: Peter le Conte Gavin Brooks Catharine Darnton Satwant Deol Stephen Forward Mohammed Khaliel Alison Miller Eva Rickett Trevor Watkins David Welch Simon White</p> <p>STUDENT: Ana Vujosevic</p>	<p>Chair Independent Member Partner School Head Principal Independent Member Independent Member Parent Governor Independent Member Independent Member Independent Member/Vice Chair</p> <p>Student Leadership member</p>	<p>STAFF: Sarah Rush Support Staff Martin Unsworth Teaching Staff Robyn Vitty Support Staff</p> <p>CLERK: Jacky Gearey</p> <p>SLT BY INVITATION: Tristan Arnison Head of Faculty Julian Brinsford Head of Faculty & Quality Manager Simon Cuthbert Deputy Principal Eva Dixon Interim Director of Finance Matt McMillan Head of Faculty Mala Rajput Director of Business Development</p>	
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Agenda Item	Minutes	Action by
3.1	<p>Opening of Meeting and Welcome The Chair welcomed Alison Miller, one of the new parent governors to her first meeting and asked the Board to introduce themselves.</p> <p>Before going on to the main agenda items, the Chair asked that the following be minuted for clarification and to ensure that there was no malfeasance:</p> <p>The Chair had heard from a number of sources that some College staff had thought that he and Nicola Phipps from the College's marketing department were in business. The Chair explained that one of his clients is a medical company specialising in oncology and that he was asked by them to help find a company which could make a film about cancers for their website. It was agreed that he should invite tender responses for this piece of work, the client agreeing to pay him a fee for the time spent undertaking this search.</p> <p>Various candidates responded and these were passed onto the client for their review and decision. The company chosen was Plus3 Productions, a longstanding independent production company specialising in corporate videos with a medical emphasis owned by Nicola Phipps, training materials and broadcast documentary programme making. There was and is no connection between the Chair and Plus3 Productions and there was no financial gain from the implementation of this project.</p>	
3.2	<p>Apologies for Absence Apologies had been received by:</p> <ol style="list-style-type: none"> 1. Jon Burghart - out of country - work 2. Carole Wright – out of country – work 3. Sophie Lucas – work 4. Athanasios Metaxas – work 5. Jeni Wood 	
3.3	<p>Declaration of Interests There were no declarations of interests.</p>	
3.4	<p>Minutes of Previous Meeting (i) Corporation meeting of 4 December 2017</p>	

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	<p>Resolved: the Committee agreed that the minutes were an accurate record of the meeting of 4 December 2017 and the minutes were signed by the Chair.</p>	
3.5	<p>Matters Arising from the Minutes There were no matters arising</p>	
3.6	<p>Principal's Report The Principal gave an update on the following:</p> <ol style="list-style-type: none"> 1. The Christmas production which had received fabulous reviews in the local newspaper. 2. Favourable Newspaper articles regarding the College planning for the future – a print out of the article was given out to the Board 3. An update on the College's media exposure which is ever increasing 4. Bulk interview day – which was a tremendous success. 5. ESFA visit on the 11 January 2018. 6. Charity collections – the nominated charity is "Shelterbox". 7. Alumni – Carly Newman (mental health); Craig Johnston (Master Chef professional winner); Robert Patterson (shortlisted for the Inventor Prize — smart gum shield for rugby); Alec Hepburn named in England squad to face Italy in Six Nations opening match. The board asked about what was being planned for the Alumni 30th year event – information to be provided at a later date. 8. Organizational change which was underway 9. Mock Exams <p>Resolved: that the Principal's report was received by the Board.</p> <p>Simon White and Tristan Arnison both arrived at 18.30.</p>	
3.7	<p>Student Governors' Report The Student Governor gave a brief report on events that had occurred during this spring term so far including the College students acting as official town photographers when the President of the SU was attending alongside the Mayor. It is hoped to continue to building a strong relationship with the town council by increasing the College's environmental friendliness. The student council is arranging an end of year fundraising event for Shelter-box. Also to note that the student governing body will be voted into place within the next two months.</p> <p>Principal and Head of Student Services both said that the Student Union and Leadership Council were working well</p> <p>Resolved: that Student Governors' report was received by the Board.</p>	
3.8	<p>Approval of following HR policies:</p> <p>(i) LGPS Discretionary Policy LGPS scheme employers are required to formulate, publish and keep under review their policy statement in relation to the exercise of some of the discretions under the LGPS. The HR Adviser had confirmed at the recent Finance & Resources committee meeting that the existing policy was fit for purpose.</p> <p>Resolved: that the Board approve the LGPS Discretionary Policy as presented</p> <p>(ii) Redundancy Policy The Board was advised that this policy had been reviewed and updated at the last Finance & Resources committee meeting to include information on the re-employment of staff who have been made redundant in line with specific terms. The policy was presented to the Board for approval.</p> <p>Resolved: that the Board approve the Redundancy Policy as presented.</p> <p>Catharine Darnton arrived at 18.50.</p>	

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3.9	<p>Safeguarding & Prevent Update</p> <p>The Head of Student Services and the Senior Safeguarding Lead provided an update on safeguarding followed by Prevent for the period December 2017 – January 2018.</p> <p>The majority of the referrals Student Services receive are low mood/self-harming and anxiety. There has been one further case of suicidal ideation so Student Services is now dealing with 12 students with a suicidal risk.</p> <p>There have been 4 further significant behavioural issues; 2 in December and 2 in January. The Head of Student Services and the Heads of Faculty are dealing with these. Extra security is now in place, students involved have left the College or have been put on a disciplinary and there is a strong liaison between the College and the police.</p> <p>There had been four significant safeguarding issues three of which had been resolved and one is on-going. There were no Prevent issues at this time. The report was received by the Board.</p> <p>Asked about the listening service the Head of Student Services confirmed that there will be no funding for this service for 2018-2019, however alternative sources of funding are being sought. The Board said that there are pockets of money available for the care of mental and vulnerable students. Head of Student Services to speak to the specialist governor.</p> <p>Resolved: that the Safeguarding and Prevent Update had been received by the Board. Head of Student Services to speak to specialist governor</p> <p>After the receipt of this report the Chair asked that a vote of thanks be recorded for the head of Student Services and her team who do such a tremendous amount of work under extremely difficult and trying circumstance, the Board appreciated that this was a very difficult area to work in.</p> <p>Ana Vujosevic left at 19.00.</p>	
3.10	<p>Curriculum Self-Assessment Reports</p> <p>The Deputy Principal first explained the geographical catchment area of the students attending the College. The recruiting pattern had changed with more students coming from the south and east of Henley (Bucks and northern part of Reading) and Berkshire. The Board did point out that the Partner schools see the College as their sixth from provision which is an anomaly within south east Oxfordshire.</p> <p>The Board asked about the split between academic and vocational which the Principal confirmed was now 50:50. The Principal said that the College was positioning itself regarding vocational education because there is more money for T levels, however it had to be mindful that the government's direction was constantly changing. The SLT emphasised that vocational studies is now very academic in its content and that it is parents' perception that this is not the case. The Principal again emphasised that academic excellence is at the centre of the College whether the students go through the academic or vocational routes.</p> <p>The Board questioned the retention figures. The Deputy Principal confirmed that girls do better and stay at the College whilst there were more boys who left due to behavioural issues.</p> <p>The Deputy Principal then went through:</p> <ul style="list-style-type: none"> • A summary review of the main strengths and areas for improvement across the 16 full time programme Areas, the curriculum aspects of Henley Training and Student Services. • A draft Self-Assessment for 2016/17 which corresponds to the OFSTED Handbook and which will be uploaded to the OFSTED portal later this year. 	

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Process:

It was explained that each programme lead and/or section head writes their own full self-assessment and all of these are visible to senior managers electronically and available to Governors on request. All of the Programme leaders have been interviewed by a quality panel (consisting of Deputy Principal, Head of Quality, relevant Head of Faculty or Director) on their self-assessment and are in the process of reviewing and updating their action plans. Governors were in attendance at several of these meetings.

Summary of main points

Overall, the College has increased its full time provision while at the same time achieving higher value added (progress) scores across A level and vocational courses and improved achievement (formerly success) rates. Intervention by senior managers in subjects such as Psychology paid dividends and across the College there is much better tracking of student performance. However, retention particularly in the expanded first year vocational courses dropped in 2016/17. The improvement in success rates came from improved examination performance and even better success in the second year 'Extended Diploma' courses.

There was much better student engagement particularly through the excellent student leadership group, faster and more secure approval of examination access requirements and effective tracking of vulnerable and safeguarded students. Although students individually value the help that their tutors provide, students do not see the one-hour tutor session as effective, often saying they prefer direct support in the form of workshop provision.

In relation to individual Programme Areas, there are some very high performers, e.g. Mathematics, Art and Engineering and there was significant improvement in the main Humanities areas but most programme areas still have at least one subject or course which underperformed last year. In some cases this may have been caused by the change to linear A levels e.g. Biology or changes to the reintroduction of examinations to some vocational courses e.g. in Performing Arts. Managing to recruit high quality agency staffing was also a significant problem in some areas, e.g., in Vocational Business.

Performance on apprenticeships continued to be significantly above sector benchmarks although the withdrawal of subcontracting means that the College educated fewer apprenticeships in 2016/17 compared with 2015/16.

The Deputy Principal said that some of the biggest increases in subjects had been due to making staff aware that value added scores can be moved by encouraging students to improve e.g. Psychology, Photography. It was observed that detailed analysis is required to identify from the data what has gone wrong with certain subjects like Biology.

Draft Self-Assessment Report

Enrolments in 2016/17 increased significantly, compared to the previous year and were similar to the College intakes for 13/14 (14/15 and 15/16 saw a decrease in enrolments). There was a further increase in total enrolments in 2017/18 driven by a larger year one progressing to year 2.

- The total number of vocational students at level 2 and 3 is now larger than the number of A level students for the first time
- We have significantly more level 2 students this year with greater pastoral needs
- 2016/17 saw a dip in retention in first year vocational courses which affected the total number of vocational students progressing to year 2

The College is aiming to recruit an additional 30 students by November in 2018/19. Although this is a relatively modest growth, it will nevertheless be challenging due to:

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	<ul style="list-style-type: none"> Increasing competition from new entrants into the Sector e.g. Free Schools and especially the Reading and Didcot UTC. A continuing flat demographic. A higher proportion of the year one students who are on level 2 one year courses. Smaller numbers from the traditional four partner schools, the College now recruits more from Cressex than Chiltern Edge or Icknield. <p>Resolved: that the SAR Report had been received by the Board.</p>	
3.11	<p>Stakeholder Surveys The Quality Manager went through the information from the surveys. Some of the details of which are below for 2016-2017.</p> <p>(1) How's it going? Autumn 2016 506 students responded to the questionnaire; 294 in year 1, and 212 in year 2 The question with the highest average was: I feel safe at College. The question with the lowest average was: My lessons starting promptly – start times have been changed accordingly.</p> <p>(2) Parental Survey June 2017 234 Parents responded and increase on last year. The question with the highest response was: My son/daughter/ward feels safe at College. The question with the lowest response was: Feedback on assignments helps my son/daughter/ward improve</p> <p>(3) Student Cross College survey 2016 – 2017 632 students responded to this questionnaire, compared to 843 the previous year. The question with the highest response was: I feel safe at College. The question with the lowest response was: Meetings with my personal tutor support me at College.</p> <p>(4) Student Evaluation Questionnaire – end of academic year 2016-2017 There were 1528 subject and course responses this year compared to 2752 last year. The highest response was: Classrooms and teaching areas provide a good learning environment. The lowest response was: My course/subject is well planned and organised – reasons for this were predominately due the provision of supply teachers when the usual teacher was unwell.</p> <p>The Board queried the level of responses which was down from last year and asked again about the use of SMART phones. The Quality Manager said that there were issues with access to this on the phones and that IT was still investigating this.</p> <p>Resolved: that the Stakeholder Surveys had been received by the Board.</p>	
3.12	<p>Any Other Business</p> <p>(i) The Governance & Search committee had just taken place at which time it had been approved for Simon White to be put forward for re-election as an Independent member as his current term of office expired in March 2018. The Board unanimously agreed.</p> <p>Resolved: it was agreed that Simon White should serve a second term of office as an Independent member commencing 27 March 2018.</p> <p>(ii) Governance Strategic Risk Register; Further to the last Corporation meeting it was decided that the Corporation would review and update its strategic risks covering the following: campus security; accommodation plan; organisation and business developments; financial viability and staff relations in particular looking at their impact and the likelihood of these risks occurring. It was suggested that this register be reviewed at the end of each Corporation meeting. It was agreed that this register would be reviewed at the end of each meeting and the subject areas could change.</p>	

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	<p>Resolved: that the Corporation Strategic Risk Register was received by the Board.</p> <p>The Principal showed an article from the Henley Standard which was very positive in relations to the College and in addition mentioned what a positive impact the new Digital Technology Event that had taken place recently had had.</p> <p>The Interim Director of Finance informed the Board that as a result of the adult education budget being adjusted downwards due to reduce funding, a new subcontractor needed to be added to the subcontracting list. This had been approved by the fiancé & Resources committee in the January meeting.</p> <p>The Principal, all Staff and Parent Governors and members of the SLT then left the meeting at 20.15.</p>	
	<p>Confidential Agenda items The meeting went onto the confidential agenda at 20.20.</p>	
3.16	<p>Items to be taken forward to next Corporation meeting:</p>	
3.17	<p>Dates and Times of Next Meetings: i. Wednesday 21 March 2018 at 18.00 ii. Wednesday 20 June 2018 at 18.00</p>	
3.18	<p>Close of Meeting The meeting closed at</p>	
	<p>MINUTES of the meeting held on 29 January 2018 were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>..... on</p>	