

Minutes of the College Governing Body Meeting held

on Friday 12 November 2021 at 3.00pm

in the Redwood Suite, Richard Huish College

Present:	David Griffin (Chair) Barbara Barratt (Vice-Chair), Nikki Lewis (Staff Governor) Aaron Reid (Parent Governor) Ella Tonge (Student Governor)	Emma Fielding (Principal), Ian Brown (Parent Governor) Matt Morgan (Staff Governor) Dave Tomaney
In Attendance:	John Abbott (Chief Executive Officer) Steve Chattell (Chief People Officer), Paul Lonsdale (Chief Finance Officer)	Saffron Lee (Assistant Principal) Joe Bennett (Assistant Principal) Martin Wren (Assistant Principal)
Clerk:	Bettina Walker	

Items marked with * had a paper previously circulated.
Item marked with ^was a presentation

Action

MINUTES

CGB 1. OPERATING PRINCIPLES AND MEMBERSHIP

01 The Chair welcomed Governors to this first meeting of the College Governing Body (CGB) following successful academisation of the College under the Richard Huish Trust from 1 October 2021.

The College Governing Body would operate in a different way to the former Corporation, adhering to the principles set out in the Trust's Scheme of Delegation (SoDA).

The former Corporation continued solely for the purpose of finalising and approving the final Financial Statements of the Corporation and would dissolve in December. Some former members of the Corporation had moved to roles within the new governance structure of the Richard Huish Trust.

CGB 1.1 *Scheme of Delegation and Operating Principles

02 The CGB Chair and Principal had attended the Trust Board of Directors to discuss the Scheme of Delegation (SoDA). The College had been granted the highest level of autonomy, but many of the previous responsibilities of the Corporation were now the remit of the Trust Board.

The College would continue to play a prominent and active role in promoting the history and legacy of Richard Huish within the Richard Huish Trust

The Operating Principles (Terms of Reference) had been drafted from examples of other Sixth Form Colleges that were academies under multi academy trusts and with regards to the Trust's Scheme of Delegation. The Board noted the Operating Principles.

The Trust Board were finalising revisions to the SoDA to make it suitable to include the College's post-16 provision, and the finalised version would be presented at the CGB at the next meeting.

CGB 1.2 Membership, Appointments and Apologies for Absence

03 The CGB noted that the Trust Board had agreed a CGB composition of 14 members with a majority of Community Governors.

The following Community Governors were appointed by the Trust Board from the date of academisation, the 1 October 2021 for a period of 4 years to 30 September 2025:

Barbara Barratt
Nicholas Blunsum
Patrick Flaherty
David Griffin
Moira Reynolds
David Tomaney

The following Elected Governors would continue to the end of their elected term of office:

Student Governors: Ella Tonge (31 March 2022)
Grace Howard (31 March 2022)
Staff Governors: Nikki Lewis (31 December 2022)
Matt Morgan (31 January 2024)
Parent Governors: Aaron Reid (31 March 2023)
Ian Brown (31 March 2023)

The Trust Board had also appointed David Griffin as Chair of the College Governing Body and Barbara Barratt as Vice Chair.

Apologies were received from Nic Blunsum, Pat Flaherty, Moira Reynolds and Grace Howard.

CGB 1.3 Declarations of Interest by Governors

04 There were no declarations of interest relating items on the for agenda

CGB 1.4 *Minutes of the Previous Meeting and Matters Arising

05 The minutes of the meeting of the Corporation held on 6 September 2021 were noted for information. Matters arising would be generally picked up by the CGB, for example the review of Risks.

2. STRATEGIC DEVELOPMENT OVERVIEW

CGB 2.1 ^Principal's Update

06 Overview

The Principal reported that it had not been possible to recruit a Vice-Principal Academic Planning & Quality to replace Sarah Fox, and that Saffron Lee would support temporarily in the role, with the College going out to recruitment again in spring 2021.

Headline Data

The Principal reported that at the census date of 1 November there were 1964 students enrolled, a 4% increase on last year, and a better position than reported in September. There was an increase in A'Level student and a decrease in full-time vocational students. Retention had been good.

The Adult Provision for Health & Social care had increased as apprenticeships reduced. A report on Apprenticeships would be made to the next meeting

Covid-19 Measures

Following an increase in Covid cases locally, the College had re-introduced the wearing of face coverings in indoor public areas. There was an affect on student attendance, and measures were in place to support students not able to attend class in person.

Travel to College

Many of the leavers early in the year stated challenges with travel to College as a factor. In a wide-ranging discussion, the CGB noted the following:

- The College had purchased 4 minibuses to provide a shuttle service from the train station to the College. This had been well received by students travelling from Mid-Devon, Bridgwater and Burnham as journey times were cut considerably by travelling by train and then the convenience of catching the minibus.
- Exploring possibilities with ZIP for e-scooters and On Your Bike for alternative e-scooter or bicycle transport from the station
- The College would consider electric vehicles in the future: at present this did not represent good value for money.
- The trial of an outreach classroom in Dulverton and providing virtual access to classes was thought to be worth exploring

Open Events/Recruitment

Two successful Open Events had been held with more staff from all areas of the College involved than before to help manage the flow of people. The Principal's online address had been sent to people registered for the event in advance, which had helped. The event had been very successful and staff involvement would continue in the future.

The streamlining of the prospectus continued with links to video presentations in all the subject areas now available: this continued to be popular. Applications for autumn 2022 starts were already being received.

3. MATTERS FOR REPORT

CGB 3.1 *Student Support Update and Safeguarding

07 The Vice Principal Student Support reported some staff shortages on the Safeguarding team with staff having to cover, but this was now being resolved with the appointment of a Wellbeing Officer and a Mental Health Lead. The support needed by students had increased following the Covid lockdown period.

Staff had been invited to undertake the termly Safeguarding Quiz to help keep up to date with their knowledge. The introduction of census points for completion of statutory training and document sign off had seen an increase in compliance from staff. A Counter Terrorism Security Advisor was working with the SMT around a critical incident plan.

CGB 3.2 *Student Recruitment and Admissions

08 A review to analyse the current student recruitment processes had taken place to look into why the student recruitment for 2021/22 ESFA funded students was lower than expected, and to look into the increase of aggressive competitors.

As a result, the capacity of the admissions team, the application forms and processes had been reviewed to ensure data around applications and trends were more robust. The applications process was now set to start earlier in the year, and more professional materials and specific packs/videos resources were being developed for both school and students/parents to improve communication and information sharing of processes. The latter included clear and tailored communication around travel access to the Huish site and higher profile of financial contribution towards travel costs, as well as boarding possibilities.

Huish staff were travelling to local schools and networking events to increase their visibility generally, for example, by developing in house Independent Advice and Guidance sessions delivered at feeder schools.

A targeted "keep warm" campaign was taking place with those that had made applications as a result of the Open Events.

CGB 3.3 *Oak House and Home Stay Review

09 A review of the College's residential accommodation had taken place and had concluded that all national minimum standards were being met. The CGB was pleased to note that all the recommendations had already been actioned, as a Social Care inspection was expected soon.

CGB 3.4 Whole College Self-Assessment Report (SAR) 2021 and Quality Improvement Plan

10 The Principal reported that the College SAR for 2021 was nearing completion and was based on self-assessment undertaken in all areas of the College. This would be available for review at the next CGB meeting before being submitted to Ofsted by 1 February 2022.

**Prin-
cipal**

The CGB noted progress against the Quality Improvement Plan for 2021/22: learning walks were providing good support for interventions, and this was having an impact. Widening participation would be more of a focus for next term.

CGB 3.5 *Curriculum Update

11 The CGB was aware that the national introduction of approved T-Level qualification was set to supersede those applied general qualifications that duplicated or overlapped proposed provision or those that were considered poor quality or 'second rate'. Governors noted that the considered opinion of the College was that the T-level qualifications in their current form would disadvantage the College's students and diminish student choice.

The CGB noted the current national campaign to retain BTEC qualifications and thereby student choice. The CGB would carefully monitor the national landscape in this respect and consider the College's response to changes on Government policy regarding vocational qualifications.

The College's Level 2 provision had been reviewed to ensure it was still fit for purpose in preparing students for Level 3 studies. As a result, a more balanced programme had been developed by streamlining the provision to three clear pathways, based on progression.

4. GOVERNANCE

CGB 4.1 *Membership Appointments

12 The CGB noted that there was currently one vacancy for a Community Governor, but that there would be a second one: the Trust Board had delayed the appointment of Pat Flaherty as a Trust Board Director whilst the College looked to appoint new governors.

Following the Skills Audit of Governors undertaken in the summer, the following gaps in skills were identified: Higher Education, Business, Health & Social Care, Public Sector linked with the Environment or Health. These areas were mentioned in the current advertising for governors. Governors asked that recruitment should aim to promote gender balance and diversity on the CGB.

The CGB noted that, under the Scheme of Delegation, the CGB was able to propose potential governors for appointment, but that the Trust Board of Directors now had the final say on the appointment of Governors.

College Finance Committee

One Sub-Committee of the College Governing Body was proposed: a Finance Committee. The membership was approved as: Dave Tomaney, David Griffin, Ian Brown and Pat Flaherty. Dave Tomaney was appointed as Chair.

College Lead Governors

The CGB noted that governors to undertake Lead Governors roles for Safeguarding, Health, Safety & Wellbeing and Equality & Diversity would be canvassed and appointed at the next meeting.

Chair

Barbara Barratt was happy to continue as the link governors for Oak House and Residential Accommodation.

CGB 4.2 Revised Governor Role Description

13 The CGB noted the revised Governor Role Description, and this would be used as material for governor applications.

CGB 4.3 Governance Self-Assessment

14 The ETF Governance Review undertaken in April/May 2021, included an action to re-establish a culture of self- evaluation for Governance, which was seen as good practice according to the national Code of Good Governance.

The Search & Governance Committee had reviewed a number of ways to undertake the Governance Self-Assessment for 2021 and decided that it should be based on the Department for Education Governance Competency Framework.

The CGB noted the self-assessment and that this would form the basis for governance statements in the College Self-Assessment Report for 2021.

5. CONSENT AGENDA - Policies and Other Documents

Matters in this section were taken as a single agenda item with each proposal being agreed without introduction or discussion.

CGB 5.1 *Safeguarding Policy

15 The Safeguarding Policy had previously been approved by electronic resolution.

CGB 5.2 & 5.3 Committee Minutes

16 The CGB noted the following minutes for information:

- RHC Academic Planning & Quality Committee draft minutes dated 13 September 2021
- RHC Search and Governance Minutes dated 20 September 2021

Matters arising from these meetings would be picked up by the CGB.

CGB 5.4 College Governing Body and Finance Committee Calendar 2021/22

17 The CGB noted the Calendar of meetings for the remainder of the year.

6. ANY OTHER BUSINESS and DATE OF NEXT MEETING

CGB 6.1 CGB Meetings Calendar 2021/2022

18 Governors noted that meetings in 2021/2022 would take place on:

Monday 17 January, Monday 21 March and Monday 27 June 2022

CGB 6.2 Any other Business

19 The Risk Register was being revised following the College's academisation and would be reviewed at the next meeting.

CGB 7. CONFIDENTIAL ITEM – Principal's Appraisal

20 The Chair reported that the Principal's Appraisal was now the remit of the Trust Board of Directors and would be carried out by the College Governing Body Chair and the CEO of the Trust by the end of the month.

These minutes were approved as a true and accurate record at the CGB meeting on 17 January 2022