

The Henley College Board

MINUTES of the Meeting of the Board held on Thursday 6 December 2018 at 09.30 at Phyllis Court, Henley on Thames			
BOARD PRESENT: Trevor Watkins Gavin Brooks Satwant Deol Stephen Forward Ruth Hubbard Mohammed Khaliel Eva Rickett David Welch Jeni Wood STUDENT GOVERNORS	Independent /Chair Independent Principal Independent Parent governor Independent / Vice Chair Independent Independent Independent	STAFF: Martin Unsworth Teaching Staff Robyn Vitty Support Staff CLERK: Jacky Gearey SLT BY INVITATION: Tristan Arnison Head of Faculty Julian Brinsford Head of Faculty & Quality Manager Ashok Patel Director of Finance (DoF)	
Agenda Item	Minutes	Action by	
2.1	Opening of Meeting and Welcome The meeting opened at 09.30. The Chair welcomed Ruth Hubbard the new Parent governor to her first meeting and Ashok Patel the interim Director of Finance and asked everyone to introduce themselves.		
2.2	Apologies for Absence Apologies had been received from: <ol style="list-style-type: none"> 1. Simon Cuthbert – sick leave 2. Kathryn Caulfield – sick leave 3. Grace Noble – university interview 4. Carole Wright – out of country 		
2.3	Declaration of Interests The Principal, Staff Governors, Clerk and members of SLT declared an interest in item 2.12 otherwise there were no declarations of interests.		
2.4	Minutes of Previous Meeting <ol style="list-style-type: none"> (i) Board meeting of 11 October 2018 (ii) Robyn t be added Resolved: the Board agreed that the minutes were an accurate record of the meeting of 11 October 2018 and the minutes were signed by the Chair. <ol style="list-style-type: none"> (iii) Minute of the Request for a Remote Decision issued 26 November 2018 Resolved: the Board agreed that the minute was an accurate record of the Request for a Remote Decision issued 26 November 2018 and the minute was signed by the Chair.		
2.5	Matters Arising from the Minutes Item 1.7 – Library opening times - Head of Student Services had advised the Clerk that more students use the library on the Wednesday PM than the other days it was open which is why this day was chosen. This will continue to be monitored over the coming months. The closures during the day will stop with the recruitment replacement. There were no further matters arising.		
2.6	Principal's Report The Principal gave her report drawing attention to the following: <ol style="list-style-type: none"> (i) Retention, pass rates, achievement, value added and attendance information for 2017/18 (ii) New staff in MIS, admissions, finance, sport and apprenticeships 		

The Henley College Board

	<p>(iii) The enrichment activities – the National Citizen Service (NCJ) a four-phase programme specifically designed to provide the students with all sorts of new experiences. It is the fastest growing youth movement aimed at teenagers 15-17 enabling them to discover who they are, explore what they can do, and be inspired. The plan for the future years is for NCS to be written into the syllabus for L2 BTECS. Yoga introduced in September and very popular with students. Student Focus Group – introduced which was well attended and provided the means for constructive discussion around what works well and what needs to be improved. Some of the ideas for change mentioned which the students really liked were:</p> <ul style="list-style-type: none"> • changing the timetable to start later at 10.00 • possibility of a 4 day week with lesson times being reduced to an hour instead 1.10 minutes • involving more students with marketing the College. <p>(iv) Events and Business Development – this covered:</p> <ul style="list-style-type: none"> • Henley Living Advent calendar - sponsored for the College by Badgemore Park. • Winchmore Tutors - looking to hire premises for GCSE and A Level intensive revision courses. • Open Events – total number who have attended so far is 3013. • Social Media – recently implemented a Snapchat Geofilter at the Information Events. This is a new initiative for the College based on Snapchat being the most popular social media app amongst teenagers • Creative Media - an exciting new relationship with Pinewood Studios. Pinewood have offered 3 hour talks for the students where they can meet producers and editors based at Creative Media Skills in Pinewood to learn about the industry as well as touring Pinewood Studios. • External Events - the AOC march for the “Love our Colleges “campaign and the AoC annual conference attended with Chair of Governors. • Past and Present Students - their achievements to include: Alex Hepburn – rugby; Tom Willis – rugby; Sam Crowhurst – cadet to the High sheriff of Berkshire and Elspeth Windsor – postgrad scholarship at Oxford University liaising with our Marketing department to facilitate three current students to attend a lecture at All Souls Oxford on 22 November. • Performing Arts – Christmas performance of Cabaret taking place 12 – 16 December <p>The Principal informed the Board that both she and the Chair of Governors had attended the recent AoC Conference where there had been much concern expressed about the underfunding of the FE sector. The Principal also highlighted the fact that the College will be on Ofsted alert from January 2019 onwards</p> <p>Resolved: that the Principal’s report was received by the Board.</p>	
2.7	<p>Student Governors’ Report</p> <p>In the student governors absence the Clerk went through their report highlighting the following:</p> <ol style="list-style-type: none"> (i) Working to host a leavers event in 2019 (ii) Planning and organising an EDI for early 2019 (iii) Student welfare team exploring ways to support students over exam periods and to raise awareness (iv) Student governors have established a network with other student governors from the training day at Basingstoke. <p>The Board asked if the College could write to the Henley Educational Trust for funding for the listening service for 2019-2020, applications are on the website and need to be submitted by 7 January 2019. The Chair asked marketing to do this.</p> <p>Resolved:</p> <ol style="list-style-type: none"> (i) that Student Governors’ report was received by the Board. (ii) Head of Marketing to submit application to Henley Educational Trust for funding for listening service to be completed by 7 January 2019. 	
2.8	<p>Safeguarding, Prevent and PDBW Report</p>	

The Henley College Board

	<p>As the Head of Student Services was on sick leave the Principal presented her report highlighting the following:</p> <ul style="list-style-type: none"> (i) there are currently 115 students with a badge, 26 young carers/at risk status. As a College there are now 9 LAC students. This is the most we have had in a number of years. There is one active child protection case. (ii) There are approximately 50 referrals to student services daily, sometimes as many as 100. This is via email, walk-in and phone calls. The majority of the referrals have been around mental health, the need for additional support and concerns from staff about student welfare, behaviour or progression. (iii) The Safeguarding Policy is being updated to be in-line with KCSIE 2018 guidelines and will include changes to staff and will incorporate prevent. (iv) A looked after child policy has been written and is awaiting SLT approval. <p>PDBW The Principal wanted to re-iterate that this was the last year that the Listening Service will be funded by the Students Union. Without this support, there will be an impact on students.</p> <p>There have been no PREVENT issues this term. The Safeguarding governor asked that the dates of all training be added to the report</p> <p>(iii) Approval of Annual Safeguarding Report It is a statutory responsibility on senior staff and governors to ensure that an educational establishment has effective safeguarding procedures in place. It is also the statutory responsibility of the local Safeguarding Children's Board (OSCB) to monitor these arrangements. The purpose of this Annual Safeguarding Report for the academic year September 2017 to July 2018 is to enable the designated member of staff with responsibility for safeguarding to provide both senior team and governors with a simple standardised report for consideration at relevant governing body meetings. However as the HSS was absent clarification on page 12 could not be sought, the designated safeguarding governor said that information had to be provided before this report could be signed off and asked for this to be done as a matter of haste as the report needed to be submitted in December. The Clerk confirmed that she would get this done and that approval would be sought via a remote decision request the following week.</p> <p>The Board asked about the Locality & Community Support Service (LCSS). This is a service created as part of Oxfordshire County Council's Children's Services Integration Programme to support partner agencies across Oxfordshire. It is a professional facing service (including community/voluntary sector) and allows the College to contact them if:</p> <ul style="list-style-type: none"> (i) There are emerging concerns for a student that does not require an immediate safeguarding response (ii) Support or guidance is needed with an Early Help Assessment or TAF (iii) Wish to complete a No Names Consultation <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Safeguarding, Prevent and PDBW Report was received by the Board. (ii) the Annual Safeguarding Report is to be completed on page 12 before approval of the Board can be sought via a remote decision w/c 10 December 2018. 	
2.9	<p>QS item</p> <ul style="list-style-type: none"> (i) SAR update & (ii) Ofsted <p>The Principal briefed the Board on the recent SAR interviews she had attended and commented that changes needed to be made as the process was not vigorous or reliable enough. As a result Kam</p>	

The Henley College Board

	<p>Nandra, an ex-associate Ofsted Inspector, has been asked to review the quality processes and KPIs over the next couple of weeks to include the following:</p> <ul style="list-style-type: none"> (a) Support Heads of Faculty and Curriculum Leaders to make certain that the SARS and QIPS reflect the strengths but also that action planning is SMART and rigorous to ensure continuous improvements. (b) Review our reports to ensure that there are key reports to support teachers and managers. <p>The Board members who had taken part in the interviews so far, confirmed that the discussions were very good and the data a very important, but had noted that the paperwork involved was very onerous for the curriculum leaders.</p> <p>Resolved that: the report on the SAR updated and Ofsted was received by the Board.</p>	
<p>2.10 (a)</p> <p>(b)</p>	<p>Committee Reports and minutes Audit Committee – covering:</p> <ul style="list-style-type: none"> (1) Minutes of meeting 29 October 2018 – the Chair briefly highlighted 3 areas of observation from the Buzzacott Post Audit Report namely: Category A - stringent financial forecasting and reporting. The Chair also confirmed that the committee had asked for a high level process view of how the College operates to be presented to the committee next term. Category B - Resource accounting software – improvements were required and the software needs to be upgraded. Category B - tender processes responses to be centralised. Wanted a highlight level process view of how the College operates (2) Approval of Audit Committee Annual Report (includes Risk Management Group Annual Report and Health & Safety Annual Report) for 2017-2018 <p>Mohammed Khaliel arrived at 10.00.</p> <ul style="list-style-type: none"> (3) Approval of External Audit <ul style="list-style-type: none"> (i) Post Audit Management Report (ii) Letter of Representation 2017/2018 (iii) Regularity Self-Assessment Questionnaire (4) Notification of the new Chair (5) Approval of the following policies <ul style="list-style-type: none"> (i) Data Retention (ii) GDPR (iii) Personal Data (iv) Rights of Individual (v) Fraud (vi) Health & Safety - (vii) Risk Management Policy <p>Resolved that:</p> <ul style="list-style-type: none"> (1) The Minutes of meeting 29 October 2018 were received by the Board (2) The Audit Committee Annual Report (including the Risk Management Group Annual Report and Health & Safety Annual Report) for 2017-2018 was unanimously approved by the Board (3) The following External Audit documents were unanimously approved by the Board <ul style="list-style-type: none"> (i) Post Audit Management Report (ii) Letter of Representation 2017/2018 and signed by the Chair of the Governors (iii) Regularity Self-Assessment Questionnaire and signed by the Chair of the Governors (4) Notification of the new Chair – David Welch (5) The following policies were unanimously approved by the Board: <ul style="list-style-type: none"> (i) Data Retention; (ii) GDPR (iii) Personal Data (iv) Rights of Individual (v) Fraud 	

The Henley College Board

	<p>(vi) Health & Safety (vii) Risk Management Policy</p> <p>Finance & Resources Committee – covering:</p> <p>(1) Minutes of meeting 12 November 2018</p> <p>(2) Approval of Report and Financial Statements 2017/2018 – Regarding the pay bands referred to on page 43, the Chair wanted to highlight that due to the extended use of an interim senior member of staff that the costs accumulated had produced an increased pay band for 2017-2018 only. Furthermore, the Board stipulated that such a surprise outcome should not be allowed to occur again without their advanced authorisation.</p> <p>(3) Approval of Student Union Accounts 2017/2018</p> <p>(4) Approval of Financial Regulations & Procedures – the only amendments were: (i) Inclusion of the new Procurement Officer (pages 4, 5, 6 and 60) (ii) Increase the capitalisation of assets from £500 to £1000 (pages 4, 5, 57 and 58)</p> <p>(5) Approval of Subcontracting Fees and Charges Policy - the only amendment is the addition of a signature block at the end of the document.</p> <p>(6) Annual Report on the use of the College Seal – there had been no usage</p> <p>(7) Management Accounts for September & October 2018</p> <p>(8) Approval of 7 HR policies - all of these policies had been sent to the unions for comment and none had been received. (i) Bullying (ii) Capability (iii) Code of Conduct (Staff) (iv) Disciplinary (v) Employment Stability & Redundancy (vi) Grievance (vii) Sickness Absence</p> <p>(9) Notification of the new Chair and Vice Chair – Charles Wiggin and Trevor Watkins</p> <p>Resolved that:</p> <p>(1) Minutes of meeting 12 November 2018 were received by the Board</p> <p>(2) Report and Financial Statements 2017/2018 were unanimously approved by the Board and signed by the Chair and the Principal as the Accounting officer</p> <p>(3) Student Union Accounts 2017/2018 were unanimously approved by the Board</p> <p>(4) Financial Regulations & Procedures were unanimously approved by the Board</p> <p>(5) Subcontracting Fees and Charges Policy was unanimously approved by the Board</p> <p>(6) Annual Report on the use of the College Seal was received by the Board</p> <p>(7) The Management accounts for Sept and Oct 2018 were received by the Board</p> <p>(8) The HR policies referred to above were all approved by the Board with one member abstaining</p> <p>(9) The new Chair and Vice Chair – Charles Wiggin and Trevor Watkins</p> <p>Governance & Search</p> <p>(1) Minutes of meeting 11 October 2018 -</p> <p>Resolved: that the minutes of the Governance & Search committee were received by the Board</p> <p>Remuneration</p> <p>(1) Notification of the new Chair – Mohammed Khaliel</p> <p>Resolved that: The new Chair – Mohammed Khaliel</p>	
2.11	<p>Governors Strategic Risk Register</p> <p>The register was updated to show the following:</p>	

The Henley College Board

	<ul style="list-style-type: none"> • Anything that scored '3' for likelihood (i.e. more than 50% chance) and has any two impact areas graded as '2' (profound) or more or any single area graded as 3 (existential) will become high risk for the Board — the estates strategy plan fails. • Anything that scored '2' for likelihood (i.e. 50:50 probability) and has more than one impact area graded '3' will also become high risk for the Board - this still covered the financial viability of the College. • Anything that scored '2' for likelihood and has any impact area graded '2' will be medium risk. <p>It was felt that any risk rated as 'Low' just needed the Board to maintain awareness; 'Medium' required close monitoring; and 'High' required active intervention in conjunction with the SLT.</p> <p>The following impact titles were changed: 'Protection' to 'People' and 'Functional' to 'Function' to better show what they really mean (People being the sum total of any security, H&S, safeguarding etc impacts; Function being the impact on College day-to-day functioning).</p> <p>As result of recent long-term sickness of members of the SLT, the Board raised the issue of key position dependencies regarding the organisational plan. The Board appreciated that this is always very difficult to foresee/accommodate and that the College does not have slack to fill in these roles. The Principal said that she was looking at this.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Governors Strategic Risk Register was received by the Board (ii) The Principal to look at the issue of key position dependencies and advise the Board 	
2.12	<p>Annual Pay Award for Staff</p> <p>It has been and still is a very difficult year, with the merger of the NUT and ATL into the NEU, as well as things like the lifting of the public sector pay freeze, the budget commitment to raise the national living wage, the Teachers' Pay Award grant which the Department of Education is paying to academies but not Colleges. The Sixth Form Colleges Association (SFCA) and the Association of Colleges (AoC) have informed the College that staff pay negotiations are still continuing, but there has been no settlement yet. The Principal and Director of Finance advised the Board that that other Colleges' staff pay costs are considerably lower. The College's current expenditure on pay as a % of income is still above the national average at 69%. Moreover, the College has not met its learner recruitment target, which means the funding for next year will be down by about £700,000 and this will necessitate the College reducing staffing costs further to ensure its financial viability.</p> <p>Whilst the Board appreciated that the staff at the College had had a very turbulent year and that it would like to have awarded a pay increase for all their effort and support over such an unsettling and challenging year, unfortunately there was no allowance in the College budget for such an award. The Board asked for the College to look at other ways to motivate the staff for example by perhaps giving additional days off but this message needs to be communicated to the staff sympathetically. The Principal to send message to the staff regarding this.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Board unanimously agreed that no pay award is to be made to staff for 2018-2019 (ii) The Principal to look at other ways to motivate staff (iii) The Principal to advise all staff regarding the Board's decision. 	
2.13	<p>Any Other Business</p> <p>A member of the Board advised those present that it could be beneficial for the representatives of the College to attend the Henley Business Partnership meeting which takes place at Phyllis Court every third Friday of the month at 08.30 for further business opportunities.</p>	

The Henley College Board

	<p>Confidential Agenda items The meeting moved to the confidential agenda at 11.00</p>	
2.18	<p>Items to be taken forward to next Board meeting: There were no items to be taken forward.</p>	
2.19	<p>Dates and Times of Next Meeting: <ul style="list-style-type: none"> i. Thursday 31 January 2019 at 18.00 ii. Thursday 14 March 2019 at 18.00 iii. Thursday 27 June at 18.00 </p>	
2.20	<p>Thank you The Chair informed the Board that despite Simon White having recently resigned as a member of the Board, he had agreed to support the Board and would become a co-opted member. The chair wished the Board and members of the SLT a very good Christmas and New Year.</p>	
	<p>Close of Meeting The meeting closed at 11.09</p>	
	<p>MINUTES of the meeting held on 6 December 2018 were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>..... on</p>	