

**Minutes of the College Governing Body Meeting held
on Monday 17 January 2022 at 5.30pm
via Microsoft Teams**

Present: David Griffin (Chair) Emma Fielding (Principal),
Barbara Barratt (Vice-Chair), Ian Brown (Parent Governor)
Nikki Lewis (Staff Governor) Matt Morgan (Staff Governor)
Aaron Reid (Parent Governor) Dave Tomaney
Nic Blunsum
Ella Tonge (Student Governor) Grace Howard (Student Governors)

In Attendance: John Abbott (Chief Executive Officer)
Steve Chattell (Chief People Officer),
Paul Lonsdale (Chief Finance Officer)
Saffron Lee (Acting Vice Principal – Curriculum & Quality)
Becky Flower (Vice Principal – Student Support)
Julie Skinner (Apprenticeship Consultant) - Item 8.1 & 8.2 only
Richard Jones, (Careers & Progression Manager) Item 3.1 only

Clerk: Bettina Walker

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

Action

MINUTES

1. MEETING FORMALITIES

1.1 Apologies

Apologies were received from Moira Reynolds.

1.2 Declarations of Interest by Governors

There were no declarations of interest relating to items on the agenda

CGB 1.3 *Minutes of the Previous Meeting

21 RESOLUTION: The Notes of the Strategy Day and the minutes of the College Governing Body meeting both held on 12 November 2021 were agreed as a true record.

1.4 *Matters Arising

The CGB noted that all matter arising would be covered on today's agenda.

2. STRATEGIC DEVELOPMENT OVERVIEW

CGB 2.1 * Revised Vision and Drivers

22 Following the discussions at the Strategy meeting in November, and amended Vision Statement for the College was suggested as:

*To provide an exceptional, student-centred education,
through a broad and wide-ranging curriculum.*

The Senior Leadership Team had reflected on the revised Drivers discussed, and the CGB noted the revised Drivers.

RESOLUTION: The CGB approved the revised Vision Statement and Drivers for the College and noted that a Strategic Plan was being developed for CGB approval in the Summer term and effective from September 2022.

**Prin-
cipal
SLT**

A Governors asked how the relationship with the Richard Huish Trust was progressing, and the Chair and Principal reported that things were good so far but that it was early days and there will be ongoing discussions to have and development to be made during the remaining academic year cycle. It was proposed that a Trust Director should be invited to the summer term meeting of the CGB when the Strategic Plan was considered for approval.

Chair

3. ACADEMIC REPORTS

CGB 3.1 *Destination Report

23 *Richard Jones, Careers & Progression Manager, present for this item*

The Careers & Progression Manager commented that progression and destination statistics for 2022 had been surprisingly similar to those for several past years, considering the difference in the external environment and the global pandemic.

University entry had been affected by the pandemic, with a build-up of student deferred entry places now being taken up having an impact on the availability of higher end places this year and next year also.

A rise of students going straight into employment over the last two years suggested that students had opted to enter full time work before deciding on their next option. Many of these were now looking at University entry.

As in previous years, Business and Sport-related university courses continued to be popular choices, together with Law, Psychology Medicine and Nursing. Environmental Science and Criminology featured as increasingly popular choices this year.

The majority of students chose to study at a university less than two-hours' drive away, showing perhaps a cautious approach during lockdown or a lack of opportunity to travel to visit university open days further away during the pandemic.

The Higher Education Statistics Agency (HESA) published results of students at the end of their university studies, and Huish students had a very strong rate of retention and achievement, indicating that the College prepared students very well for University. Governors commented that this remains a real strength and recommended that this should be promoted further via the College website, on Open days and via other media.

**Prin-
cipal**

CGB 3.2 Whole College Self-Assessment Report (SAR) 2021 and Quality Improvement Plan

24 The Principal reported that the draft College SAR for 2021 had been reviewed internally and externally and suggested amendments were now included.

The Principal reminded Governors that this year's SAR has not been graded, in part because the data for the last three years had been arrived at in a different way each year and could therefore not be compared. The Quality Improvement Plan captured the priorities for 2021/2022.

The Principal reported that the College is expecting an Ofsted inspection imminently and was as prepared as it could be and in a very strong place as a result of the wide ranging developmental work that has happened in the past two to three years. Governors noted that the latest round of Ofsted inspections had shown that it was exceptionally challenging to achieve an "outstanding" grade under the new Ofsted framework.

REOLUTION: The CGB approved the 2021 Self-Assessment Report for submission to Ofsted and noted the priorities in the QIP which would be monitored at each meeting for the remainder of the year.

**Prin-
cipal**

CGB 3.3 Term 1 Quality Improvement Plan Update (QIP)

25 The CGB noted progress against the Quality Improvement Plan for 2021/22. The document was updated as actions were undertaken and shared with college staff each term, as well as being presented to the CGB for review at each meeting.

CGB 3.4 In-Year Data

26 There were currently 893 Upper Sixth, 998 Lower Sixth and 34 Level 2 students, giving a total of 1925. Governors noted that amongst the categories of disadvantaged students, some students were in more than one category: these students are closely monitored.

Attendance at 90.6% was lower than in previous years and thought to be mainly due to covid isolation taking place according to national guidelines. Other colleges in the SFCA SW and Midlands group have reported a similar dip in comparison to previous years, suggesting a regional pattern.

Retention was looking positive at 93% (Jan 2022) – end of last academic year 88%. However, retention of disadvantaged students was lower than expected, in line with a national trend and VPs, APs and the Disadvantaged Student Lead were continuing to monitor, support and intervene.

Governors noted the rise in mental health as a cause for leaving the College and that this was a reflection of what was being seen nationally in young people's mental health. There was also a rise in students leaving due to not getting on with the subject due to a number of different reasons, including difficulty in providing range of IAG during the pandemic and opportunities to trial subjects at Welcome to Huish, which had to be cancelled as a result of PHE advice. The 10% rise in students leaving due to treatment/recovery time was an indicator of the general catching up of the backlog and waiting times for NHS treatment.

CGB 3.5 *Admission and Recruitment Update

27 To date 1010 applications had been received for September 2022 entry. Huish staff travelling to local schools, networking events and undertaking on site interviews had made a positive impact on applications numbers.

The minibus link to the station is looking to be an attractive initiative in supporting students to access college. The College was also working with bus companies to see if more direct bus routes were possible.

Student Governors commented that making applicants more aware of travel grants that were available might help applications, especially as bus fares doubled when students turned 17.

The next steps in the recruitment campaign were noted.

CGB 3.6 *Student Survey Summary Report

28 The Board noted that, although there had been a slight reduction in the percentage of students completing the survey, the results were very positive.

CGB 3.7 Careers and Progression Update

29 The Board noted that Careers and Progression information had been updated and added to the College website.

CGB 3.8 *Apprenticeship Update – Education and Accountancy

30 The Board noted the report and that the Education provision was positive. The Accountancy provision was also positive with some good progress having been made. There were ongoing improvements still needed and there is a robust improvement plan in place which is being regularly reviewed and monitored by VP: C&Q

CGB 3.9 *Oak House and Home Stay Review

31 The Vice Chair, as the Link Governor for Residential Accommodation and Homestay, had visited and noted that all national minimum standards were being met or exceeded: record keeping for evidence had improved. Behaviour was very good on the whole and there was a thriving enrichment programme.

The CGB noted that a special discussion on the future of Oak House, considering all aspects was planned with Members of the Finance Committee and Senior Leadership Team, and this would report to the CGB meeting in March.

Chair

CGB 3.10 *Student Support Update and Safeguarding

32 There continued to be a significant increase in students with mental health challenges across the College, as there was nationally. The College was helping students by providing learning mentors and support for study skills. A positive psychology model was being piloted and would be rolled out across the College if successful. Drop-in MH Clinics to be run from March 2022, to provide additional provision for students

A Staff Governor commented on the general climate of anxiety for students, such as that being brought on by feeling the need to fix issues beyond their immediate control for example, climate change and the pandemic. Some research was taking place on this.

A Parent Governor commented that many young people did not like to be labelled with “mental health” or “wellbeing” issues and recommended that the College might consider innovative and positive names for actions and processes that could help students. It was also important that students were made fully aware of the help that was available to them.

3.11 *Safeguarding Update

CGB 33 The Vice Principal Student Support reported a 42% increase in the number of safeguarding referrals compared to the same time last year: these were mostly general rather than acute cases, for example, cases of anxiety which could be referred to general support resources.

CGB 4. FINANCIAL MATTERS AND ARRANGEMENTS FOR INTERNAL CONTROL

34 4.1 *Management Accounts – November 2021

The CGB reviewed the November 2021 Management Accounts and noted that the predicted out-turn at the end of the year was in line with predictions at £483K surplus. The more technical elements of the accounts would be discussed in detail with the Finance Committee.

CGB 4.2 *Review of Key Risks

35 The CGB noted that the Register of Key Risks had been reviewed and the following were noted:

- Transport had been added as a risk
- Competition from local Sixth Forms had been added
- Capital needs for capital projects was a risk: a need had been identified for more social space for students.

The CFO reported that the College had gone from a Sector where its financial health had been consistently graded as “good” to a Sector where the financial health criteria were very different.

The CGB noted that although the Register of Key Risks would be remit of the Trust Audit & Risk Committee, the College would also retain and monitor its own Risk Register.

CGB 4.3 September 2022 Funding Arrangements

36 CFO reported that the funding rate per student would be significantly greater from September 2022, increasing from £4100 per student to £4542 per student. However, the teachers’ pay grant would be absorbed into the base rate, and there was an expectation to increase guided learning hours by 40 hours. A full report on this would be prepared for the March meeting of the CGB.

CFO

5. GOVERNANCE

CGB 5.1 Trust Scheme of Delegated Authority (SoDA) January 2022

37 The Clerk reported that the SoDA had been extensively revised to make it suitable for the College whilst retaining existing areas relevant to the schools in the Trust.

RESOLUTION: The CGB adopted the revised Trust Scheme of Delegation dated 1 January 2022.

CGB 5.2 Governance Self-Assessment

38 The CGB noted the Governance Self-Assessment Report and noted that this had formed the basis for governance statements in the College Self-Assessment Report for 2021. An Action Plan was being worked on by the Chair, Vice Chair and Clerk and will be circulated ahead of next meeting of the CGB and progress monitored accordingly.

Clerk

CGB 5.3 *Membership Update

39 The CGB noted that Pat Flaherty had now left the CGB and become a Richard Huish Trust Director. Moira Reynolds remained on sabbatical due to personal circumstances, but the Chair was in touch with her.

There were currently two vacancies for Community Governors and a recruitment campaign was about to be launched. As the two Student Governors were coming to the end of their term of office at the end of March, a Student Recruitment campaign was also about to be launched.

The CGB appointed the following as Lead Governors:

- Safeguarding - Ian Brown
- Residential Accommodation - Barbara Barratt

CGB 5.4 College Finance Committee Terms of Reference

40 **RESOLUTION** – The CGB approved the Terms of Reference of the Finance Committee.

The CGB noted that the College retained a level of authority over its finances. The Trust asked all of its institutions to provide 1/12th of their income for central reserves, and the CFO reported that the College would take a number of years to meet that target.

6. 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 6.1 *RHC Diversity and Equality Policy

41 **RESOLUTION** The Board approved the revised Diversity and Equality Policy.

CGB 6.2 Finance Committee Minutes

42 The CGB noted the Finance Committee minutes for information.

Governors noted the discussion on the significantly higher academisation costs than anticipated. The CFO reported that not all the invoices were yet in, but that he would prepare an analysis once the total cost was known.

The College had been approached to prepare a case study on the experiences of academisation, which would be helpful to other Sixth Form Colleges.

7. ANY OTHER BUSINESS and DATE OF NEXT MEETING

7.1 CGB Meetings Calendar 2021/2022

Governors noted that meetings in 2021/2022 would take place on:
Monday 21 March and Monday 27 June 2022

7.2 Any other Business

There were not items of other Business to report.

8. CONFIDENTIAL ITEMS

Confidential Minutes were kept separately

The Meeting closed at 8pm

These minutes were approved by the College Governing Body on 28 March 2022

