

**Minutes of the College Governing Body Meeting held  
on Monday 28 March 2022 at 5.30pm  
in the Redwood Centre, Richard Huish College  
and via Microsoft Teams**

**Present:** David Griffin (Chair) Emma Fielding (Principal),  
Barbara Barratt (Vice-Chair) Dave Tomaney  
Nikki Lewis (Staff Governor) Matt Morgan (Staff Governor)  
Grace Howard (Student Governor)

**Present on Teams:** Ian Brown (Parent Governor) Nic Blunsum  
Ella Tonge (Student Governor)

**In Attendance:** John Abbott (Chief Executive Officer) (for Item 2.1)  
Steve Chattell (Chief People Officer),  
Paul Lonsdale (Chief Finance Officer)  
Saffron Lee (Acting Vice Principal – Curriculum & Quality)  
Becky Flower (Vice Principal – Student Support)

**Observers;** Hollie Wilkins Joel Fowler

**Clerk:** Bettina Walker

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

**Action**

## MINUTES

### 1. MEETING FORMALITIES

#### **CGB 1.1 Welcome and Apologies**

**48** The Chair welcomed Hollie Wilkins and Joel Fowler to the meeting: Hollie and Joel would be taking over from Ella and Grace as the Student Governors after this meeting.

Apologies were received from Moira Reynolds and Aaron Reid (Parent Governor)

#### **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**

**49** **RESOLUTION:** The minutes of the College Governing Body meeting both held on 17 January 2022 were agreed as a true and accurate record.

#### **CGB 1.4 \*Matters Arising**

**50** **Ref Minute CGB 22** – The CGB asked John Abbott to nominate a Trust Director to attend the June meeting of the CGB

**CEO**

**Ref Minute CGB23** – The Higher Education Statistics Agency (HESA) results were available via links on the College website

All other matter arising would be covered on today's agenda.

## **2. STRATEGIC DEVELOPMENT OVERVIEW**

### **CGB 2.1 ^Update on the Richard Huish Trust – Presentation by Chief Executive Officer**

**51** *John Abbott, Trust CEO, present for this item*

#### **Covid 19**

Interruption to schools across the Trust due to Covid-related reasons had caused numerous challenges this term, with a significant number of staff and students absent.

#### **Government Schools White Paper -'Levelling up education' by 2030**

The three main themes of note to the Trust in this week's the Government White Paper were:

- Greater ambition for improved outcomes in English language and maths: this meant at the end of Primary education and at GCSE and had prompted comments nationally about broader education
- An excellent teacher for every child: delivering the biggest programme of teacher development
- 'A fully trust led system with a single regulatory approach' –to drive up standards

#### **Growth of the Trust**

A number of conversations were taking place with organisations and institutions locally to join or work with the Trust. Langford Budville School was currently being supported by West Buckland School and had started the academisation process with the Trust.

The CGB noted a number of other points from the presentation:

- A number of successful cross-Trust subject groups were now established, and College staff had been invited to join.
- Bromcom, a new MIS system had been employed across the schools to provide both individual school and central data
- Trust Central staff would be moving to Rowan House on the College campus during the summer term.

The Chair thanked the CEO for his update on the Trust.

### **CGB 2.2 Principal's Verbal Update**

**52** The College had advertised for a Vice Principal Academic Planning & Quality and interviews were taking place next week. In the absence of the Chair and Vice Chair, Nic Blunsum had been invited to join the interview panel.

Taking into consideration the student applications being received for September, the usual mid-year review of Teaching staffing resource needed from September was taking place. A review of Support Staffing needs was also taking place.

The Ofsted Care Quality Inspection of Oak House had gone well. An Ofsted inspection of the College was expected any time now, and the College generally felt well prepared.

## **3. ACADEMIC REPORTS**

### **CGB 3.1 \*Quality Improvement Plan Update (QIP)**

**53** 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.

The Board noted the widening participation work with feeder schools, where the schools were encouraged to make videos about access to the College both for pupils and for parents. The Staff Governors were happy to provide an update to the CGB at the next meeting.

**Staff  
Govs**

There had been a focus on Student Development with wide-ranging Enrichment opportunities made available not just centred around clubs. Student feedback on enrichment days and careers and progression were positive.

### **CGB 3.2 \*Report on Care Quality Ofsted Inspection of Oak House**

**54** The CGB congratulated the College on the good outcome of the Inspection and noted that the official report was awaited. This would be circulated to governors once received.

**Clerk**

Three actions were noted from the report:

- Although meals were generally found to be good, some actions were recommended to help identify students with potential eating disorders.
- To review the policy and effective practice to promote good behaviour by using restorative methods.
- More formal recording of appraisal and supervision of volunteer helpers.

All the actions were being progressed and monitored.

### **3.3 ^Admission and Recruitment Update**

**CGB 55** To date 1259 applications had been received for September 2022 entry with 1008 where Huish was the first choice. A few improvements had been made to the admissions process, including an online system where candidates could book their own interview times.

Following the experience of the last two years, some outreach/remote teaching would take place.

The Year 10 experience days would include students able to experience 2 days of the subjects they wanted to take.

### **3.4 Curriculum Update**

#### **CGB In-Year Data**

**56** There were currently 878 Year 2, 976 Year 1 and 32 Level 2 students, giving a total of 1886. Governors noted that amongst the categories of disadvantaged students, some students were in more than one category: these students were closely monitored.

Attendance at 91.4% was lower than in previous years and thought to be mainly due to high level of Covid-related absences.

Retention was looking positive at 95.8% compared with the end of last academic year 88.4%.

The CGB noted the reasons for withdrawals, and especially the big increase in mental health reasons which was a 27% compared with 9% at the same time last year. Anxiety over formal assessments was one reason, and tutors were making sure that relevant experience was being given including training for students to work on their study skills. Some of the catch-up funding the College had received was being used to engage Learning Mentors to help and guide students with this.

#### **Year 2 Academic Progress**

45% of Students were meeting or exceeding their target grade compared with the National target of 50%. This was the level at which the students were performing at this moment in time: they were not predicted grades.

#### **GCSE Retake Results (November 2021) and Vocational Results (January 2022)**

The CGB was pleased to note the exceptional results in English at a 78% pass rate. The Maths results at 24% were what the College expected and predicted with this cohort of students. The CGB noted the support in place to help students to get back on track.

The results for vocational exams were exceptionally good with a 99% pass rate.

## **Summer 2022 Exam Update**

At present, the Department for Education guidance was that A 'Level exams would return to normal this summer. There was some anxiety amongst this cohort of students who had not sat formal assessments before due to the pandemic. The College was working on preparedness with plenty of practice for these students.

The College was also keeping in mind that contingencies may yet be needed.

## **Apprenticeship (continuing) projected outcomes**

The projected outcome for all the continuing provision was good with 80% or over for Accountancy and over 94% for Teaching & Learning programmes.

## **3.5 \*Student Curriculum Survey Summary Report**

The Board noted the positive outcomes of the Survey

## **CGB 3.6 \*Student Support Update, Wellbeing and Safeguarding**

**57** The Safeguarding Lead Governor reported that he had been impressed by the professionalism of the Safeguarding Team on his visits to the College. He commented that support for the team members, such as a once a year health check, should be considered.

The VP Student Support reported that there had been a 42% increase of referrals this term when compared with last term, with mental health once again high on the list. Some extra funding had been invested to help support staff to deal with wellbeing and safeguarding issues.

## **4. FINANCIAL MATTERS AND ARRANGEMENTS FOR INTERNAL CONTROL**

### **CGB 4.1 & 4.2 \*Management Accounts – February 2022 and Mid-Year Review**

**58** The Board noted that the outturn forecast, excluding capital spend, stood at £416K against an original budget of £426K. The adjusted forecast carry-forward reserve position at the year-end August 2022 was £28K, this being after the application of the charity-based accounting treatment of fixed asset purchases. In future management accounts for 2021/22 performance and reporting would be measured against this mid-year review.

Pay was £150K over budget because of extra costs needed to cover staff absences due to Covid. At this mid-year point, the contingency for non-pay had been released back for use, and the out-turn forecast was close to the original base budget set for the year.

The CGB noted the Mid-year Review and that the Finance Committee had discussed this review in detail.

### **CGB 4.3 Impact of September 2022 Funding Arrangements**

**59** 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. With the changes in the College's timetable over the past two years, the proposed increase guided learning hours by 40 hours had already been implemented, and no further changes were needed.

### **CGB 4.4 \*Budget Baseline Assumptions for 2022/2023 and Forecast Assumptions 2023-2025**

**60** *Minutes for this item were kept confidential*

### **CGB 4.5 \*Review of Key Risks**

**61** The CGB noted the report on the College's key risks and noted the main risks were in relation to:

- An Ofsted Inspection grading the College as less than Good
- Competition from other sixth forms
- Oak House
- Planning growth
- Recruiting and retaining high quality staff

The CFO reported that the Trust was planning to split risks into Primary, Secondary and Post-16 risks, with the latter reflecting the College's own risks.

The CGB noted that the Register of Key Risks would come to the June meeting of the CGB.

**CGB 4.6 \*Update on Oak House Lease Discussions**

**62** *Minutes for this item were kept confidential*

**CGB 5. \*STAFF SURVEY RESULTS**

**63** There had been a better participation in the staff survey than previously.

Four areas of reduced satisfaction were identified:

- Communications within the college are good –64%
- The organisation cares about my welfare -70%
- Able to feedback views to management and feel views are valued -74%
- The organisation treats me fairly -75%

The College had held a number of focus groups and other meetings to understand this reduction in satisfaction and found that it was mainly for part time staff unhappy with timetabling. Timetabling had also emerged as a theme from student surveys. Some progress was being made.

The CGB commented that the Senior Leadership Team were seen as engaging with the issues and trying to come up with positive resolutions.

The CGB noted that the relentless pressure on staff during the pandemic, and the current high rate of Covid-related staffing issues continued to be a challenge.

**6. GOVERNANCE**

**CGB 6.1 Governance Self-Assessment Action Plan Update**

**64** The CGB was pleased to note the good progress being made against the Governance Action Plan.

**CGB 6.2 \*Board Membership Update and Appointments**

**65** There were currently two vacancies for Community Governors on the CGB.

The Chair, Principal and Clerk had interviewed two candidates and had one further to interview.

The CGB Noted Anna Gabriel's details and considered that her experience and a senior curriculum manager in a Sixth Form College would fill a gap in skills on the CGB

**RESOLUTION** – The CGB recommended to the Trust Board that Anna Gabriel was appointed as a Community Governor for a term of office of 4 years from 1 April 2022 to 31 March 2026.

The two Student Governors were coming to the end of their terms of office on 31 March 2022. The Chair, Vice Principal Student Support and Clerk had interviewed five potential Student Governors.

**RESOLUTION** – The CGB recommended to the Trust Board that Hollie Wilkins and Joel Fowler were appointed as a Student Governors for a term of office of 1 year from 1 April 2022 to 31 March 2023.

**CGB 7. CONSENT AGENDA - Policies and Other Documents**

**66** **7.1 – 7.3**

**RESOLUTION** The Board approved the following policies:

- Complaints Policy
- Admissions Policy

- Behaviour Policy
- Fitness to Study Procedure

**CGB 7.4 Finance Committee Minutes**

**67** The CGB noted the Finance Committee minutes for information.

**CGB 8. ANY OTHER BUSINESS and DATE OF NEXT MEETING**

**68 8.1 Date of next Meeting**

Governors noted that the next meeting was scheduled for Monday 27 June 2022

**8.2 Any other Business**

There were not items of other Business to report.

The Meeting closed at 8pm

**These minutes were approved by the College Governing Body on 13 June 2022**