

**Minutes of a Meeting of
the Corporation**

on Monday 24 September 2018 at 5.30pm in Aspen Centre Room A1

Members in Attendance: Duncan Alexander(Chair), Barbara Barratt (Vice-chair), Jonathan Langdon (Vice-chair/Foundation Governor), John Abbott (Principal), Guy Adams (Foundation Governor), Lee Ballard (Staff Governor), Sasha Burns, Pat Flaherty, Indy Grant, David Griffin, Stephen Haydock, Ann Helsby, Connor Payne (Student Governor), Mary Tighe (Foundation Governor), David Tomaney (Parent Governor)(part) and Cerys Turner (Student Governor).

Also in Attendance: Colin Barnard (Assistant Principal-Student Support), Joe Bennett (AP-English, Science and Mathematics), Xanne Blythe (Clerk), Becky Flower (AP-Humanities and Social Sciences), Saffron Lee (AP-Business and Creative Industries), Paul Lonsdale (Vice Principal-Finance), Martyn Owen (Deputy Principal: Curriculum & Quality), Ruth Walmsley (HR Director) and Liz Williams (Director of Marketing, Admissions & International).

Action

The Chair welcomed the three Student Governors to the meeting and Student Governors gave a brief introduction on their study programme, their future plans and reasons for applying for the role.

Min Apologies for Absence (agenda item 1.1)

COR

1 Apologies for absence were received from Nicola Reid, Moira Reynolds (Parent Governor) and Karuna Tharmananthar.

COR Declarations of Interest by Governors (agenda item 1.2)

2

No declarations were received. At the request of the Chair it was agreed to bring forward agenda item 4.2 to appoint Student Governors from the beginning of the meeting.

COR Student Governor Appointments for 2018-19 (agenda item 4.2)

3

Governors had previously agreed, with an electronic resolution, to amend the RHC Instrument and Articles (I&As) of Government. The amendment increased the Corporation determination from 20 to 21 governors for a twelve month trial period to allow for the appointment of three Student Governors for 2018-19. The meeting noted that the amendment to the I&As was subject to RHC Foundation Trustee approval in October 2018.

RESOLVED: that Indy Grant, Connor Payne and Cerys Turner be appointed as Student Governors to the RHC Corporation for 2018-19 for a one year term of office.

COR Minutes of the Previous Meeting and Matters Arising (agenda item 1.3)

4

All actions recorded in the 2018-19 matters arising report were noted.

RESOLVED: that the minutes of the Corporation meeting dated 2 July 2018 be agreed and signed as an accurate record.

COR Principal's RHC 2018-19 Presentation (agenda item 2.1)

5

Papers entitled 'Headline Course Achievement 2018' and 'College Curriculum 2016-18', as discussed at the Academic Planning and Quality Committee meeting on 11 September 2018, were also circulated in advance of the meeting for greater context.

The Principal gave a presentation entitled 'Start of Year 2018'. The presentation provided an overview of the College strategy, values, the overall College performance, to include summer 2018 results and key priorities for 2018-19.

In response to discussion, challenge and questions from Governors, the following key points were made:

- the College had fantastic results in a number of courses and in some cases some significant improvements, with outstanding vocational, apprenticeship and HE performance,
- the number of unconditional offers (c. 150) made to students who had then not achieved their predicted grades,
- the seven courses causing concern and the interventions in place,
- the performance data was potentially distorted as some centres continued to use the AS year to filter their A2 cohort data,
- the Level 3 entry requirements for the College and the College's inclusivity procedure,
- the new curriculum's specification and updates were accessed through more informal social media platforms, students' understanding of subject specific command words were critical,
- exam board consistency and recourses remained a growing concern with 60 mark changes and 19 grade changes since the results' day at a high cost to the College,
- key quality priorities for 2018-19 were discussed, the breadth of the curriculum and enrichment offer, average class sizes of 17, the retention of the CPD and curriculum budgets, carried over staffing to avoid redundancies. This had been made possible by retaining or increasing the market share of students through the well established reputation for quality, 'Outstanding' status, and prudent financial planning,
- quality management processes were in place and course teams needed to be more forensically analytical,
- accurate and timely attendance data was being registered and parents were informed on the same day of any absences,
- a new College policy on a critical incident response was in place.

A number of achievements and challenges for 2017-18 were highlighted,

- opening the Aspen Centre four weeks ahead of schedule,
- continued growth in apprenticeship recruitment despite renewed competition and the Apprentice of the Year award,
- good HE progression including ten students to Oxbridge in a changing HE landscape,
- support and secured funding for the new 3G AstroTurf, design plans were being finalised with construction starting in June 2019 with completion scheduled for September 2019,
- upgrading and refurbishing work undertaken by the IT and Estates teams during the summer including the Aspen Centre and the Apprenticeship Hub,
- the introduction of an intruder alarm and procedure at the College with staff and student training,
- the forecasted growth in the number of year 11 pupils in Taunton Deane was significantly greater than the rest of Somerset.

COR 6 Oak House Post Project Appraisal Report dated 3 September 2018 (agenda item 2.2)

Given that the College was now one year into the running of the Oak House project, a review had been undertaken on the various elements of the project with any specific areas of learning. Governors representing the College's Committees had attended the project appraisal meeting to provide a holistic project overview. Notes from the meeting dated 3 September 2018 were circulated with conclusions and one recommendation for Corporation approval.

Governors agreed that this had been a very useful exercise and that projects of this nature would undergo a scheduled review.

RESOLVED: that a claim with the project architect and developer be pursued for not delivering a fit for purpose building, in relation to some dual occupancy rooms being used as single occupancy.

PLO

COR 7 Richard Huish Trust Update (agenda item 2.3)

The Chair of the Richard Huish Trust Board informed the meeting that the Trust after four years had grown from one secondary school to five schools. North Town Primary, a single academy, was scheduled to become part of the Trust in January 2019, following a due diligence period. The Trust had been awarded the primary free school bid application on the Nerrol's Farm development in Taunton, and the nursery and primary school was due to be opened in September 2019. The part-time Executive Headteacher had been appointed from 1 September 2018 to 31 December 2019 to work on the new school project. It was anticipated that a substantive headteacher would be appointed in February 2019 to take up the role full-time, from 1 September 2019.

An Ofsted visit was expected this term for the Taunton Academy, the results had shown a narrowing of the outcome gap between Free School Meal (FSM) students and non FSM students.

There was an intention for the Trust to grow to a critical mass of 3,000 pupils. It was noted that multi-academy trusts (MATs) with at least five academies and more than 3,000 pupils, received a School Condition Allocation (SCA) to deploy strategically across their estate to address their priority maintenance needs.

Further Richard Huish Trust discussion was planned for the Governors' strategy day dated Friday 8 February 2019.

COR 8 RHC Management Accounts – 31 July 2018 Year End (agenda item 3.1)

The VP-F and Finance and General Purposes Committee Chair gave an overview of the report, as presented to the Finance and General Purposes Committee on 10 September 2018.

The management accounts had been presented in the revised format to include the financial performance measures that outlined the College's overall financial performance, calculated in line with the Education and Skills Funding Agency (ESFA) guidelines. The July 2018 management accounts predicted a small surplus of £6K after the removal of FRS102 LGPS pension charges. Given the local demographic situation, this was seen as a tremendous achievement.

RESOLVED: that the RHC management accounts for July 2018 year end be noted.

COR 9 2018-19 Student Enrolment Update (agenda item 3.2)

The Director of Marketing, Admissions and International updated the meeting on the most recent student numbers. The College had currently enrolled more 16-19 students than last year despite a smaller demographic. International recruitment was slower this year, increased competition and alternative foundation courses were diluting the market significantly. Despite lower recruitment every room in the boarding house was occupied although less students were in homestay. There were six UK students either boarding or flexi boarding this year which had had a positive impact on the house mix.

COR 10 Summary of Key Points from Committee Meetings (agenda item 4.1)

The report, presented by Committee Chairs, summarised key points arising from recent Committee meetings. The following areas were highlighted in particular:

- the RHC Accommodation strategy planning document had been discussed at the Finance and General Purposes Committee, with a further report to be re-submitted to the Committee to discuss the various options for a final Corporation decision in September 2019,
- the Academic Planning and Quality Committee had provided a degree of scrutiny to the Performance Management of underperforming courses,
- the Audit Committee had focused on a new risk register template to be brought to the December Corporation meeting. Strategic driver risk areas would be apportioned to Committees without duplication of risks,

- the 2017-18 internal Auditor's opinion had provided a strong assurance report with no significant issues that required inclusion in the financial statement. All internal audits undertaken in 2017-18 had concluded with a positive opinion, as circulated to all Governors,
- 'ESFA Regularity Self-Assessment', the 2017-18 audit had provided good assurance on regularity,
- the Audit Committee's 2017-18 annual report was produced in draft with a few minor additions yet to be included, the report was reviewed and accepted. The report also included the committee's terms of reference for 2017-18, in line with the Post 16 Audit Code of Practice, and a review of the performance of the internal audit service,
- the internal audit strategy would be agreed and circulated for 2018-19,
- Committees' self assessments were being completed and would form part of the College Governance Self Assessment Report to July 2018 (SAR) presented to the December 2018 Corporation meeting.

At the request of the Chair it was agreed to extend an invitation to all governors, as appropriate, to the Teaching and Learning Group meetings, and where possible this would be held on a weekday evening.

XBL

RESOLVED: that the Committee meetings' summary report for September 2018 be noted.

COR 11 RHC Remuneration Committee Terms of Reference/Committee Membership (agenda item 4.3)

The Clerk advised that this item would be deferred to the next Remuneration Committee meeting in November 2018 for a final report to be presented to the December Corporation meeting. The voluntary AoC Colleges Senior Staff Remuneration Code December 2018 would also be considered for any potential changes to the terms of reference following the consultation period by December 2018.

In the meantime the Corporation was asked to agree an addition to the Remuneration Committee Terms of Reference with immediate effect for alignment with other Committees' terms of reference.

RESOLVED: that the Remuneration Committee's Terms of Reference for 2018-19 include the following clause with immediate effect: *'Should the membership of the quoracy of any meeting of the Committee be at risk, such as a conflict of interest, the Chair of the Corporation may at their discretion ask other members of the Corporation who are not members of the Committee to attend that meeting.'*

XBL

COR 12 Consent Agenda - Policies and Other Documents (agenda item 5.1)

Matters in this section were taken as a single agenda item with each proposal being agreed without introduction or discussion. The Chair advised Governors that the RHC Accommodation Strategy Planning document was not for approval but for noting and would be brought back for further consideration, further Governor input and decisions where necessary. The Finance and General Purposes Committee would consider and make any recommendations in September 2019.

COR 13 Committee Minutes and Other Matters for Note (agenda items 5.2 – 5.7)

The following matters in this section were noted:

- Finance and General Purposes Committee draft minutes dated 10 September 2018.
- Academic Planning and Quality Committee draft minutes dated 11 September 2018,
- Audit Committee draft minutes dated 17 September 2018,
- Internal Audit Final Transition to New Apprenticeship Levy
- Outcomes for Written Resolutions (UE17 and 18)

Information circulated electronically since the last Corporation Meeting 2 July 2018: 2018 Results Press Release, June 2018 Management accounts, TTA newsletters.

COR 14 Date of the Next Meeting and AoB (agenda item 6.1- 6.2)

Forthcoming College events and the date for the next Corporation meeting scheduled for 3 December 2018 were noted. A Governor asked whether the many successes of the College could be celebrated to a larger extent. Young Enterprise had received a great deal of publicity.

The Chair thanked the Student Governors for their input. At this point senior management team members and the Student Governors withdrew from the meeting.

COR 15 CLOSED SESSION: Governors' Information on Oak House (agenda item 7.1)

The Chair informed the meeting of a recent notification received in connection with the Oak House project.

COR 16 CLOSED SESSION: RHC Remuneration Committee Minutes dated 8 August 2018 (agenda item 7.2)

Governors under clause 13(d) of the Instrument of Government agreed that staff governors should withdraw from the meeting, as the report covered staff matters relating to an individual member of staff holding a post senior to the staff governor's.

The purpose of the Remuneration Committee meeting dated 8 August 2018 was to focus on the SPHs' Trust workload, in light of the recent Trust growth and the significant workload to both the VP-F (RHT Chief Financial Officer) and the Trust CEO. Both senior postholders had a single contract with the College and cross-charged a percentage of their time to the Richard Huish Trust. The RHT Chair of Directors was in attendance at the Remuneration Committee meeting for parity and oversight.

(a) RHC Vice Principal-Finance – Remuneration and Objectives

RHT objectives for the VP-F for 2018-19 were agreed for a follow up review at the November 2018 Remuneration Committee meeting.

The RHC Remuneration Committee during their deliberations took account of RHT affordability, budgetary implications and the framework of pay and conditions for other Trust employees and the SPH's remuneration was agreed.

(b) RHC Principal - Remuneration

Governors discussed the affordability of the proposed remuneration and agreed the remuneration for the Principal for 2018-19. The Committee would review the SPH's achievements against 2017-18 targets and agree a new set of targets for 2018-19, at its Remuneration Committee in November 2018.

RESOLVED:

1. that the RHT targets for the Vice Principal-Finance be approval for 2018-19,
2. that the remuneration for both the Vice Principal-Finance and Principal be approved for 2018-19, back dated to 1 May 2019.

With no further business, the meeting ended at 7.10pm

The minutes were agreed and signed:

Chair..... Date.....