

**Minutes of a Meeting of
the RHC Corporation**

on Monday 3 December 2018 at 5.30pm at Richard Huish College, room C6

Governors 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), Pat Flaherty, Indy Grant, David Griffin, Stephen Haydock, Ann Helsby, Mary Tighe (Foundation Governor), David Tomaney (Parent Governor) and Cerys Turner (Student Governor).

Also in Attendance: Colin Barnard (Assistant Principal-Student Support, Xanne Blythe (Clerk), Emma Fielding (Deputy Principal: Curriculum & Quality -Incoming), Nikki Lewis (Staff Governor Designate) and Martyn Owen (Deputy Principal: Curriculum & Quality-Outgoing).

Action

The Chair welcomed Nikki Lewis to the meeting as the recently elected Staff Governor. The meeting agreed to bring forward agenda item 4.1 to formally appoint the Staff Governor to enable her to contribute to the meeting.

Min Apologies for Absence (agenda item 1.1)

COR

17

Apologies for absence were received from Governors Nicola Reid, Sasha Burns and Connor Payne (Student Governor).

COR Declarations of Interest by Governors (agenda item 1.2)

18

Guy Adams, Jonathan Langdon, Duncan Alexander, John Abbott and David Griffin declared an interest in agenda item 3.2 and 7.3, due to their dual membership with both the College and Richard Huish Trust.

COR Staff Governor Appointments for 2018-19 (agenda item 4.1)

19

Out of two nominations Nikki Lewis had been elected by a staff majority vote as the Staff Governor. As the appointing authority the Corporation was required to formally appoint the Staff Governor for a four year term of office.

RESOLVED: that Nikki Lewis be appointed as a Staff Governor to the RHC Corporation with immediate effect from 3 December 2018, for a four year term of office.

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

20

All actions recorded in the 2018-19 matters arising report were noted. The meeting noted the rectifications to Oak House, in respect of rooms and layout, would be made over the Christmas holiday period and an update would be submitted to the March Corporation meeting.

RESOLVED: that the minutes of the Corporation meeting dated 24 September 2018 be agreed and signed as an accurate record.

COR Governor Safeguarding and Prevent Training (agenda item 2.1)

21

The following areas were highlighted during the training:

- Safeguarding Team and safeguarding processes.

- Introduction of 'My Concern' system and completing all-staff training, the Clerk was asked to circulate the safeguarding related documents stored on 'My Concern' to all Governors.
- There were a large number of live cases logged with 'My Concern', triaging was in place with referrals to the Mental Health Coordinator and College Counsellor as appropriate. The MHC was carrying out some practical work with students on mental health awareness.
- Safeguarding and Prevent update with critical incident (Run, Hide, Tell) update training given to all staff, including those not employed directly by the College.
- Employers had to sign a declaration to state that their businesses were fully compliant with the latest safeguarding legislation.
- Safeguarding Governors had met with the apprenticeship team Manager and the DSL to understand safeguarding in both the apprenticeship and 16-19 provision.
- The College's safeguarding policy had been updated in line with the most recent Keeping Children Safe in Education statutory guidance (2018).
- Day-to-day work with a variety of outside agencies was in place to improve students' lives.
- Contractors' safeguarding responsibilities had been reinforced.
- The annual LA College Safeguarding Audit was due for submission by 14 January 2019.
- The 'Citizen Aid' app was recommended to staff and students as a simple clear teaching aid for immediate first aid.

The College was undertaking a review of the current individual tutoring system and its sustainability whilst exploring alternative models that had been successfully implemented elsewhere. A Review of Tutoring paper was tabled at the meeting for information. A number of colleges had moved their tutoring models to centre around specialist (non-teaching) Progress Tutors, with a positive impact on academic outcomes for learners. A further update on the tutorial review would be provided in the new year. A main hall tutorial programme was being implemented with key messages for students for 2018-19.

RESOLVED:

1. it was **NOTED** that Governors had approved the RHC Safeguarding Policy on 27 November 2018 electronically, and
2. a further update on the College's tutoring system review would be brought back to the next meeting in March 2019.

DP

COR 23 Principal's Update – December 2018 (agenda item 2.2)

A paper with a rationale and explanation for a proposed change in the College management structure, together with a brief update on recent Huish events and activities, had been circulated in advance of the meeting.

The paper detailed the intention to create a new Director of Apprenticeships and Adults Skills post to be part of the SMT and managed by the Vice Principal-Finance. The quality of this curriculum would still be reported to, and monitored, by the Deputy Principal: Curriculum and Quality, whilst being the responsibility of the new Director. The broader benefits to this change would include much needed additional capacity and an improved oversight of the performance of this area from both an income generation and quality perspective.

The paper detailed a visit to Queen Elizabeth Sixth Form College (QE) in Dartington in November. The Principal, Deputy Principal Designate and Assistant Principals visited as part of the College's peer referencing and sharing good practice. As previously noted, one specific area of interest for the visit was around QE's tutorial provision to combine academic study with pastoral care. RHC was considering how to adapt a similar model by September 2019.

RESOLVED: the Chair asked for an update on the new Director of Apprenticeships and Adults Skills post in July 2019.

COR 24 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 on 1 April 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. Currently there were 17 pupil admissions for Reception in September 2019, with an admission closing date of 15 January 2019. Nerrols Primary School had the capacity to grow to 420 pupils.

COR 25 Verbal Update on Strategy Day Agenda and Timings – 8 Feb 2019 (agenda item 2.4)

The Chair and Principal informed the meeting that the plan was to bring together all parties to discuss a unified vision at the joint RHC and RHT Strategy Day. Invites for the day had been extended to RHC Foundation Trustees, RHC Governors, RHT Members and Directors, RHT Academy Headteachers and LGB Chairs including North Town and Nerrols Primary Schools.

Two guest speakers had been invited SCC Director of Children's Services and the Regional Schools Commissioners Office, Assistant Director. The material from last year's Strategy Day would be used and recirculated by the Clerk. An overarching vision, values and strategic drivers would be discussed with further exploration of an overarching structure to follow on over a period of two years.

COR 26 RHC Management Accounts – September 2018 Period 2 (agenda item 3.1)

The Finance and General Purposes Committee Chair gave an overview of the report. The meeting noted that this was only two months in to the financial year and was as expected for period two.

RESOLVED: that the RHC management accounts for September 2018 period 2 be noted.

COR 27 RHC Members' Report and Financial Statements 31 July 2018 (agenda item 3.2)

The joint meeting of the Audit Committee and Finance and General Purposes Committee had scrutinised the Members' Report and Financial Statements (MRFS), and Management Letter for the Corporation to approve and note respectively.

The Corporation also received the Audit Committee's Annual Report for 2017-18 and was reminded by the Audit Committee Vice-chair that the purpose of the report, as required by the Post 16 Audit Code of Practice and the Committee's terms of reference, was to provide assurance to the Governing Body on the effectiveness of the risk management, control and governance arrangements.

In the opinion of the Audit Committee, the extent of the audit work carried out by the College's auditors, and fully detailed in the reports received, together with the scrutiny and oversight provided by the Committee, could be relied upon to provide assurance that adequate, effective and reliable audit arrangements were in place. Also, the Committee had concluded that the framework of governance, risk management and control processes for securing economy, efficiency and effectiveness were adequate and effective.

The Audit Committee's annual report included the internal auditor's opinion that the College had adequate and effective risk management, control and governance processes in place. The Corporation noted the audit work undertaken during 2017-18, and was reassured by the opinion expressed by the Committee and accepted the report.

To support college corporations in drafting the statement of regularity, propriety and compliance, the ESFA published a regularity self-assessment questionnaire. This document provided clarity over the framework, including the interpretation of the key requirements and the type of evidence that should be considered. The document had been presented to the Audit Committee in the Autumn term and required a signature from the Chair of Governors and the Accounting Officer to confirm its accuracy.

RESOLVED:

1. that the Members' Report and Financial Statements (MRFS) for the year ended 31 July 2018 be approved and signed by the Chair of Governors and Principal,
2. that the External Auditor's Management Letter for the year ended 31 July 2018 be received and noted,
3. that the Richard Huish College Letter of Representation 2018 be approved,
4. that the Audit Committee's Annual Report 2017-18 be accepted and received,
5. that the Regularity Self-Assessment Declaration 2017-18 be noted and signed by the Chair of Governors and Principal as an accurate record.

Governors having previously declared an interest did not take part in voting to approve the MRFS.

COR 28 Summary of Key Points from Committee Meetings (agenda item 4.2)

The report, presented by Committee Chairs, summarised key points arising from recent Committee meetings, Committee minutes were also circulated to all Governors for information. Policies and any items seeking approval were listed under the 'Consent' part of the agenda. The following areas were highlighted in particular:

- Search and Governance Committee Governors were planning to meet two new potential governors, with the required skill set, in January 2019 to fill the single vacancy.
- The Search and Governance Committee had reviewed Governors' individual attendance data for 2017-18 and agreed that Governors were well engaged.
- The Academic Planning and Quality Committee had focused on courses with areas for improvement and the impact of agreed interventions. Headline target setting for 2018-19 had been discussed and was detailed under the 'Consent' agenda for approval. Outcome data for all students in College accommodation had also received a high level of focus with the additional support that course teams were providing. A further update was being submitted to the January 2019 Committee meeting.
- The Finance and General Purposes (F&GP) Committee had discussed the ESFA's letter with an overview of the College's financial health: Good for 2017-18 and Satisfactory for 2018-19, based upon the budget setting. Future financial forecasting beyond 2019-20 (a year-end forecast for 2020-21) would be provided to assist with informed strategic decision making.
- The F&GP Committee received the College Health and Safety Committee reports for regular monitoring purposes. It had asked for a report to be submitted to the next meeting for an update to evidence that all employers working with the College had undergone a health and safety check.

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

COR 29 Consent Agenda - Policies and Other Documents (agenda item 5.1 – 5.6)

Matters in this section were taken as a single agenda item with each proposal being agreed without introduction or discussion. The Clerk advised Governors that under item 5.3 '2018-19 Target Setting', there was an error and the student overall attendance target was 93% for 2018-19.

The Chair informed the meeting that the RHC Probation procedure would be withdrawn from the Consent Agenda and revisited by the Personnel Committee in February 2019. **Clerk**

RESOLVED: that the following documents be approved:

- Office for Students – Annual Assurance Statement 2018
- 2018-19 Target Setting for A Level, Vocational & GCSE Courses, attendance and whole College Level 3 classroom based learning target retention
- Overseas Trip Approval for Senior Post Holder (VP-F) on 27 November 2018
- RHC Register of Interests for 2018-19
- Governance KPIs for reporting from 2019-20

COR Committee Minutes and Other Matters for Note (agenda items 5.7 – 5.13)

30

The following matters in this section were noted:

- Search and Governance Committee minutes dated 15 October 2018.
- Personnel Committee minutes dated 15 October 2018.
- Academic Planning and Quality Committee minutes dated 22 October 2018.
- Finance and General Purposes Committee minutes dated 5 November 2018.
- ESFA Finance Dashboard October 2018.
- Joint Meeting Audit Committee and F&GP Committee minutes dated 12 November 2018.
- Staff Voice Notes dated 5 November 2018.

The following information had been circulated since the September 2018 Corporation Meeting: FE Commissioner termly letter, various invitations, TTA Ofsted report and newsletters, RHC September Management accounts, Henley Business School Research Project and AoC ESFA Funding Slides.

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

31

Forthcoming College events and the date for the next Corporation meeting scheduled for 25 March 2019 were noted.

COR Remuneration Committee Terms of Reference for 2018-19 and Membership (agenda item 7.1)

32

A report from the Remuneration Committee detailed the requirement to amend the RHC Remuneration Committee terms of reference and membership. The amendment to the membership enabled the Committee to comprise a majority of independent governors going forward. The Committee's terms of reference amendments included:

- a Committee membership of four governor members,
- the Chair of the Corporation would not also preside as Chair of the Remuneration Committee,
- the Chair of the RHT would be invited to attend the meeting when it took into account the employment arrangements and remuneration of those members of the Executive Team while working for the RHT.

The Remuneration Committee had also discussed the AoC Colleges Senior Staff Remuneration Code consultation, dated 23 November 2018, and the required amendment to the AoC Code of Good Governance for English Colleges (adopted March 2015). The Remuneration Committee would review the final AoC Remuneration Code once published in 2019 and submit a report to the Corporation to advise on the Remuneration Code's suitability for adoption.

RESOLVED:

1. that the Remuneration Committee's terms of reference be agreed,
2. that the Remuneration Committee comprise Ann Helsby, Duncan Alexander, Guy Adams and Barbara Barratt for 2018-2019,
3. that Ann Helsby be appointed as an independent Chair of the Remuneration Committee for 2018-20.

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

COR 33 CLOSED SESSION: Ofsted Student Accommodation Visit November 2018 (agenda item 7.2)

Governors, under clause 13(9) of the Instrument of Government, agreed the student governor should withdraw from the meeting, as the discussion covered staff matters relating to an individual member of staff at the College.

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

**** Staff Governors and the Student Governors withdrew from the meeting, the Principal, Deputy Principal, AP:SS and the Clerk, remained****

The Principal provided feedback on the recent boarding Oak House Ofsted visit and the key focus areas. The inspection was carried out under the Social Care Common Inspection Framework (SCCIF) for a boarding house.

The Chair and Vice-chair of the Academic Planning and Quality Committee also asked that the Ofsted Task and Finish Group review the Academic Planning and Quality Committee's terms of reference going forward, in respect of work stream areas for accommodated students.

RESOLVED:

1. that a Task and Finish Group meeting be convened in January 2019 to focus on the Ofsted Report, once available, and the College's Action Plan,
2. that the Task and Finish Group membership comprise the Principal, Pat Flaherty, Guy Adams, Barbara Barratt, Karuna Tharmananthar, Jonathan Langdon, Ann Helsby and Dave Tomaney,
3. that the Task and Finish Group report to the next Corporation meeting in March 2019.

****At this point the RHC Principal and Staff withdrew from the meeting, and the Clerk remained****

COR 34 CLOSED SESSION: RHC Remuneration Committee Report (agenda item 7.3)

The Remuneration Committee had met on 26 November 2018, to discuss the RHC Senior Postholders' (SPH) objectives for 2017-18, where appropriate, and agree SPHs' objectives for 2018-19. SPHs' remuneration was also discussed and recommended for Corporation approval.

The meeting noted that the Principal, the Vice-Principal and the Clerk had one contract of employment with the RHC and the College recharged the RHT for work undertaken by the Principal, Vice-Principal and the Clerk. Therefore Governors with RHT membership, having previously declared an interest, were unable to take part in the vote.

RESOLVED: that the RHC Senior Postholders' objectives be agreed for 2018-19.

The Clerk informed the meeting that due to a number of conflicts of interest with Governors' dual membership for both the Richard Huish Trust and Richard Huish College and a number of independent Governors' apologies this section of the Corporation meeting was inquorate. Therefore the Senior Postholders' remuneration approval, as recommended by the Remuneration Committee, would need to be undertaken electronically before the end of term.

With no further business, the meeting ended at 7.10pm

The minutes were agreed and signed:

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