

## The Henley College Corporation

---

### Minutes of the Meeting of the Finance and Resource Meeting held on 11 November 2019 at 9.00

**Members Present:**

Charles Wigan  
Ruth Hubbard  
James Lingard  
Trevor Watkins

Chair  
Parent governor  
Independent  
Independent

**By Invitation:**

Vice Principal Egan  
Head of HR Burrow  
DOF Patel  
Debbie Lindsley  
Paul Skitt  
Fran Phelan

Vice Principal  
Head of HR  
Director of Finance (DoF)  
Financial Manager (FM)  
External Advisor on Apprenticeships  
Note Taker

Agenda Item	Minutes	Action by
1.1	<b>Opening of meeting</b> The meeting was opened at 9.00.	
1.2	<b>Apologies for Absence</b> 1. Satwant Deol 2. Jacky Gearey - ill	
1.3	<b>Election of Chair</b> Charles Wiggin was elected as chair of the committee	
1.4	<b>Declaration of Interests</b> There were no declarations of interests	
1.5	<b>Minutes of Previous Meeting:</b> The notes of the meeting previous meeting were agreed.  <b>Action: that the minutes of the previous meeting were an accurate record and were signed by the chair</b>	
1.6	<b>Matters Arising</b> The notes of the meeting previous meeting were agreed. The Committee discussed some of the action points from the previous meeting. Item 5.6 – the staff survey was not done by the agreed date of 26 <sup>th</sup> June nor had the agreed changes to the survey been made. There was a discussion as to why this was the case. It was confirmed that the survey has been completed now but noted that they should be timely.	
1.7	<b>Draft Statutory accounts for previous financial year</b> The DoF confirmed that the Audit Committee had been through the accounts and management letter and the final results are consistent with the recent management accounts. There is a small surplus but pension adjustments will make the Statutory Accounts look a little different. The papers were taken as read. The following points were raised: <b>Page 33:</b> Pension liabilities - This is a liability that has to be reported in the accounts.  The committee raised various points on the draft accounts:	

## The Henley College Corporation

**Page 8:** The description of THC's reserves policy made no mention that 3 month's expenditure were to be kept in reserves. The Restricted Fund was twice referred to as a reserve, which required amending

**Page 9:** Comments regarding A Level and BTEC results being very good and excellent were at odds with the overall ALPS score on Page 6 of 6. Vice Principal explained the results, he stated that the results could appear contradictory but this will be amended to reflect that the College's results compared favourably with those of other similar institutions.

**ACTION: VP to amend the wording**

**Page 18:** The list of governors was incorrect. Several governors, who had resigned before the start of the financial year were included, but Ruth Hubbard (joined November 2018), Brian Fennelly (joined 14 March 2019), Tim Lincoln, Vince Maltese and James Lingard (joined 27 June 19) were all missing. Charles Wiggin's attendance record was incorrect.

**Page 34:** the restricted fund was again referred to as a 'reserve'.

**Page 35:** restricted funds were incorrectly referred to as a restricted 'reserve' throughout the accounts which needed altering. The purpose of the fund was also incorrectly described in the accounts as to be "used to reinvest in the College's infrastructure". The committee said that they had had clear legal advice that the fund could only be expended on "capital investment in the estate" and the Chairman required this to be included.

**ACTION: DoF to implement change "fund from reserve" and to speak with Auditors to see if this change can be implemented**

**Page 36:** the restricted fund was again referred to as a 'reserve'

**Page 44:** There was a discussion as to whether the College has a Director of Business. The College no longer has a Director of Business Development.

**Page 45:** Bonus to be changed to PRP so that there was consistency and clarity. The committee asked that a note be added to the accounts to clarify that the Principal's PRP for 2017/18 was in respect of the previous two years.

**Page 51:** There were four references to an Academy Trust which needed to be altered.

**ACTION: DoF to change to College**

**ACTION: DoF to make amendments mentioned above and bring to Corporation**

1.8

### Update on Management Accounts

DoF stated that we are very early into the financial year 19-20. DoF stated that we are working on a budget of approx. 100K surplus. This figure does not include the extra funds per learner. We recruited 1626 learners a short fall of approximately 90 learners but DoF confirmed that this was planned for in the 2019-20 budget. We have planned for 1640 for next year (20-21) and we have therefore not planned for any further reduction of learners. We will make a provision next year to take on more students on courses in subjects such as business, Vice Principal said this would involve recruiting another teacher in this area. Head of HR said that recruiting another business teacher could be challenging especially in the summer. There was a discussion about opening additional classes.

The committee discussed that if there was a shift in recruitment the College should try and make amendments and that we need to know minimum class sizes by subject.

## The Henley College Corporation

DoF said that funding increases were coming through and will update later, possibly at mid-year point.

There was a discussion as to what adult education was suspended and DoF answered this point.

DoF stated that the ESFA would be visiting the College at the end of October.

### **Working capital Ratio**

**Page 2** : should be 1.9 rather than 2.66, to reflect the fact that the Restricted Fund could only be used for capital reinvestment in the estate.

### **Work Placement Capacity Funding:**

DoF confirmed that we had this funding. We have to deliver work experience for 66 students. Vice Principal said that we will need to offer T levels in the future and that the College is working on this, we as a College are in a relatively good place in comparison to other Colleges. The Chair asked what had changed and Vice Principal said that the College has a work placement officer who is now finding placements for students. This has been very successful. When T levels come in this will be part of the scheme. At present we are asking students to give up part-time work to do unpaid work placement that is subject specific that can be challenging.

### **Charity**

THC is an exempt charity under part 3 of the Charities Act but is unable to claim gift aid on donations as it has no charity number. Setting up a small charitable PTA would facilitate this. The committee felt the College should be asking 2<sup>nd</sup> year parents if the College may retain their deposits after exams and claiming gift aid.

**Action: DoF to investigate this and to take this to Corporation**

### **Fixed Assets**

DoF said that there two summer projects had been completed timely and that the third phase would commence next summer. DoF confirmed that the LEP was very keen to work with us in the future.

### **Infrastructure Investment**

DoF confirmed that work has taken place throughout the summer and again during half term and that this was in accordance with the financial plan approved and the focus being to improve student Areas.

### **Reprographic Budget**

DoF is working on centralising the plan for printing

### **Purchase Officer**

The committee asked if the College had as yet found a replacement Purchasing Officer. It was confirmed that not at present and that the Finance Manager and Head of IT were fulfilling this role in the interim but the College was looking to recruit.

### **Catering Contractor**

DoF is looking at options to bringing in a new catering contractor

### **Sports Strategy**

Awaiting a report from Paul Owen. The committee asked for confirmation that this would include a proposal for fencing the Rotherfield pitches. DoF confirmed it would.

1.9

### **Pay Awards for current year**

Discussed under Confidential

## The Henley College Corporation

---

1.10	<p><b>Student Union Accounts</b> DOF confirmed that these accounts are prepared internally and are not required to go to the Corporation for approval albeit it is good practice to do so. <b>ACTION: Agreed and to be put forward to the Corporation</b></p>	
1.11	<p><b>Student Enrolment Analysis and financial implications for current financial year – this was deferred</b></p>	
1.12	<p><b>Discretionary Learners Support Fund</b> This fund helps students with compulsory trips. There were no questions</p>	
1.13	<p><b>Interest on Fixed Deposits</b> The committee asked the DoF whether as requested by the Vice Chair at the F&amp;R meeting 17<sup>th</sup> June whether the funds that were identified as "restricted funds" had been transferred into a separate bank account and the interest on the restricted fund, backdated to 01.08.15, had been added to the fund, as advised by the Blandy's solicitor. This was to be actioned by 31<sup>st</sup> July 2019. The DoF had not spoken to the Chair about this. There was a compromise made that DoF would calculate the interest earned back to 2015 but would not make an adjustment to prior years accounts in the 2018/19 accounts but will include 2019/20 interest and make a P&amp;L adjustment for the backdated interest since 2015 in the 2019/20 accounts. Backdated interest would be calculated by the FM and added to the restricted fund account by the end of the month. The committee thanked the FM for her assistance.  This was taken to vote and agreed but the Chair wanted it noted that he was not in agreement.</p>	
1.14	<p><b>Update of Financial Regulations</b> The updated Financial Regulations were received by the committee and it was agreed that they should go onto the College website. <b>ACTION: DoF to put on College website</b></p>	
1.15	<p><b>Annual Report on College Seal</b> The report was noted and the committee agreed that it was to be put forward to the Corporation for approval. <b>ACTION :Agreed and to be put forward to the Corporation for approval</b></p>	
1.16	<p><b>Subcontracting Fees and Charges Policy</b> Albeit there was no paper, the DoF confirmed that there were no changes to this policy. <b>ACTION: Agreed and to be put forward to the Corporation for approval</b></p>	
1.17	<p><b>ESFA/ College Dashboard response of submission</b> ESFA had provided a dashboard which the committee said was useful and informative.</p>	
1.18	<p><b>Update from HR</b> Head of HR is awaiting an update from Union on the vote of no confidence. No report from Union to date <b>Cintra System in HR</b> The committee asked for an update of the Cintra system in the HR department. Head of HR said that this had been delayed due to the handover when he joined the College. The HR team are working on updating the relevant information for Cintra and this will be completed by the end of this term. The system should be launched by the end of term</p>	
1.19	<p><b>Employment Law</b> No changes to report.</p>	
1.20	<p><b>Performance Appraisal Management Update</b> Head of HR confirmed that this issue was being discussed with Unions and would be going ahead.</p>	
1.21	<p><b>Committee Self-Assessment</b> The Clerk has distributed these forms for comment.</p>	
1.22	<p><b>Any Other Business</b></p>	

The Henley College Corporation

	<p><b>Henley College Business Plan</b>                  Paul Skitt (PS) joined the committee towards the end of the meeting                  DoF introduced PS as an external advisor on the apprenticeship plan and outlined the business plan incorporating Apprenticeships and noted changes after the Ofsted report on apprenticeships and grading.                  DoF said that a proper investment would need to be made in this area if it was going to succeed and he estimated approximately £100K as 'pump-priming'.                  The committee discussed the Ofsted position on apprenticeships within the College and stated that other Colleges were also being rated 3 or 4 by Ofsted and that he thought that as a College we should appeal the decisions. At this point it was noted that the College had decided not to appeal but this may change. Vice Principal said that any decision regarding an appeal could not be made until after Ofsted published their report. Other committee members expressed concern about the prudence of challenging a 'Good' Ofsted grading and requested an absolute assurance from the VP that there was absolutely no risk whatsoever of this grading being undermined. That assurance was given. VP confirmed that all the apprentices were now on the College Portal.</p> <p>The position regarding apprenticeships would need to be discussed with the EFSA due to the Ofsted grading of 4.                  PS outlined that there was a huge amount of transition in the apprenticeship sector and he introduced an outline plan for the apprenticeship department. In the plan PS suggested that apprenticeship delivery needs to be aligned with the main curriculum areas in the College and that the College needs to engage with an employment engagement plan incorporating local employers. The paper submitted by PS outlines a plan that the College could follow.                  DoF said that the plan would not move forward without investment.                  The question asked was Can we recruit more students after the Ofsted report?                  This question could not be answered until the College has a decision from EFSA and therefore the committee felt it was impossible to consider a plan at this stage.</p> <p><b>ACTION: VP is to work with apprenticeships and bring into the mainstream College. CL's will need to be involved and we need to show evidenced learning, and monitor and record work training. Vice Principal to work on putting this strategy into process.</b>  <b>ACTION: The College will need an agreement from Ofsted to conduct monitoring visits in Apprenticeships.</b>  <b>ACTION: DoF and PS to develop a proposal and report in January once the Ofsted report has been received</b></p>	<p>1</p>
<p>1.26</p>	<p><b>Items to be taken forward to next Corporation Meeting for approval:</b></p> <ol style="list-style-type: none"> <li>1. Draft Statutory accounts for previous financial year</li> <li>2. Pay Award for current academic year</li> <li>3. Student Union Accounts for previous financial year</li> <li>4. Update on Financial Regulations</li> <li>5. Annual report on the use of the College Seal</li> <li>6. Subcontracting Fees and Charges Policy</li> </ol>	
<p>1.27</p>	<p><b>Date and Time of Next Meetings</b></p> <ol style="list-style-type: none"> <li>1. 15 January 2020 at 09.00</li> </ol>	
	<p><b>Close of Meeting</b>                  The meeting closed at 12.00</p>	
	<p>MINUTES of the meeting held on <b>Wednesday 11 November 2019</b> were agreed and accepted as a true and accurate record and signed by the Chair.</p> <p>..... on .....</p>	