



The Henley College Corporation

MINUTES of the Meeting of the Finance & Resources Committee held on Monday 18 June at 09.00

<p>Members present: Charles Wiggin Peter le Conte Satwant Deol Martin Unsworth Trevor Watkins</p> <p>In attendance: Simon Cuthbert Eva Dixon Martin Rosner Mala Rajput Jacky Gearey</p>	<p>Chair Independent Member/Chair of Corporation Principal/Ex Officio Member Staff Governor Independent Member</p> <p>Deputy Principal Interim Director of Finance HR Adviser Director of Business Development Clerk</p>	
Agenda Item	Minutes	Action by
5.1	<p>Opening of meeting The meeting was opened at 09.03</p>	
5.2	<p>Apologies for Absence There were no apologies.</p>	
5.3	<p>Declaration of Interests There were no interests were declared.</p>	
5.4	<p>Minutes of Previous Meeting: The minutes of the Meeting of 24 April 2018 were agreed and approved.</p> <p>Resolved: the Committee agreed that the minutes were an accurate record of the meeting of 18 April 2018 and the minutes were signed by the Chair.</p>	
5.5	<p>Matters Arising from the Minutes (including review of actions) All items had been actioned and there were no further matters arising.</p>	
5.6	<p>Employment law and HR Policy updates The HR Advisor informed the committee that there were no employment law updates at the moment. The HR Advisor has reviewed the following Senior Post Holder (SPH) policies and the committee is asked to accept the amendments as recommended.</p> <ol style="list-style-type: none"> 1. Disciplinary Procedure - many policies now dispense with the Verbal Warning stage as its impact is very little different from an informal warning this stage has been removed. The list of disciplinary offences warranting summary dismissal has been revised. 2. Dismissals Policy and Procedure - the circumstances where the procedure should or should not be used (Sections 1.3, 1.4 and 1.5) has been reviewed and amended. 3. Grievance Procedure for Senior Post Holders – no change. 4. Grievance Procedure against Senior Post Holders – references to Head of HR and Transformation have been changed; also the reference to NUT, Unison or ACM in Section 3.4 has been deleted. <p>Resolved: (i) the amended SPH policies as presented to the committee were received by the committee</p>	



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	<p>(ii) the committee recommended that the SPH policies as presented be put forward to the Corporation for approval.</p>	
5.7	<p>HR Update</p> <p>(i) Update on Staff Satisfaction survey</p> <p>The HR Advisor informed the committee that the survey would be going out in June and that the delay had been due to the amount of work that had been involved with the reorganisation. The results would be presented at the next meeting.</p> <p>Resolved: the staff satisfaction survey to go out in late June and results to be discussed at the meeting in next meeting in November</p>	
5.8	<p>Review of:</p> <p>(i) Terms of Reference</p> <p>The terms of reference were reviewed and the proposed changes were minor and approved: replace Corporation Secretary with Clerk and accommodation strategy to estates strategy.</p> <p>(ii) Standing Agenda items</p> <p>The standing agenda items were reviewed with the following changes approved:</p> <p>Each meeting –</p> <p>i. remove capital project and expenditure reports and move to summer term;</p> <p>ii. remove deficit reduction and income generation;</p> <p>iii. add Financial Recovery Plan.</p> <p>Spring term - add</p> <p>(i) "review of premise hire charges" as a separate item – albeit this can and has in the past been included in the tuition and other fees.</p> <p>(ii) add Insurance arrangements</p> <p>(iii) add Amendments to Financial Regulations and Procedures</p> <p>As required – the following to be moved to the Spring term as above</p> <p>(i) Insurance arrangements</p> <p>(ii) Amendments to Financial Regulations and Procedures</p> <p>(iii) Change name to estates strategy and remove accommodation.</p> <p>Resolved: the revised Terms of Reference and Standing Agenda as mentioned above were approved by the committee to go forward to the Corporation for approval</p> <p>(iii) Committee self-assessment</p> <p>The Clerk also informed the committee that all committee self-assessments would be going out via survey monkey which should enable all governors to complete and return more easily than the paper versions of previous years.</p>	
5.9	<p>Update on insurance Policies</p> <p>The DoF presented a report on the current insurance policies that the College had with the current provider UAL. All policies follow the financial year and run from 1 August to 31 July. The College had just gone through a tender and will be changing to FE Protect who offer better value for money and better cover with effect 1 August. The Chair asked how much the College was currently paying annually which DoF said was £37,000, FE is going to charge £12,000 less. The DoF confirmed that GDPR was not included in the list and this would be for cover of up to £100,000.</p> <p>Resolved: the report on the College's insurance policies was received by the committee.</p> <p>The meeting then turned to the confidential agenda at 09.50.</p>	
	<p>Confidential Agenda items – 5.10 – 5.13</p>	



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5.14	<p>Any Other Business There was no further business.</p>	
5.15	<p>Items to be taken forward to next Corporation Meeting for approval:</p> <ol style="list-style-type: none"> 1. Four SPH policies 2. Terms of Reference and Standing Agenda 	
5.16	<p>Date and Time of Next Meeting The next scheduled meeting is Monday 12 November 2018 at 09.00</p>	
	<p>Meeting Closure The meeting closed at 11.15</p>	
	<p>MINUTES of the meeting held on Monday 18 June 2018 were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>..... on</p>	