

The Henley College Board

MINUTES of the Meeting of the Board held on Monday 2 December 2019 at 16.00 at Riverside Pavilion, Phyllis Court, Henley on Thames		
BOARD PRESENT: Trevor Watkins Satwant Deol Ruth Hubbard Dr Tim Lincoln James Lingard Vince Maltese Charles Wiggin STAFF: Andrew Unsworth Robyn Vitty	Independent /Chair Principal Parent governor Independent Independent Independent Independent Teaching Staff Support Staff	CLERK: Jacky Gearey SLT BY INVITATION: Tristan Arnison Head of Faculty Julian Brinsford Head of Faculty & Quality Manager Kathryn Caulfield Head of Student Services (HSS) Eric Burrow Head of HR Eamonn Egan Interim Vice Principal
Agenda Item	Minutes	Action by
2.1	Opening of Meeting and Welcome The Chair opened the meeting at 16.00 instead of 17.00 as the previous meeting had concluded.	
2.2	Apologies for Absence Apologies had been received from: <ol style="list-style-type: none"> 1. Gavin Brooks – external meetings 2. Brain Fennelly - ill 3. Mohammed Khaliel – appeals hearing 4. Bethany Hayes – just finished exam 5. Emily Foster – just finished exam 	
2.3	Declaration of Interests There were declarations from the Principal. Staff Governors, Clerk and members of the SLT regarding item 2.13	
2.4	Minutes of Previous Meeting (i) Board meeting of 14 October 2019 The minutes were agreed as an accurate record of the meeting held 14 October 2019. Resolved: the Board agreed that the minutes were an accurate record of the meeting of 14 October 2019 the minutes were signed by the Chair.	
2.5	Matters Arising from the Minutes Item 1.11 (iii) due to some technical issues the pilot dashboard would be ready for the January corporation meeting. There were no matters arising.	VP/Head of MIS
2.6	Principal's Report The Principal's report was noted as read and she asked for any questions: Board asked why the student numbers had dropped and the Principal explained that there were a variety of reasons including a number who had gone back to their previous schools and some who had gone through a disciplinary process. The Board asked if there was a systematic follow up regarding those who had left and whether this was worse than in previous years. The Principal confirmed that there was a follow up and that the aim was to enrol a greater number of students to allow for any possible shortfalls and no this was not worse than previous years. The Board went through the KPIs commenting that the more successful the College was at retention then this will affect the more challenging students who	

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	<p>have poor attendance records. There was general discussion about the RAG rating and the VP confirmed that this was based on targets so that if the targets are met the RAG rating is green.</p> <p>Resolved that the Principal's Report was received by the Board.</p>	
2.7	<p>Student Governors' Report The student governors had sent their apologies but had just finished their exams but provided a report which was noted as read.</p> <p>Resolved that the Student Governors Report was received by the Board.</p>	
2.8	<p>Safeguarding and Prevent The HSS presented her report confirming that 28 students were seeing the College Counsellor and there was now a waiting list of 4 weeks. Student Services were looking at ways of reducing this and a paper would be presented to the SLT to try and address this. There has been one prevent referral and this is with the Thames Valley Police at this time. HSS confirmed that the Prevent governor had been notified. In February 2020 for the College staff an external speaker was being invited to talk about Prevent. Also the College was about to have a therapy dog. The Board asked if the numbers referred to above were greater or lesser than last year and the HSS could not at the time provide this information but said she would provide comparative data in future. The HSS also advised the board that safeguarding and prevent should be on the Governors Risk Register in line with external governmental recommendations. The board agreed.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Safeguarding, Prevent and PDBW Report was received by the Board. (ii) HSS to provide comparative data for future meetings regarding numbers of students who were seeing the College counsellor. (iii) Clerk to add Safeguarding and Prevent to Governors Risk Register 	<p>HSS Clerk</p>
2.9	<p>QS Item SAR was presented for information to the Board and this was to be discussed in detail at the Board meeting January 2019.</p> <p>Resolved that the SAR was received by the Board</p>	
2.10	<p>Committee Reports and Minutes The following reports and minutes were presented to the Board for approval and/or comment.</p> <p>Audit Committee – covering:</p> <ul style="list-style-type: none"> (i) Minutes of meeting 4 November 2019 – these were noted (ii) Approval of Audit Committee Annual Report (includes Risk Management Group Annual Report and Health & Safety Annual Report) for 2018-2019 – approved by the Board (iii) Post Audit Management Report 2018/2019 – approved by the Board (iv) Letter of Representation 2018/2019 – approved by the Board and signed by Chair (v) Health & Safety Policy– approved by the Board (vi) Risk Management Policy – approved by the Board (vii) Notification of the Chair – TBA as Chair had just resigned from the Board <p>Finance & Resources Committee – covering:</p> <ul style="list-style-type: none"> (i) Minutes of meeting 11 November 2019 – the Chair of the Finance committee briefed the Board on the restricted fund interest which he believed had not been adjusted to the financial accounts but this would be discussed at the Finance meeting in January 2020. (ii) Approval of Report and Financial Statements 2018/2019 – One member asked for clarification on a couple of matters but none of these materially affected the accounts as presented. (iii) Approval of Student Union Accounts 2018/2019 – approved by the Board (iv) Approval of Financial Regulations & Procedures – approved by the Board (v) Annual Report on the use of the College Seal – noted by the Board 	

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	<p>(vi) Management Accounts for October 2019 – noted. The College was working towards a small operating surplus or at least a break-even operating position for the financial year. There were no critical items or issues to note, other than the learner number position is slightly below original estimates.</p> <p>(vii) Notification of the Chair – Charles Wiggin re-elected as Chair</p> <p>Quality & Standards Committee – covering:</p> <p>(i) Minutes of meeting 18 November 2019 – noted by the Board</p> <p>(ii) Student Disciplinary Policy – approved by the Board</p> <p>Resolved that the following were received and approved by the Board:</p> <p>(i) Audit Committee Annual Report</p> <p>(ii) Post Audit Management Report 2018/2019</p> <p>(iii) Letter of Representation 2018/2019</p> <p>(iv) Health & Safety Policy</p> <p>(v) Risk Management Policy</p> <p>(vi) Student Union Accounts 2018/2019</p> <p>(vii) Financial Regulations & Procedures</p> <p>(viii) Student Disciplinary Policy</p> <p>Resolved that the following had been received by the Board:</p> <p>(i) Minutes of Audit meeting 4 November 2019</p> <p>(ii) Report and Financial Statements 2018/2019</p> <p>(iii) Report on the use of the College Seal</p> <p>(iv) Management Accounts for October 2019</p> <p>(v) Minutes of QS meeting 18 November 2019</p> <p>(ii) Post Meeting Note: The Chair and Principal signed off the Financial Statements 2018/2019 after the errors had been corrected in order to meet the ESFA deadline.</p>	
2.11	<p>Governors' Strategic Risk Register</p> <p>The Audit Committee had discussed the Governors Strategic Risk Register at their meeting 4 November 2019 and revised the register accordingly. There was discussion around this register and its relationship to the SLT risk register. It was explained that this was an existential register covering the overarching issues for the College namely the risks that Governors hold should represent serious threats to the College which, if realised or mismanaged, will result in major reputational, regulatory or financial consequences. They were strategic in nature, flow from the governance activities and strategic plans of the Corporation, and do not seek to replicate those risks being managed by the SLT on a day-to-day basis except when raised by them as 'transferred' risks that they cannot mitigate or hold at their level. . It was agreed that safeguarding and prevent be added do the register as per the recommendation of the HSS.</p> <p>Resolved that</p> <p>(i) the Governors Strategic Risk Register was received by the Board</p> <p>(ii) Clerk to add Safeguarding and Prevent to be added to the register</p> <p>(iii)</p>	Clerk
2.12	<p>IT/MIS update</p> <p>The report presented summarised the following under 5 general headings with an additional area of current and future major projects:</p> <p>GDPR - The overall data security of the College's systems has been greatly improved. Networks were more secure, all operating system security updates have been applied to all servers and computers and the outdated PCs have been phased out. This gives a high degree of confidence that there will be no GDPR issues in terms of 'hacking' of personal data.</p> <p>HR System *Cintra" - delays have been due to changes within the organisation but training is planned soon for managers and staff. Head of IT is monitoring the situation and will try to get a better timeframe and provide an update soonest. Due to the critical nature of staff resource management and historical</p>	

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	<p>issues in this area it was recommended that the implementation of this system should be monitored at Board level via the SLT.</p> <p>IT/infrastructure/Cybersecurity - the approach to updating the IT infrastructure appears to have been planned and implemented very professionally and now represents an area of low risk for the College</p> <p>IT/Information Security (IS)/MIS resourcing - this is still an area of concern. The IT team is potentially understaffed. Head of IT has been working with HR to look at how to address but this may possibly require support at Board level. The Principal said that one of the main issues was the level of pay that the College could provide but this was being discussed.</p> <p>Current and future major projects – this provided an update on managed print services, telephony and disaster recovery/business continuity.</p> <p>Visibility of IT/IS/MIS issues at Corporation level - IT and IS in the College seem to be much more robust. However, as the College's requirements are complex and the IT team of necessity very small, it continues to be an area that is critical to the success of the College.</p> <p>The Board wanted to minute that it was grateful for the work that David Welch, the specialist governor had done in working with IT and the reports generated over his time at the College.</p> <p>Resolved that the IT/MIS update report was received by the Board.</p>	
2.13	<p>HR</p> <p>(i) Annual Pay Award for Staff – the key points were noted namely that:</p> <ol style="list-style-type: none"> 1. There has not been a general pay award since 2016-17 2. The cost of a 1% award would be consolidated into current and future pay 3. The current financial budget position is a planned small operating surplus, which would be reduced if this award is not supported by other efficiencies 4. There is likely to be an ESFA grant funding increase of approx. £190/learner for 2020-21 (or approx. £300k pa). The Board approved the 1% pay award for staff to be backdated to 1 August 2019. <p>(ii) Update on Staff Engagement Survey – action plan noted, Head of HR said that it was important that staff see that the College is doing something about issues raised in the June survey. Board want to see an action list with dates and the Head of HR agreed to generate one.</p> <p>Resolved that:</p> <ol style="list-style-type: none"> (i) The Annual Pay Award report for staff was received (ii) The Annual Pay Award of 1% be awarded to all staff backdated 1 August 2019. (iii) The Update on Staff Engagement Survey was received by the committee (iv) Head of HR to generate an actions list with dates from the survey. 	HR
2.14	<p>Any Other Business</p> <ol style="list-style-type: none"> 1. The Chair advised the Board that due to the recent changes on the Board that the link governor provision had had to be reviewed and a revised list was given out. <p>The Chair wanted a vote of thanks to be recorded to David Welch who had worked so hard as the Chair of Audit and an independent member of the Board and who had been so supportive of the Principal and SLT at the College.</p>	
	<p>Confidential Agenda items</p> <p>The meeting moved to the confidential agenda at 17.25</p>	
2.17	<p>Items to be taken forward to next Board meeting:</p> <ol style="list-style-type: none"> 1. Provision of comparative data regarding numbers of students who were seeing the College counsellor. 2. Action report from staff engagement survey 	



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2.18	Date and Time of Next Meeting: i. Monday 27 January 2020 (SAR) at 18.00	
	Close of Meeting The meeting closed at 17.35	
	MINUTES of the meeting held on 2 December 2019 were agreed and accepted as a true and accurate record and signed by the Chair on	