

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

on Monday 20 May 2019 at 5.30pm at Richard Huish College, room C6

Governors in Attendance: Duncan Alexander(Chair), Barbara Barratt(Vice-chair), Jonathan Langdon(Vice-chair), John Abbott (Principal), Guy Adams (Foundation Governor), Lee Ballard (Staff Governor), David Griffin, Stephen Haydock, Ann Helsby, Nikki Lewis (Staff Governor), Nicola Reid, Moira Reynolds, Karuna Tharmananthar, David Tomaney (Parent Governor) and Cerys Turner (Student Governor)(part).

Also in Attendance: Colin Barnard (Assistant Principal-Student Support (part), Xanne Blythe (Clerk), Emma Fielding (Deputy Principal: Curriculum & Quality) and Paul Lonsdale (Vice Principal Finance).

Action

Min Apologies for Absence (agenda item 1.1)

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Apologies for absence were received from Governors Pat Flaherty, Sasha Burns, Indy Grant (Student Governor), Mary Tighe (Foundation Governor) and Anthony Smith.

COR Declarations of Interest by Governors (agenda item 1.2)

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Declarations of interest for RHC Foundation Governors had been previously registered.

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

52

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

RESOLVED: that the minutes of the Corporation meeting dated 25 March 2019 be agreed and signed as an accurate record.

COR Draft Huish Strategic Development Plan 2019-2022 (agenda item 2.1)

53

The shared vision ***Delivering Exceptional Education*** for the Richard Huish Group had been adopted by the RHC Corporation (25 March 2019) and Richard Huish Trust. The Principal had produced a Strategic Development Plan with Richard Huish Trust strategic drivers and Richard Huish College strategic drivers, underpinning the Huish vision and values.

The Richard Huish College drivers described how the College was going to more specifically contribute to the Huish Drivers and ultimately support the delivery of the Huish Vision. These College drivers had been drafted by the College Senior Management Team and Governor input was required to check that they captured the needs of the community and our students during the next period. This model of strategic planning would be rolled out to the other organisations within Huish where they would be asked to develop a similar approach. RHC Governors' input was also requested on the RHT Drivers as Richard Huish Trust was established by the Richard Huish College, an academy sponsor approved by the Department for Education, to support local schools.

Discussion centred on the RHC drivers for the short-term vision and the College's broad curriculum offer. It was agreed to circulate this document to each individual RHC Committee for greater Governor input. The Corporation was responsible for the determination and periodic review of the College's education character and mission, in accordance with Article 3 (Instrument and Articles).

RESOLVED: that the draft Huish strategic development plan for 2019-2022 be circulated to RHC Committees during the summer term for greater governor input for final Corporation approval on 1 July 2019.

**Princ
Clerk**

COR 54 RHC New Tutorial Programme Presentation (agenda item 3.1)

The College had undertaken a review of the current individual tutoring system and its sustainability whilst exploring alternative models that had been successfully implemented elsewhere. An update had been provided at the March 2019 Corporation meeting and a presentation was provided by the Deputy Principal and Assistant Principal (Student Support) on the final Tutorial Programme.

The presentation covered the following areas: consultation, key findings, post 16 tutorial models, the rationale for the introduction of a specialist tutoring system, two-year implementation plan, academic tutoring, roles and responsibilities, tutoring for extended diploma (ED) students, key gains and next steps. In addition to the presentation, a FAQ paper was circulated for Governors.

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

- other colleges similar to Huish that had introduced specialist tutoring had reported greater consistency, improved retention (+4.5% compared to RHC), improved academic results and improved value added,
- the specialist tutoring system would enhance personal development, provide an effective pastoral programme and increase guided learning hours for students. In addition the new system would enhance successful transition from school to college level study,
- improved retention rates had significant financial benefits over time,
- using specialist tutors (non teaching staff) would create greater capacity for teaching staff to dedicate more time for new curriculum development, delivery and increased time for coverage of specifications,
- the College had implemented the government's policy around a two year linear A Level programme and were now being penalised for its detrimental impact on the retention rate,
- the specialist tutoring system would enable the College to effectively meet the Gatsby benchmarks through a strong employability programme,
- there was a plan to create a Working Group for 2019-20 to review the delivery of the vocational curriculum to meet the needs of this expanding area of the College, with a priority to determine the best tutorial model for Extended Diploma (ED) students. An interim tutorial model for 2019-20 would be designed to ensure that there was tailored support for ED students for 2020,
- from 2019-20 the College would be running three systems concurrently, the current system, the specialist tutoring system and a bespoke model for Extended Diploma students,
- roles and responsibilities would be provided for class teachers, course managers, progress tutors and the senior tutor,
- evidence would be provided on what was working well and areas that required improvements,
- the next steps would be to recruit progress tutors and the senior tutor internally,
- the specialist tutorial programme was cost neutral and further financial details were included in the staffing budget presented to the Finance and General Purposes Committee in March 2019,
- measuring the new project's impact with successes, risks and indicators,
- students would be part of the evaluation process with student feedback from the learner voice,
- project success was seen as an increase in the student retention rate, quicker and more streamlined transition for students moving from school to college, and improved progress points and in year data – using improved monitoring systems.

RESOLVED: that a report on the new tutorial programme be fed back to the Corporation at the September 2019 meeting.

DP

COR 55 Richard Huish Trust Update (agenda item 2.2)

The Chair of the Richard Huish Trust Board informed the meeting that Nerrols Primary School and Nursery completion date had been slightly delayed to mid August 2019. SCC had agreed to an early release of part of the building to enable the classrooms to be made ready for the school and nursery opening in September 2019. Willmott Dixon would retain the responsibility for the security of the building until the official handover date.

COR 56 RHC Student Accommodation Task and Finish Group Notes (agenda item 3.2)

The Corporation (3 December 2019) had agreed to establish a Student Accommodation Task and Finish Group. The group had met in January and April 2019 with a key focus to oversee and monitor the implementation of the post Residential Care Ofsted inspection action plans. The group would meet on a regular basis until the next inspection date or until the group was fully reassured that all of the action points had been addressed. Notes from the meeting dated 23 April 2019 were circulated. The next RHC Student Accommodation Task and Finish Group meeting was scheduled for 25 June 2019 and a final report would be produced for the July Corporation meeting.

The Task and Finish Group Chair informed the meeting that a safer recruitment internal audit with an external specialist had been arranged for wc 3 June 2019 for additional SMT and Corporation assurance. Barbara Barratt was thanked for her role in chairing the Task and Finish Group.

RESOLVED: that the Student Accommodation Task and Finish Group notes dated 24 April 2019 be noted.

COR 57 RHC Management Accounts for March 2019 (Period 8) (agenda item 4.1)

The Finance and General Purposes (F&GP) Committee Chair provided an overview of the report, as circulated in advance of the meeting. The report had been fully scrutinised by the F&GP Committee on 7 May 2019. The mid-year forecast was now being used for comparison against actual performance. As at the end of March 2019 the College was showing a small £8K positive variance to forecast.

RESOLVED: that the RHC management accounts for March 2019 period 8 be noted.

COR 58 Appointment of RHC Corporation Vice-chairs for 2019-20

The Chair of the Corporation informed the meeting that there had been two nominees for the two Vice-chair posts. Governors endorsed and congratulated both Barbara Barratt and Jonathan Langdon as the unopposed and duly elected Vice-chairs of the Corporation for 2019-20.

RESOLVED:

1. that Barbara Barratt and Jonathan Langdon be appointed as Richard Huish College Corporation Vice-chairs, for one year, from 1 September 2019 to August 2020,
2. that Jonathan Langdon be the RHC Vice-chair to sit as the Richard Huish Trust ex-officio Member, in accordance with the current RHT Articles of Association.

COR 59 Summary of Key Points from Committee Meetings (agenda item 5.2 and 5.3)

Committee Chairs/Vice chairs summarised key points arising from recent Committee meetings. Committee minutes were also circulated to all Governors for information. The following areas were highlighted in particular:

(a) RHC Audit Committee dated 29 April 2019

The Audit Committee had received a risk owner's presentation on College cyber security to provide governor reassurance – there had been increased cyber activity and there was a reliance on the IT Manager and his team on their work to mitigate the associated risks. Cyber Essentials would be in place this term at the College.

The College Insolvency Regime had also been discussed, introduced to provide what the government called “orderly winding-up and other insolvency proceedings in the unlikely event of a further education or sixth-form college becoming insolvent”. The meeting noted the April 2019 DfE publication ‘College Oversight: Support and Intervention Policy’, as circulated. The policy set out a strengthened approach to supporting and intervening in colleges, including extended triggers for early and formal intervention.

(b) Academic Planning and Quality Committee meeting dated 30 April 2019

The Committee had spent some time looking at new data processes for more timely and informed decision making and interventions. The introduction of a new mental health project at the College to increase students’ resilience had been highly commended by Governors.

(c) Finance and General Purposes Committee meeting dated 7 May 2019

The Committee Chair advised that the College had recently been awarded a Building Condition Improvement Fund bid of £655K to improve the College frontage. If formally approved by the Corporation, the Corporation normally delegated authority to the Finance and General Purposes Committee to make decisions as required on the capital bid project. **Information on the College’s financial contribution to the project has been exempted under Section 43 (2) of the Freedom of Information Act 2000.** This paragraph was redacted due to a commercially sensitive information exemption, to be reviewed in 12 months.

(d) Personnel, Search and Governance Committees meetings dated 8 April 2019

The Chair informed Governors of three potential new Governors interviewed that day and a recommendation to appoint would follow at the July Corporation meeting.

Confirmation had been received on 29 March 2019 from the National Joint Council (NJC) for staff in sixth form colleges on the support staff pay agreement for 2018-19. An update on the Teaching Staff pay was provided now that the negotiations had been finalised.

The Support Staff Standards Payment (SSSP) remained unchanged at £320 per annum. Support Staff had been sent a letter asking them to make a collective contribution to the financial challenges of the College by volunteering to relinquish their SSSP superfluous payment. The College was not moving away from the nationally agreed pay scales. However, as a high proportion of support staff had not volunteered to relinquish the SSSP a decision had been made to maintain the SSSP for all support staff.

The Remuneration Committee and Personnel Committee had discussed the AoC Colleges’ Senior Post Holder Remuneration Code and recommended to the Corporation that it was not currently adopted as work had been undertaken to align the College’s practices with the published Code and the College’s current arrangements met the Code’s principles. Governors noted that a note to this effect would be included in the annual Members’ Report and Financial Statements, sent to the ESFA and published on the College website. Governors noted that the Code was voluntary for Richard Huish College and agreed to review the adoption of the Code in 6-12 months.

As previously declared and recorded the RHC Foundation Governors were not counted in the quorum or able to vote on the BCIF bid for the improvement of the frontage of the Redwood building

RESOLVED:

1. that the Building Condition Improvement Bid (BCIF) 2019-20 of £655K be agreed for the improvement of the College frontage,
2. that the Corporation delegate decision making on the BCIF capital project to the Finance and General Purposes Committee with immediate effect, provided that the total project cost did not exceed £ amount. **Information on the total project cost has been exempted under Section 43 (2) of the Freedom of Information Act 2000.** This paragraph was redacted due to a commercially sensitive information exemption, to be reviewed in 12

Clerk

months.]

3. that the adoption of the AoC Colleges' Senior Post Holder Remuneration Code be reviewed in 6-12 months.

COR 60 Consent Agenda - Policies and Other Documents (agenda item 6.1 – 6.8)

Matters in this section were taken as a single agenda item with each proposal being agreed without introduction or discussion. A Governor sought further clarification on the RHC Corporation Complaint procedure.

RESOLVED: that the following items be approved:

- RHC Code of Conduct for Governors 2019
- RHC Conflicts of Interest Policy 2019
- RHC Standing Orders 2019
- RHC Health and Safety Policy 2019-20
- RHC Calendar of Meetings for 2019-20
- RHC Corporation Complaint Procedure 2019
- RHC Risk Management Policy 2019
- RHC Whistleblowing Policy 2019

COR 61 Committee Minutes and Other Matters for Note (agenda items 6.9 – 6.14)

The following matters in this section were noted:

- RHC Personnel, Search and Governance Committee minutes dated 8 April 2019
- RHC Audit Committee minutes dated 29 April 2019
- RHC Academic Planning and Quality Committee draft minutes dated 30 April 2019
- RHC Finance and General Purposes Committee minutes dated 7 May 2019.

The following information had been circulated since the 25 March 2019 Corporation Meeting: Principal's Bulletins, Safeguarding Briefings, FE Commissioner Letter dated 7 May 2019 to Chairs and Principals of FE & SFC Corporations and DfE College Oversight: Support and Intervention Policy (April 2019).

COR 62 Date of the Next Meeting and AoB (agenda item 7.1)

Forthcoming College events and the date for the next Corporation meeting scheduled for 1 July 2019 were noted.

The minutes were agreed and signed:

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