

**RICHARD HUISH COLLEGE GOVERNING BODY MEETING**

**Minutes of the College Governing Body Meeting held  
on Monday 26<sup>th</sup> September 2022 at 5.30pm  
in the Redwood Suite at Richard Huish College**

**Present: College Governing Body Members**

David Griffin (Chair)  
Barbara Barratt (Vice Chair)  
Anna Gabriel  
Mark Deakin  
Ian Brown  
Nic Blunsum  
Dave Tomaney (via Teams)  
Moirá Reynolds  
Joel Fowler (Student Governor)  
Hollie Wilkins (Student Governor)  
Matt Morgan (Staff Governor)  
Nikki Lewis (Staff Governor)

**Senior Leadership Team**

Emma Fielding – Principal  
Paul Lonsdale – Chief Finance Officer  
Steve Chattell – Chief People Officer  
Becky Flower – Vice principal: Student Support  
Dan Mann – Vice Principal: Curriculum & Quality

**Clerk**

Hannah Clunie

**Apologies:** Aaron Reid

Items marked with \* had a paper previously circulated.

Item marked with + was a verbal update or presentation.

**1. ROUTINE AND STANDING ITEMS**

**1.1 Apologies for absence**

Apologies received from Aaron Reid.

The chair welcomed everyone to first meeting of the academic year.

**1.2 Declaration of interest**

There were no declarations of interest made in connection to items on the agenda.

**1.3 College Governing Body minutes 27<sup>th</sup> June 2022\***

All members approved the minutes of the College Governing Body meeting on 27<sup>th</sup> June 2022 as a true and accurate record.

**1.4 Matters arising\***

All governors in agreement that matters arising would be addressed during the meeting.

## 2. STRATEGIC DEVELOPMENT OVERVIEW

### 2.1 Strategic Development Plan Draft 2022-2025\*

The principal referred to the SDP which had been uploaded to the CGB Teams site. The principal noted that the discussions and decisions at the strategy day (Nov 2021) had been incorporated and that the SDP drivers had been shared with staff who had also given feedback.

The principal welcomed any feedback or questions from Governors and if they feel the SDP reflects the direction they want to see the college going in. Further discussions would take place in November focusing on how to set things in motion over the next 3 years.

Quality Improvement Plan for this year = 3 main key points (widening participation, impactful interventions and further developing students' skills, knowledge and behaviour in preparation for their progression to further education or work).

A few questions were raised by governors;

Q: Is there any space for a disadvantaged student(s) to become Student Executive?

A: All students can apply to be a Student Executive, it would be positive for the College to have a Student Executive who can represent others and support wellbeing.

Further discussion took place around identifying a disadvantaged student which all governors agreed was a sensitive matter, but all agreed it would be encouraging to have Student Executives represent disadvantaged students.

Q: What is a portfolio course?

A: An additional short course which would broaden the student's experience.

Governors briefly discussed environmental sustainability at the College including alternative powered vehicles and all agreed it would be good to have some feedback to the CGB from the Student Sustainability Forum.

#### ***ACTION STUDENT EXECUTIVES***

## 3. ACADEMIC REPORTS

### 3.1 Start of year update\* (Student numbers, Staffing update, Summer results, College priorities and quality cycle)

Governors acknowledged the academic reports which had been circulated prior to the meeting.

The principal stated that the College was in a very positive position regarding student numbers, the current predication was 2050 with 12 more to still be enrolled. It was noted that 44 students from L6 would be restarting their 1<sup>st</sup> year, these students would be monitored and supported going forwards.

A governor commented that the admissions statistics and low number of withdrawals (146) were a positive achievement for the College and these statistics could be used going forward to ensure student numbers are maintained.

A further update would be provided to the CGB in November following the census date.

Following on from Covid-19 and being unable to hold face to face meetings, the 'Year 10 Experience days and 'Welcome to Huish' days were well received with a number of schools already signing up for next year. Everyone felt this was a reinforcement of how important it was for future students and their parents to visit the college.

Another positive note was how efficient the enrolment process was for the College making it easier for students.

Governors noted the Staff Update\* which had been circulated via the CGB Teams site. Saffron Lee had been seconded for a second year at Taunton Academy as Deputy Head following a successful first half term last academic year.

CIS continued to be an area of challenge, following two key staff departures from last term which have not yet successfully been filled. The principal updated governor on further changes ahead in relation to the Director role and within the Development Team. Following this, the College was receiving the services from a highly experienced consultant from an education agency who was supporting the college by proposing a sustainable staffing structure and software development, as well as risk management. The principal advised further information would be provided to the CGB in due course.

#### **ACTION PRINCIPAL**

The Vice Chair commented it was good that new staff had been employed in Maths following resignations from the previous year. A new Head of Maths had been appointed who would start in January 2023.

All governors noted the summer 2022 results\*. It had been an incredibly positive outcome for A Levels, especially as the pass rate was significantly higher than it had been in previous years.

The 3 Whole College Priorities had been set for 2022-23 which were; Learning Culture, Work Readiness and Impactful Interventions. Positive Psychology had been included in the pastoral curriculum and been trialled within tutor groups, of which feedback had been positive so far. Psychology teachers had been allocated time within their timetable and had actively been encouraging students to get involved. An update would follow later in the year.

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

(It had been agreed by the Chair to bring this section of the agenda forward as Dave Tomaney was joining on Teams and needed to leave the meeting by 7pm)

##### **4.1 Finance Committee Update+**

The CFO briefly updated the CGB with the key points from the Finance Committee meeting which took place on 19<sup>th</sup> September. The CFO stated that there was a £400k surplus which was in-line with previous predictions. Members of the CGB felt that further clarification was needed around the financial aspect of the College since the College had academised with the Trust.

Discussions were still ongoing regarding Oak House, however the CFO and governors agree that they would like Oak House to remain a part of the College if financially viable.

##### **4.2 Estates Update+**

Governors noted the Estates and IT document which included a list of work which had been completed and was ongoing around the College site.

The CFO also reiterated to the CGB the importance of confidential matters and that they are to remain confidential within the CGB.

DT left the meeting at 18.48pm.

### **Section 3 continued**

#### **3.2 Safeguarding update and KCSIE training for Governors+**

The Director of Student Support, Matt Nolan, presented a slide show to Governors. It was noted there had been updates to KCSIE by the Department of Education who had incorporated Sexual Harassment and Violence into the same document. 'Peer on peer' abuse had also been changed to 'child on child' abuse. Updates had also been made to Online Safety.

The County Terrorism Police had also visited the College which had been insightful for staff and students and further training around certain elements would be provided for all staff.

A safeguarding IT test had been carried out regarding filtering and monitoring online safety, the test showed that what the College currently has in place is robust and fit for purpose and that the test would be carried out annually going forward. Governors discussed that although the College cannot control search data via social media or anything through 4G, the College was doing all they could to safeguard pupils online.

#### **3.3 Widening participation with feeder schools**

Report detailing application by schools. Some very positive increases from BTC, Castle, Chilton Trinity, Court Fields, Haygrove, Heathfield and Holyrood (+44 but noted travel difficulties from this area in terms of retention), Huish Episcopy, Taunton Academy (+20 – widening participation), Wellington School. Dip in applications from West Somerset (-7 – improve provision in this area), Overseas (-26 – academisation impact) Kingsmead.

#### **3.4 Student Executive update and introductory video+**

Student Executives were meeting on a regular basis, there was now a designated area in the Willow Café for the Student Executives to gather and meet with other students should they wish to do so. A successful assembly took place at the start of term for new students and Student Executives had formed part of the initial interview panel for new staff at the College.

The video was in the final editing stages and would be sent out to all tutor groups once complete, all governors agreed that they would also like to be sent the video and thanked the student governors for their commitment and enthusiasm.

## **5. Governance**

Governors were aware they would need to re-appoint a Chair and Vice Chair at the next meeting of the CGB.

Barbara Barratt (Vice Chair) stated that she wishes to step down as Vice Chair but would like to remain a part of the College Governing Body. Barbara feels it's important for succession planning as other governors need to gain experience.

Governors to think about this prior to the next meeting and discuss with DG or BB if they have any questions.

**ACTION ALL**

**5.1 Meeting with Directors**

The Chair had recently spoken with Chris Ormrod regarding the College Governors ongoing relationship with the Trust Directors and how this would continue to develop now that the College had joined the Trust, this included governors understanding their roles in more detail to be in-line with the new structure. Governors were invited to ask any questions they may have and to put any questions in writing to David Griffin who would pass them onto Chris Ormrod.

Governors were also advised a Health and Safety Lead also needs to be appointed.

**5.2 CGB Self-assessment (2021-2022) and emerging QIP priorities for 2022-23**

The Vice Chair thanked everyone for completing their self-evaluation form. One of the main outcomes was that all governors felt more training would be beneficial. BB suggested that 3-4 governors form a group and arrange a meeting with the principal to review the self-assessment report and discuss how to move forwards.

**ACTION VICE CHAIR**

**5.3 Declarations of Interest and eligibility declarations+**

Governors advised to complete the form and return to Clerk.

**ACTION ALL**

**5.4 Policies update+**

The Chief People Officer advised governors that now the College has joined the Trust, the approval of Trust Policies and Procedures are now approved at Trust Board Level by the Directors. Any changes that are made to such policies are shared with Head teachers/principals who then report back with any feedback.

**ACTION – Principal to share list of 'non-people' policies with CGB at next meeting**

**6. Other matters**

**6.1 Any other business**

None

Meeting end 19.50pm

**These minutes were approved by the College Governing Body on Monday 5<sup>th</sup> December 2022.**