



The Henley College Corporation

MINUTES of the Meeting of the Finance & Resources Committee held on Thursday 17 January 2019 at 09.00

<p>Members present: Charles Wiggin Ruth Hubbard Trevor Watkins Satwant Deol Martin Unsworth</p> <p>In attendance: Ashok Patel Martin Rosner Jacky Gearey</p>	<p>Chair Parent Governor Independent Member/Chair of Corporation Principal/Ex Officio Member Staff Governor</p> <p>Director of Finance External HR Adviser Clerk</p>	
Agenda Item	Minutes	Action by
2.1	<p>Opening of meeting The meeting opened at 09.01. The Chair welcomed Ruth Hubbard to her first meeting.</p>	
2.2	<p>Apologies for Absence There were no apologies.</p>	
2.3	<p>Declaration of Interests No interests were declared.</p>	
2.4	<p>Minutes of Previous Meeting: The minutes of the Meeting of 12 November 2018 were agreed and approved.</p> <p>Resolved: the Committee agreed that the minutes were an accurate record of the meeting of 12 November 2018 and the minutes were signed by the Chair.</p>	
2.5	<p>Matters Arising from the Minutes (including review of actions)</p> <p>There were no actions</p>	
2.6	<p>Print Management contract update The Clerk informed the committee that the Procurement Officer had advised that this issue is being assessed by the SLT with a decision expected later this month. The DoF then advised that this College had over 90 individual printers and that as a cost saving measure it was being decided to reduce these to central printing points that are found through many colleges. The number of printers to be provided is being discussed to ensure that the College has the right amount of equipment for the number of buildings it has.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the verbal update on print management was received by the committee (ii) the DoF will work with the Procurement Officer regarding the print management tender and will issue a timetable to deliver a new contract in March 	
2.7	<p>HR Update</p> <p>The external HR Adviser advised the committee that the Head of HR had resigned in the first week of January as had the HR assistant for personal reasons. An interim HR administrator had been recently employed on a 6 months contract whose remit was the smooth introduction of the new HR system/database.</p> <p>Discussion then centred around the appraisal system will be reviewed and brought to the committee for consideration at the next meeting in March.</p>	



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	<p>The Principal advised the committee that the staff survey is to be sent out shortly and that this would mirror what Ofsted are intending to do under their new framework namely sending out a short survey of 10 questions to staff.</p> <p>The Chair asked about the update on contracts and it was confirmed that all contracts had been had been updated and issued and that going forward all new contracts were being issued in accordance with good operating procedures. The Chair asked that in future a written report to be provided for all future meetings.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the verbal HR report was received by the committee (ii) the appraisal system would be presented to the committee for consideration at the next meeting in March (iii) a written report on HR is to be provided for all future meetings 	
2.8	<p>Any Other Business There was no other business. Meeting moved to the confidential agenda at 09.22</p> <p>Confidential Agenda items – 2.9 – 2.12</p>	
2.13	<p>Items to be taken forward to next Corporation Meeting for approval: There were no items to be taken forward to the Corporation for approval.</p>	
2.14	<p>Date and Time of Next Meeting The next scheduled meeting is Monday 4 March 2019 at 09.00</p>	
	<p>Meeting Closure The meeting closed at</p>	
	<p>MINUTES of the meeting held on Thursday 17 January 2019 were agreed and accepted as a true and accurate record and signed by the Chair.</p> <p>..... on</p>	