

The Henley College Corporation

**MINUTES of the Meeting of the Corporation Board
held on Thursday 11 October 2018 at 18.00**

<p>BOARD PRESENT: Gavin Brooks Satwant Deol Stephen Forward Trevor Watkins David Welch Jeni Wood</p> <p>STUDENT GOVERNORS Grace Noble Natalia Demarchuk</p>	<p>Independent Principal Independent Independent / Acting Chair Independent Independent</p> <p>SU President SU Vice President</p>	<p>STAFF: Martin Unsworth Teaching Staff</p> <p>CLERK: Jacky Gearey</p> <p>SLT BY INVITATION: Julian Brinsford Head of Faculty & Quality Manager Kathryn Caulfield head of Student Services Eva Dixon Interim Director of Finance Caroline Gilmartin Head of HR</p>
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Agenda Item	Minutes	Action by
1.1	<p>Opening of Meeting and Welcome The meeting was opened at 18.03 by Trevor Watkins the Acting Chair. The Board had already been informed in September of the resignation of Peter le Conte due to health reasons. Election of a new Chair would be covered under item 1.3. The Acting Chair first welcomed Caroline Gilmartin the new Head of HR to her first meeting and then asked that a special vote of thanks be recorded regarding Peter le Conte's work and support of the College over the past 5 years during his varying tenures as an independent, Vice Chair and latterly Chair of the Corporation.</p>	
1.2	<p>Apologies for Absence Apologies had been received from:</p> <ol style="list-style-type: none"> 1. Eva Rickett – holiday 2. Simon White - resigned 3. Mohammed Khaliel – prior commitments 4. Catharine Darnton – sick leave 5. Carole Wright – out of country 	
1.3	<p>Election of Chair The Clerk advised the Board that there had been one nomination – Trevor Watkins. There being no other nominations the Board unanimously confirmed Trevor Watkins as the new Chair of the Corporation.</p>	
1.4	<p>Declaration of Interests There were no declarations of interests.</p>	
1.5	<p>Minutes of Previous Meeting (i) Corporation meeting of 20 June 2018 Resolved: the Board agreed that the minutes were an accurate record of the meeting of 20 June 2018 and the minutes were signed by the Chair.</p>	
1.6	<p>Matters Arising from the Minutes There were no matters arising.</p>	
1.7	<p>Principal's Report The Principal gave her report drawing attention to the following:</p> <ul style="list-style-type: none"> • Enrolment figures could not yet be finalised as there were still a number of late applicants and the census date is 6 weeks after the start of term, however currently the numbers were down by 150 which will have a serious detrimental impact on the College's finances. It had been anticipated that the College would have 1902 students. For this year however the 	

The Henley College Corporation

	<p>demographic dip and the adverse local press coverage regarding staff redundancies and the repeated coverage of the student car accident had had an impact on the enrolment figures.</p> <ul style="list-style-type: none"> • The summer works programme including the refurbishment to the Engineering Department, Pathways, the main reception area in Deanfield and various student areas including those in D5 had been completed and the changes favourably received by the students. Student governor confirmed that the STEM aspect was very good. • The College's organisational change had gone according to plan and budget. New tutorial system has been really well received and the student governors confirmed this. The Head of Student Services then explained the role of the new professional tutors to the Board, they were more engaging and brought a variety of experience as many came from different sectors. • Various managerial posts including HR and Admissions had now been filled. • Several external stakeholders including the new Mayor had visited the College. The latter had been impressed by the enthusiasm of the students and the professionalism of the staff. • Destination report is not yet finalised. • New charity name was "Bright Futures at the Henley College". <p>Resolved: that the Principal's report was received by the Board.</p>	
1.8	<p>Student Governors' Report The student governors went through their report highlighting the following:</p> <ul style="list-style-type: none"> • Sale of NUS cards, which contributed £11,000 to the funding of the College's Listening Service this year. The Head of Student Services wanted thanks to be recorded for doing this the Student • Union (SU) was involved in welcoming the new first year students on the 11th September involving directing students to their new classrooms, showing them the layout of both campuses and working on a 'Help Stall' where students could go to with their queries. • SU members are now Welfare Officers as seen by the pink lanyards, responsible for the well-being of any Henley College student who seems to be finding it hard to adjust to College life. • Taken up residence in an official Student Union Office which is based up at Rotherfield for the use of weekly meetings and organising events such as Open Evenings, decisions on Leaver's Hoodies and setting up a Post-A Level 'Summer Event' committee. • Request for water fountains – being investigated by Estates Manager • Both the SU President and VP have taken part in a student governor training day at Queen Mary's College, Basingstoke, which will enable them to grasp a better understanding of the responsibilities regarding what it means to be a member of our governing body at College. • Installing Henley College principles • A question was raised regarding the change in library timings, which had been reduced. The Head of Student Services (HSS) explained that this had happened due to lack of use and staffing cuts. However, the issue of the late night opening could be changed and the open hours varied during exam periods. HSS said she would look at this. <p>Resolved:</p> <p>(i) that Student Governors' report was received by the Board.</p> <p>(ii) HSS to look at the opening times of the library in particular the change of day of the late night.</p>	HSS
1.9	<p>Safeguarding, Prevent and PDBW Report The Head of Student Services went through her report highlighting the following:</p> <ul style="list-style-type: none"> • The College operates a procedure whereby students are identified as VU (vulnerable) these are students with low-level mental health or anxiety issues, transgender, significant issues at home including bereavement; SG (significant) are young carers, LAC (looked after child) students, child protection; AR (At Risk) are those students at considerable risk and students who persistently present issues. To date there are 160 students with a badge including 13 with SG, 6 AR and 8 LAC. This is the most the College has had in a number of years. 	

The Henley College Corporation

	<ul style="list-style-type: none"> • There have been approximately 100 safeguarding referrals/walk-ins to student services in the first 1 month. The majority of the referrals have been around anxiety, particularly with regard to settling in, with a further 3 disclosures of significant suicidal risk students. • PDBW - Three incidents of behaviour issues in town. New campaign in place this year "Henley College Community" to raise expectations. This includes behaviour contracts signed by all students and "bringing College into disrepute" into disciplinary. • A Student Welfare Team has been set up ready for September 2018. • The Student Union will fund the Listening Service at £11,000 but this is the final year as there are no further funds available. The Head of Student Services emphasised that without this service, support for the students will be significantly less and will have an impact next year and is a major concern. • The Board asked for their thanks and gratitude to the Student Union to be recorded for funding this service over the past few years. • The introduction of the behavioural contract has been well received and focuses the students on what is acceptable behaviour. • All future Safeguarding and Prevent training for all staff and governors will be online, this is a contractual requirement to undertake this training. <p>There have been no PREVENT issues this term.</p> <p>The Board wanted to record that the safeguarding team were doing an excellent job and asked if things were levelling out – HSS said there was an uplift in self harming and an increase in SEN students and that there was a direct correlation. The Board suggested an application to Henley Education Charity for a grant for the listening service, the Principal confirmed that the College had already applied but that the contribution had been reduced by half. The Principal said that a further application would be made.</p> <p>Resolved:</p> <p>(i) that the Safeguarding, Prevent and PDBW Report was received by the Board. (ii) Director of Finance to make a further application for funding to the Henley Education Charity for a contribution towards the Listening Service for students</p>	Director of Finance
1.10	<p>Election of:</p> <p>(i) Simon White had informed the Clerk that due to his increased work commitments abroad and poor attendance over the last academic year he would be stepping down both as Vice Chair of the Corporation and as an independent Board member. The Clerk had asked for nominations for this role and there had been one. Mohammed Khaliel was unanimously confirmed as the new Vice Chair of the Corporation.</p> <p>(ii) Additional notifications: Three governors' terms of office were due to expire shortly and they had expressed their desire to remain for an additional term. The Board unanimously confirmed the motion for Mohammed Khaliel, Jeni wood and Robyn Vitty to serve an additional term</p> <p>(a) The specialist governors for the following areas were: Catharine Darnton – Safeguarding David Welch – Health & Safety GDPR – Mohammed Khaliel</p> <p>(b) Trevor Watkins had been elected as Chair of the Governance & Search committee.</p>	
1.11	<p>Reports/Minutes from the following committees were read and received: The following minutes of the Board sub committees were presented for information.</p> <p>(i) Minutes of Finance & Resources 20 June 2018 (ii) Management accounts for May and June 2018</p>	

The Henley College Corporation

	<p>(iii) Audit Extraordinary meeting 19 Sept 2018 – the Chair of Audit highlighted the key issues:</p> <p>(a) the appointment of the internal and external auditors;</p> <p>(b) the internal audit programme for this academic year is: curriculum planning in December reporting in January 2019; financial control report in February and report in March 2019; and learner number systems in May 2019.</p> <p>The Chair of Audit said that the College was in a better place this year with these internal audits in place.</p> <p>(iv) Annual Report of College Ombudsman – no issues raised</p> <p>(v) ESFA Funding Assurance Review Report from the Audit meeting.</p> <p>Resolved: the minutes from the following committees and other reports were received by the Board:</p> <p>(i) Minutes of Finance & Resources 20 June 2018</p> <p>(ii) Management accounts for May and June 2018</p> <p>(iii) Audit Extraordinary meeting 19 Sept 2018</p> <p>(iv) Annual Report of College Ombudsman</p> <p>(v) ESFA Funding Assurance Review Report</p>	
1.12	<p>Q & S item</p> <p>Link governors – the report on the new curriculum link governors was submitted and although last year this was only to be covered by members of the Quality and Standards (Q&S) committee as there had been significant changes to the number of people on the Board, this was now opened up to the Board as a whole. The Board asked for further clarification regarding the role of the link governor and the new SAR process. The Clerk said that she would email the role of the Link governor to the Board and explain the new SAR process.</p> <p>Resolved:</p> <p>(i) the new link governor table was received by the Board.</p> <p>(ii) The Clerk to send out the role of Link governor to the Board and explain the SAR process.</p>	Clerk
1.13	<p>Governors' Strategic Risk Register</p> <p>Due to unforeseen circumstances the Risk Management Group had been cancelled consequently the strategic risk register presented would be updated at the forthcoming meeting next week. However, in the main areas the red risks had not changed and the biggest risk is still financial viability.</p> <p>Resolved: the Governors Strategic Risk Register was received by the Board</p>	
1.14	<p>Approval of the following:</p> <p>The following papers/reports have been through their respective committees and were presented for approval by the Board:</p> <p>(i) The appointment of Buzzacott as the External Auditors for the next 3 years</p> <p>(ii) The appointment of TIAA Ltd as the Internal Auditors for the next 3 years</p> <p>Resolved: the Board approved the following as presented:</p> <p>(i) The appointment of Buzzacott as the External Auditors for the next 3 years</p> <p>(ii) The appointment of TIAA Ltd as the Internal Auditors for the next 3 years</p>	
1.15	<p>Feedback on the following assessments:</p> <ol style="list-style-type: none"> 1. Committee self-assessments 2. Board Self-Assessment feedback 3. Chair's performance against objectives <p>One point that was raised from the Board self-assessment reports was for the Committee Chairs to introduce their respective minutes/reports with a brief overview of the key issues to ensure that they are received and understood by all Board members as opposed to just reading the papers for information.</p>	

The Henley College Corporation

	<p>Apart from this there were no real issues identified. The Clerk re-emphasised that self-assessment feedback was vital and an essential part of good governance.</p> <p>The Chair briefed the Board on the previous Chair's performance against objectives. The Board in general had felt that the outgoing Chair had done a very good job and it was with regret that he had had to step down due to health reasons.</p> <p>Resolved:</p> <p>(i) That the verbal report on Board and committee self-assessment had been received by the Corporation</p> <p>(ii) That the verbal report on the Chair's performance against objectives had been received by the Corporation.</p>	
1.16	<p>Any Other Business</p> <p>The Chair said that there following items to be covered:</p> <ol style="list-style-type: none"> 1. The Chair asked for a vote of thanks to be recorded to Eva Dixon the departing interim Director of Finance for all her hard work and efforts whilst at the College. 2. Senior Post Holder - at the Corporation meeting held 1 November 2017, the Chair had updated the Board on the recruitment of a new Executive Director of Finance & Corporate Services. In light of the increasing importance of this role - due to the enlarged span of control over several departments within the College - the Chair had proposed a motion that this post be designated as a senior post holder ensuring direct accountability to the governing Board. However, in the intervening period this role had not only been vacant but had also been radically changed and downsized and was now a purely operational role. The Board was asked to rescind its original motion to make the role of Director of Finance a Senior Post Holder position. The Board unanimously confirmed the motion to rescind this decision. <p>Resolved: the motion to have the role of Executive Director of Finance & Corporate Services as a Senior Post holder was rescinded.</p> <ol style="list-style-type: none"> 3. Due to unforeseen circumstances, the Governors Away Day scheduled for 4 October had to be cancelled. The Clerk was proposing another day in December and the Chair emphasised that this was vitally important to attend. The Clerk would email new dates for this. 	Clerk
	<p>Confidential Agenda items</p> <p>The Principal, staff, parent and student governors and members of the SLT left the meeting due to the nature and content of the confidential minutes.</p> <p>The meeting went onto the confidential agenda at 19.26</p>	
1.21	<p>Items to be taken forward to next Corporation meeting:</p> <p>There were no items to be taken forward.</p>	
1.22	<p>Dates and Times of Next Meeting:</p> <ol style="list-style-type: none"> i. Thursday 6 December 2018 at 18.00 ii. Thursday 31 January 2019 at 18.00 iii. Thursday 14 March 2019 at 18.00 iv. Thursday 27 June at 18.00 	
1.23	<p>Close of Meeting</p> <p>The meeting closed at 19.31.</p>	
	<p>MINUTES of the meeting held on 11 October 2018 were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>..... on</p>	