

## The Henley College Board

**MINUTES of the Meeting of the Board  
held on Monday 27 January 2020 at 18.00  
Deanfield Meetings Room. The Henley College, Henley on Thames**

<p><b>BOARD:</b> <b>Trevor Watkins</b> Gavin Brooks Satwant Deol Brian Fennelly Ruth Hubbard Mohammed Khaliel Vince Maltese James Lingard Dr Tim Lincoln Charles Wiggin</p> <p><b>STAFF:</b> Andrew Unsworth</p>	<p><b>Independent Member/Chair</b> Principal Independent Member Independent Member/Vice Chair Parent Governor Independent Member Independent Member Independent Member Independent Member</p> <p>Teaching Staff</p>	<p><b>NOTE TAKER:</b> Fran Phelan</p> <p><b>SLT BY INVITATION:</b> Tristan Arnison                      Head of Faculty Julian Brinsford                      Head of Faculty &amp; Quality Manager Kathryn Caulfield                      Head of Student Services (HSS) Eamonn Egan                              Interim Vice Principal</p>
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Agenda Item	Minutes	Action by
3.1	<b>Opening of Meeting and Welcome</b> The Chair opened the meeting at 18	
3.2	<b>Apologies for Absence</b> Apologies had been received from: 1. Jacky Gearey – personal 2. Eric Burrow - ill 3. Robyn Vitty - ill	
3.3	<b>Declaration of Interests</b> There were no declarations of interest.	
3.4	<b>Minutes of Previous Meeting</b> (i) Board meeting of 2 December 2019 The minutes of 2 December 2019 were agreed subject to changing the last sentence of 2.10 to read (post meeting note. The Chair and Principal signed off the accounts after the errors had been corrected in order to meet the ESFA deadline). The meeting unanimously agreed the action taken by the Chair and Principal in signing off the accounts in December after the previous Corporation meeting in order to meet EFSa deadline.  (ii) Remote Decision issued 10 December 2019 The minutes of the Request for a Remote Decision issued 10 December 2019 were agreed as an accurate record and agreed that they were to be signed by the Chair.  <b>Resolved:</b> <b>(i) the Board agreed that the minutes were an accurate record of the meeting of 2 December 2019 subject to the amendment to 2.10 detailed above and the minutes to be signed by the Chair.</b> <b>(ii) the Board agreed that the minutes were an accurate record of the minutes of a Request for a Remote Decision issued 10 December 2019 and the minutes were signed by the Chair.</b>	
3.5	<b>Matters Arising from the Minutes</b>  There were no other matters arising.	
3.6	<b>Principal's Report</b> The Principal gave a verbal report on the content of the paper. Bringing to the attention of the Board the Apprenticeship situation confirming that the College is no longer able to offer Apprenticeships due	

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	<p>to the Ofsted inadequate grade. The Principal confirmed that no new apprentices have been recruited since the inspection resulting in a loss of income. The Principal informed the Board that the Leadership team were looking at different options and in discussions with Pro-train and Western College (recommended by the FEC).</p> <p><b>Curriculum Planning 2020-21</b> The Principal confirmed that the Curriculum plan would be brought to the Board in March's meeting. The Principal informed the Board that the College was still in a demographic dip that impacts on student numbers. The College is offering new courses to encourage students to apply to the College. The Principal in answer to a question from a Parent Governor confirmed that minimum class sizes must be in the upper teens and an average class size is 20. Application data will be reviewed in May which will determine class numbers and sizes in each subject area.</p> <p>The Principal confirmed that there was a new partnership with Ealing Trail Finders and Henley Hawks and that the college would be offering "elite rugby" numbers providing as rugby costs £81k to deliver. If the numbers are not achieved for "elite rugby", the college will still continue with rugby.</p> <p><b>Current Risks</b> The risk to the College is that there are still vacancies in key areas which necessitates the employment of interim managerial staff due to the inability to recruit permanent staff. The Principal informed the Board that the College has recruited an Exams Officer who will commence in February.</p> <p><b>Resolved that the Principal's Report was received by the Board.</b></p>	
3.7	<p><b>Student Governors' Report</b> The student governors had provided two papers covering the winter term and the beginning of this term and the report was noted as read Due to the temporary absence of a Welfare Officer, the buddy system has been unable to run. However, the system did have a real impact on students who joined and are looking forward to getting it up and running again. With those already in the buddy system, the aim is to take our 1:1s into a group setting and organise an event between the buddies. This will be an open event that can allow any students who may still feel like they have not quite settled yet to meet others who feel the same way and for them to make friends and meet new people. Currently, the aim is set up an environment-focussed enrichment club or activity led by the Enrichment Officer, as this has been something requested by many of the student body. Alongside plans for organising a Summer Ball, the hope is to be able to organise a Mental Health Day. The Hello Yellow fundraiser was a huge success and the intention is to be able to organise a similar fundraiser as well as a day that focuses on improving the mental health of students at The Henley College. The two primary focuses i.e. mental health and the environment, have both proven to be equally important to the Student Union and wider student body. A recent poll of the student body regarding their interest in Leavers Hoodies has seen interest in the possibility of producing them from many students. The Student Union have made a strong start to the year and have shown themselves to be a driven and dedicated team. Finally the student body has been pleased with the Leadership group's success in the planning and execution of their EDI Event.</p> <p><b>Resolved that the Student Governors Report was received by the Board.</b></p>	
3.8	<p><b>Safeguarding and Prevent</b> The HSS presented her report confirming that 36 students were seeing the College Counsellor and there is a requirement for further support. 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 now has a therapy dog Otis. 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</p>	

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	<p>comparative data in future. The HSS provided comparable data for the board as requested on safeguarding and welfare namely:</p> <ul style="list-style-type: none"> <li>• 117 VU students (+3 from last report and +2 from figures in January 2019)</li> <li>• 18 SG students (+2 from last report and -8 from figures in January 2019)</li> <li>• 3 AR students (+3 from last report and same as figures from January 2019)</li> </ul> <p>Significant incidents or concerns are detailed in the report for information.</p> <p><b>Safeguarding Policy</b> This policy is annually reviewed and has been amended to include a clause at 18.1 on "upskirting" which became a criminal offence under the Voyeurism (Offences) Act 2019 on 12 April 2019.</p> <p><b>Resolved that:</b></p> <ol style="list-style-type: none"> <li><b>the Safeguarding, Prevent and PDBW Report was received by the Board.</b></li> <li><b>The Safeguarding and Child Protection policy was received and approved by the board</b></li> </ol>	
3.9	<p><b>QS item</b></p> <p>The Vice Principal confirmed that the SAR which followed the new Education Framework had been presented to the QS committee and had now been brought to Corporation for approval. He referred the Board to Page 27 which was a summary for sustaining improvement and asked for any questions. The Vice Principal was asked why apprenticeships were still in the report as the College no longer can offer this after the recent Ofsted inspection. The Vice Principal said that the SAR was 2018-2019 where the college did provide apprenticeships however going forward he confirmed that apprenticeships would be removed from the SAR in 2019/20. The Vice Principal confirmed that the College had appealed against the Ofsted decision on apprenticeships as Ofsted would not review the evidence base. It was confirmed that the College had graded apprenticeships as requires improvement in the SAR. In addition the College had to write to all employers regarding the Ofsted position and 3 of the employers wrote in support of the college's appeal. The College will be able to offer Apprenticeships in possibly 3 years' time.</p> <p><b>Resolved that</b></p> <ol style="list-style-type: none"> <li><b>the SAR for 2018-2019 was received and approved by the Board.</b></li> </ol>	
3.10	<p><b>Integrated Financial Model for Colleges (IFMC)</b></p> <p>The Integrated Financial Model for Colleges (IFMC) was launched on 26 November 2019 and is aimed at bringing together the existing financial returns from colleges while providing enough financial information to understand the current and forecast financial position of colleges. From January 2020 the model replaces four existing templates: the College Financial Plan; the College Financial Record; the Cash flow available for debt servicing (CFADS); and the monthly cash flow template. It will also enable the ESFA to speed up the consolidation of data from all colleges, reducing the time taken to produce the college dashboard and benchmarking reports from months to weeks.</p> <p>The deadline for colleges to submit the IFMC to the ESFA is the 28 February 2020. The ESFA have taken the decision to move the submission deadline back in-line with the length of time the release has been delayed. From 2021 the return date will revert back to the 31st January on an annual basis.</p> <p>Colleges will still be required to submit audited Financial Statements, auditor's management letters and copies of college audit committee reports at the end of December annually but the introduction of this new financial model is the first step to simplifying the detailed financial returns across the ESFA.</p> <p>The College will continue to prepare this submission on the basis of the previously agreed financial strategy i.e. to aim to deliver an operating surplus of between 1% - 2% over the forecast period, but to try and ensure at least a minimum break-even outcome if possible. The Principal will sign off the final</p>	

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	<p>submission as 'Accounting Officer' prior to submission. The Board is required to approve the IFMC in accordance with the funding agreement.</p> <p><b>Resolved that:</b></p> <p>(i) <b>The report on the Integrated Financial Model for Colleges (IFMC) was received by the board</b></p> <p>(ii) <b>The IFMC was approved by the board</b></p>	
3.11	<p><b>Strategic Plan Update</b></p> <p>The Vice Principal advised the board that the College is using a scorecard that is constructed from many college performance datasets and is used to monitor the strategic KPIs. The scorecard is a suitable solution for this academic year as we discuss with governors what additional information is required. The KPI targets for 2019-20 have been discussed and agreed with the governors. KPI Targets against actuals are updated on a termly basis and presented at each meeting. The focus for 2019-20 is to continually improve and grow recruitment for 2020-21.</p> <p>In addition the Vice Principal confirmed that the College has identified at risk students and that real-time interventions are in place for these students. The College is retaining more students this year because of the interventions and the College has linked attendance to achievement to ensure the best outcome for our students. Students are being looked at on a case by case basis.</p> <p>Dashboard: the scorecard discussed above is to be the new dashboard. There were no questions.</p> <p>The stakeholder surveys are to be discussed at the next Corporation meeting</p> <p><b>Resolved that:</b></p> <p>(i) <b>The Strategic Plan update was received by the board</b></p> <p>(ii)</p>	
3.12	<p><b>FEC Recommendations Update</b></p> <p>In line with the possible outcomes from a DA, the FEC team suggested further actions to strengthen or supplement existing improvement plans. Whilst the college leadership has the capacity to lead improvements in quality and finance the existing plans need further strengthening to ensure that improvement is rapidly secured. The five recommendations from the report were each addressed and the board noted the actions.</p> <p>In addition the Principal confirmed that the FEC will be visiting the College in May and that they will be looking at recruitment for next year. The Principal confirmed that the College was in a challenging position if the College wants to remain independent and that both she and the Chair will be meeting with other Colleges regarding the prospect of merging.</p> <p>One of the Board advised caution on this approach and wanted to be included in these meetings. The Principal confirmed that another update in March would be provided.</p> <p><b>Resolved that the Report Update on the FEC Recommendations was received by the board</b></p>	
3.13	<p><b>Governors' Strategic Risk Register</b></p> <p>There had been no movement on the register but only the addition of safeguarding and prevent be added do the register as per the recommendation of the HSS. It was discussed that governance should also be added to the register but this is to be taken to the Audit committee for consideration.</p> <p><b>Resolved that</b></p> <p>(i) <b>Governors Strategic Risk Register was received by the Board</b></p> <p>(ii) <b>Governance to be discussed by the Audit committee</b></p>	
3.14	<p><b>HR Update</b></p>	

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	<p>In the absence of the Head of HR, the paper was noted. The Principal asked that a vote of thanks be recorded to the previous Head of HR Jen Jackson who had initiated the report and that it was now being implemented by the new Head of HR.</p> <p><b>Resolved that:</b>  <b>(i) The Update on Staff Engagement Survey was received by the committee</b></p>	
3.15	<p><b>Reports for Information</b></p> <p><b>Resolved that the Management accounts for November and December were received by the board</b></p>	
	<p><b>Confidential Agenda items</b>                  The meeting moved to the confidential agenda at put in the time</p>	
3.17	<p><b>Any Other Business</b>                  . there was no other business</p>	
3.18	<p><b>Items to be taken forward to next Board meeting:</b>                  1.</p>	
3.19	<p><b>Date and Time of Next Meeting:</b>                  i. Monday 23 March 2020 at 18.00</p>	
	<p><b>Close of Meeting</b>                  The meeting closed at 21.30</p>	
	<p>MINUTES of the meeting held on <b>27 January 2020</b> were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>..... on .....</p>	