



The Henley College Corporation

MINUTES of the Meeting of the Finance & Resources Committee held on Monday 18 March 2019 at 09.00

<p>Members present: Charles Wiggin Ruth Hubbard Trevor Watkins Satwant Deol Martin Unsworth</p> <p>In attendance: Ashok Patel Jacky Gearey</p>			<p>Chair Parent Governor Independent Member/Chair of Corporation Principal/Ex Officio Member Staff Governor</p> <p>Director of Finance Clerk</p>		
Agenda Item	Minutes	Action by			
3.1	<p>Opening of meeting The meeting opened at 09.02.</p>				
3.2	<p>Apologies for Absence Jen Jackson – sick (HR) Martin Rosner – unable to attend due to prior commitment (HR) There were no other apologies.</p>				
3.3	<p>Declaration of Interests No interests were declared.</p>				
3.4	<p>Minutes of Previous Meeting: The minutes of the Meeting of 17 January 2019 were agreed and approved.</p> <p>Resolved: the Committee agreed that the minutes were an accurate record of the meeting of 17 January 2019 and the minutes were signed by the Chair.</p>				
3.5	<p>Matters Arising from the Minutes (including review of actions) Item 2.6 - covered under 3.6 Item 2.7 - in the absence of the Head of HR due to sickness, the Clerk provided the HR update on the appraisal management system. In February, HR had conducted a development session with managers covering performance management which raised a number of issues which needed to be incorporated into a new system to be operational for next year onwards. HR said that It was important for managers to understand the importance of performance management as a first step as just changing the system would not change the culture. The Chair agreed with this and said that he thought measuring performance was a very difficult subject and was looking forward to seeing this in the June. The committee agreed.</p> <p>Resolved: that the new HR appraisal system would be presented to the committee for consideration at the next meeting in June</p> <p>There were no further actions.</p>				
3.6	<p>Print Management contract update</p> <p>The DoF briefed the committee that the print management contract is being delayed for another year explaining that there were two suppliers but that the termination exit costs for one of these were sizeable which had to be considered around £23,000. The sum could be written off as part of a new deal, however it was felt that it would be more prudent to let this contract run until its termination date of May 2020. In addition, the DoF said also that the College had too many printers (110) and so there was going to be a rationalisation of these assets and a paper was</p>				



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	<p>going to SLT recommending not to pay to exit current contract (around £23k) and to reduce the number of printers. The Chair said that this made sense and the rationale was well articulated.</p> <p>Resolved that:</p> <p>(i) the verbal update from the DoF on print management was received by the committee</p>	
3.7	<p>Tuition and other Fees for next financial year</p> <p>DoF said that the College has very little fees activity and explained that in essence there was no set limit for any of the charges presented regarding students 19 and over – the Chair asked how many students of this age there were and was told that there were very few. DoF said that the College should open up the College for more adult work (more evenings and perhaps Saturdays) which as long as it broke even would also advertise the College's presence. The Principal agreed and said that they were looking at expanding this area – this had historically been looked after by the apprenticeships side.</p> <p>The committee was asked to approve the tuition and other fees for the next financial year and the committee agreed unanimously.</p> <p>Resolved that:</p> <p>(i) the Tuition and other Fees Report was received by the committee</p> <p>(ii) the Tuition and other Fees Report be put forward to the Corporation for approval</p>	
3.8	<p>Review of Premises Hire Charges</p> <p>The review of the premises hire charges was presented with the increase in charges at 2% and rounded up to the nearest 25p. The committee felt that some of these charges ought to be revisited to reflect the commercial nature of what was available in the area e.g. parking. The committee accepted the report and provisionally approved the premise hire charges subject to any amendment that the DoF may present in the June Finance & Resources meeting.</p> <p>Resolved that:</p> <p>(i) the Premises Hire Charges report was received by the committee</p> <p>(ii) the Premises Hire Charges report to be put forward to the Corporation for approval subject to any amendment that may be presented in the June Finance & Resources meeting.</p>	
3.9	<p>Any Other Business</p> <p>There was no other business. Meeting moved to the confidential agenda at 09.45</p>	
	Confidential Agenda items – 3.10 – 3.13	
3.15	<p>Items to be taken forward to next Corporation Meeting for approval:</p> <p>i. Tuition and other Fees Report</p> <p>ii. Premises Hire Charges Report</p>	
3.16	<p>Date and Time of Next Meeting</p> <p>The next scheduled meeting is 17 June at 09.00</p>	
	<p>Meeting Closure</p> <p>The meeting closed at 11.35</p>	
	<p>MINUTES of the meeting held on Monday 18 March 2019 were agreed and accepted as a true and accurate record and signed by the Chair.</p> <p>..... on</p>	