

Minutes of the College Governing Body Meeting held
on Monday 27 June 2022 at 5.30pm
in the Redwood Suite, Richard Huish College

Present: **College Governing Body Members**
David Griffin (Chair)
Barbara Barratt (Vice Chair)
Anna Gabriel
Mark Deakin
Ian Brown
Nic Blunsum (*present on Teams*)
Joel Fowler (Student Governor)
Hollie Wilkins (Student Governor) (*present on Teams*)

Senior Leadership Team
Emma Fielding – Principal
Paul Lonsdale – Chief Finance Officer
Steve Chattell – Chief People Officer
Saffron Lee – Vice Principal: Curriculum & Quality (acting)
Dan Mann – Vice Principal: Curriculum & Quality

Clerk
In the absence of the Clerk the meeting was recorded and notes typed by the PA to the Principalship after the event.

Apologies: Moira Reynolds
Dave Tomaney
Aaron Reid
Nikki Lewis (Staff Governor)

Not present: Matt Morgan (Staff Governor)

Items marked with * had a paper previously circulated.
Item marked with + was a verbal update or presentation.

MINUTES

CGB 75		Actions
1	<u>ROUTINE AND STANDING ITEMS</u>	
1.1	<u>Apologies for absence</u> Apologies received from Moira Reynolds, Dave Tomaney, Aaron Reid and Nikki Lewis. The Chair welcomed new governors Anna Gabriel and Mark Deakin, the latter of whom was appointed at the last meeting. Mark was invited to say a few words about himself by way of introduction.	
1.2	<u>Declarations of Interest by Governors</u> There were no declarations of interest relating to items on the agenda.	
1.3	<u>*College Governing Body minutes 13 June 2022</u> RESOLVED: The minutes of the College Governing Body meeting held on 13 June 2022 were agreed as a true and accurate record.	
1.4	<u>*Matters Arising Report</u>	

In the absence of a formal list of Matters Arising, the Chair noted the following points for discussion:

- The Chair is keen to encourage positive interaction with Trust Directors and will be meeting with the CEO, RHT Chair and RHT Vice Chair next Wednesday for a general discussion on the direction of travel for the Trust and how RHC will fit into plans going forwards. Unfortunately, the RHC Vice Chair isn't available to attend the meeting but the Chair extended the invite to all members of the CGB and will email governors after this meeting. Governors were in agreement that ensuring regular communication between the CGB and RHT is integral and suggested a termly meeting with a structured agenda as a minimum. The Principal does meet with the CEO, CFO and CPO weekly and would be happy to raise any matters from the CGB if it would be helpful.
- The Strategic Plan, Quality Improvement Plan and Governor Quality Improvement Plan are on today's agenda for discussion.
- Widening participation with feeder schools will be carried forward to the next CGB meeting with the CGB in agreement that this is an important focus area. The Principal also confirmed that widening participation will roll forward as part of the college's priority spectrum.

Action: Widening participation with feeder schools to be added to the next CGB meeting agenda. Clerk

- Budget and key risks to be discussed at today's meeting as part of the CFO's update.
- The Chair asked if any input is required from governors for next week's Welcome to Huish event. The Principal confirmed that although no direct input is required governors are welcome to attend if they would like to and gave a brief update on the format for both days.
- The CGB were pleased to receive an update about the newly formed Student Executive Group at the last meeting. Student Executives are still working on an introductory video and this will go to Tutors and governors next term and will be added to the next CGB meeting agenda.

Action: Student Executives update and introductory video to be added to the next CGB agenda. Clerk

- The Vice Chair referred to a presentation to governors on Positive Psychology discussed at the last meeting and would like to add this to a CGB meeting in the Autumn Term.

Action: Positive Psychology presentation to governors to be added to a CGB agenda in the Autumn Term. Clerk

CGB 2 STRATEGIC DEVELOPMENT OVERVIEW 76

2.1 +Principal's update (including Strategic Development Plan update)

The Principal referred to the Strategic Development Plan uploaded to the CGB Teams site. An update has been added to close down the plan that concludes at the end of the academic year. The Principal noted actions that will be carried forward to the next academic year and noted that there are three key areas for development: widening participation, impactful interventions and further developing students' skills, knowledge and behaviour in preparation for their progression to further education or work. A member of staff has been appointed to support the Progression Team under Richard Jones who will be leading on this area.

The group discussed widening participation and whether this might be an area where governors could assist. The Principal explained that it has been a challenge to visit schools to meet with Headteachers during the pandemic but the Principal and Vice Principals attended the SFCA Conference in Nottingham last week and will now meet to discuss the college networking plan to ensure that the relevant people have been identified within the organisation to target particular schools or business areas. This is potentially an area where governor involvement could be beneficial and the Principal would welcome any suggestions.

The Principal has been contacted by a number of organisations offering congratulations following the Ofsted inspection and will now be working with several schools in Plymouth as part of work around widening participation. A law firm has also been in touch to express an interest in potentially recruiting our students. The Principal will provide an update to governors in September with regard to widening participation.

A member asked about the potential for income stream with regard to supporting other educational providers. The Principal would prefer to share knowledge to ensure that education for all young people is excellent in all areas.

The senior management team recently visited BHASVIC and also spent some time off site drafting the Strategic Development Plan for 2022-25. Staff feedback has been collated and this will now be drafted into the plan. The Strategic Development Plan will be brought back to the CGB at the beginning of the next academic year for comment and sign off.

Another focus area will be around refining and developing a consistently outstanding cross college learning culture. The strong and embedded culture of independent learning was referenced in the Ofsted report but an area for development will be to ensure that vocational learners are developing the same level of study skills as academic learners. Developing an outstanding learning culture will tie in with networking and the sharing of good practice as well as developing RHC as a teaching college.

Laurie Morgan, Assistant Principal has been appointed as the new Director of Quality for next year and will work alongside the VP: Curriculum & Quality to help develop quality cycles, reporting data and progress monitoring.

Year 10 Experience Day will be taking place on Friday 1st and Monday 4th July with 1000 students attending on the first day and around 600 on the second. This is a much bigger event that has ever been run before. Welcome to Huish will take place across two days on Wednesday 6th and Thursday 7th July with prospective students invited to attend college and sample lessons. Staff Wellbeing Day will take place on Friday 8th July with governors welcome to attend lunch and end of year speeches.

The Vice Principal: Curriculum & Quality will be working closely with the College Information Systems Team (CIS) to improve clarity of reporting, having previously worked as Head of MIS within a sixth form college. Governors will receive an update on progress in September.

The acting VP: Curriculum & Quality has been working with the team at Taunton Academy 4 days per week providing teaching and learning and student focus group support in the absence of a member of their senior management team. The acting VP: Curriculum & Quality has now met 150 students and the Principal is incredibly grateful for the work that is being done in establishing some excellent relationships within the MAT.

The acting VP: Curriculum & Quality fed back to governors that there are many young people at TTA who should be continuing their journey at Huish but lack the confidence in their ability to consider the college as a natural progression. Work will continue following student meetings to encourage and support students early on to enable them to fulfil their potential and feedback is being passed to TTA senior management following student meetings. TTA students will be attending RHC on Monday 4th July for Year 10 Experience Day. Governors agreed that developing relationships with TTA is really positive and will hopefully result in ensuring that all students are given every opportunity to achieve academic success.

RHC vocational sports students are already working with Year 7 TTA students and English have also supported with mentoring in the past. It is hoped that this can be built on with Student Executive involvement as academic mentors or buddies.

CGB 3 ACADEMIC REPORTS

77

3.1 +Progress on Target Grades and Individual Learner Levels

Student Governor Hollie Wilkins joined the meeting.

The Vice Principal: Curriculum & Quality provided an update on student target and current working at grades produced by subject teachers each academic year as an amalgamation of formal assessments, mocks and independent learning. The Vice Principal: Curriculum & Quality reflected that students have had 2 – 3 years of disrupted learning and inflated GCSE grades by some institutions so prior attainment will look very different when compared to 2019. This situation is unlikely to be resolved until enrolment in September 2023 when students will have achieved a full cycle of GCSE assessment.

The VP: Curriculum & Quality shared a document and noted that there is nothing within the data presented that causes concern with most subject teachers actually being conservative with their projections for Year 1 L3 learners going into Year 2. Average high grades (A* - B) for A Level are currently around 55% with subject teams predicting around 49.7%. High grades for students studying purely A Level as opposed to a mixed programme of vocational and A levels are predicted at 1.2% which is way off expectations and relate to courses based around maths, further maths, Chemistry, Biology, Physics and Economics.

Governors expressed concern at the low percentage of high grades but noted that students do have another full year to improve their grades. A discussion took place around the issue of high grades.

Edit

As the notes from this meeting were typed after the event from a recording, the Principal was able to add a correction to progress data given at the meeting. This was due to the report being produced at very short notice and ahead of the meeting and filtering data from a spreadsheet at speed. High grades for the A Level cohort is not therefore 1.2% but is actually 48.6%. The paper shared with governors at the meeting has been updated on the CGB Teams site and at nearly 49%, the figure is far more in line with expectations at this point in a year.

CGB
78

4 FINANCIAL MATTERS & ARRANGEMENTS FOR INTERNAL CONTROL

4.1 *Management Accounts (April/May 2022)

The CFO provided an update to governors on Management Accounts for April/May 2022.

The CFO reported that an error has recently been uncovered that will unfortunately affect the base budget regarding the accidental deletion of the salary of a member of staff. The forecast for 2021-22 has now been corrected to reflect the error.

The CFO has just received final notification via the Landlord's agent for Oak House of an 8.8% RPI inflation increase which is around 4.5% above budget. The increase will also affect next year's budget and the CFO is currently working through this, although as RHC budget holders generally underspend there is no undue cause for concern.

The CFO updated on a substantial overpayment from the SFA relating to Apprenticeships that the Finance Team are attempting to return.

The Chair asked for an update on the fixed asset reserve transfer. The CFO confirmed that a large chunk of the £250K is the 3G pitch but it is looking less certain that the 11 week build will be completed by the end of August as a date to meet with the planning committee has not yet been set although work will commence as soon as planning consent is received. Next year's transfers to grant will increase by £250K if the build is carried over into the next academic year and similarly will decrease by the same amount if the build is completed by the end of August.

Governors noted that the rent review and increase in the cost of utilities is completely unavoidable due to inflation and this could not have been foreseen 12 months ago. The CFO expressed frustration that increased costs cannot realistically be passed onto boarding house residents and with no sign that markets will improve anytime soon, this situation is likely to continue for the foreseeable future.

4.2 *Budget 2022-23 (confidential item)

4.3 *Review of Key College Risks

The Principal noted that many of the college risks related to Ofsted and should all now have been resolved. There are no real risks relating to financial health.

The Principal updated members on buildings infrastructure and planned building works that will commence on Monday 11th July with tarmacking along the side of Beech and Willow. Redwood building electrical works will continue over the summer with completion by the end of August. Plans for the 3G pitch and additional social spaces within the college are ongoing.

Governors asked if there was any potential risk caused by the condition of the Redwood building roof. The CFO confirmed that a funding bid has been submitted but rather than dealing with the roof as a large project it would be preferable to combine this with other projects as the whole roof does not require replacement. There is no risk of an electrical fire and the roof is still sound. The CFO confirmed that when the building priority list for the Trust is finalised, where possible projects will be split into component parts. Governors asked about the cost of the 3G pitch and prioritising this over the Redwood building roof and the CFO reported that the 3G pitch has been planned for around 3 years.

The Chair will raise the Risk Register at the meeting with the RHT Chair and Vice Chair next week to ask for their feedback on the document.

The Vice Chair suggested that it would be beneficial for members to receive feedback during the Autumn Term relating to areas of concern within the Risk Register, for example strategies and transport. The Principal updated governors on the new shuttle bus service which has been trialled this term for students who come by train. The service has been heavily marketed to try to attract students from further afield and two member of staff have now been recruited to drive the buses. Although usage is not high currently as students have mostly already established their travel plans it is hoped that this will be further utilised next year.

The Chair confirmed that Oak House lease discussions are ongoing with RHC still to secure support from an appropriate expert to move forward with landlord negotiations. The Chair and CFO will take this forward.

CGB 5 PEOPLE & PERFORMANCE

79 5.1 +Update on high-level KPI data

The CPO presented a PowerPoint relating to a high level snapshot of some of the key HR metrics at the college. Governors noted:

- Recruitment is aligned with RHC strategy that only the best staff are recruited. 85% of college vacancies are filled at the first attempt but this is obviously dependent upon the calibre of applicants. Although there are difficulties with recruiting into two subject areas currently, generally recruitment is strong.
- The YTD figure for staff turnover is annualised and provided it continues as it has for the full academic year staff turnover would be around 12%. A nominal target of 11% has been set based on previous years and the CPO is confident that this figure will be reached. Staff retention is very good with just 7% leaving within 12 months of appointment (equating to 7 people this year). Although the CPO would prefer to see a decrease in this number given the work that goes into attracting good and outstanding staff, it is still a positive figure with anything below 15% being very good. The CPO meets every new starter within their first few weeks to ensure they are settling in well to try to ensure that staff retention remains low.
- Staff sickness excluding Covid is 2.5% with a target set outside Covid of 3.5%, which is really strong in education. A new Absence Policy has been implemented and although this does not introduce any new processes, absence management across the Trust is now more explicit and consistent.
- Huish Staff Survey results from 140 respondents indicate that 93% of people have indicated that they are happy working at the college which is hugely positive, especially when compared with 86% in November when the survey was last run. There are 240 staff

members at the college and the November figure is comparable due to the same number of respondents. The CPO explained that an external company were commissioned to run the survey to ensure staff confidentiality with three key questions of concern identified as a result of the November survey results. A huge amount of work has gone into improving responses in the following areas due to concerns around staff morale following the November survey and senior management are delighted with the results:

- The organisation cares about my welfare – up 13%.
 - I am able to feedback to management and my views are valued – up 9%.
 - Communications in college are good – up 13%.
 - RHC is a good place to work and would recommend – up 7% and now well into the 90% bracket.
- Gender Pay Gap at 14% is higher than the CPO would like but this is a positive figure for the education sector which is generally around 26%. The CPO explained that lower paid roles within education are largely taken up by women which would explain the percentage, however it is clear that Huish do not discriminate against women in leadership roles. It is not possible to record Gender Pay Gap figures in a different format as it is statutory information and has to be reported as presented.

CGB 6 GOVERNANCE

80 6.1 CGB Self-Assessment and Quality Improvement Plan

The Principal and Vice Chair have been working on personal evaluation documents for governors that will feed into the college's self assessment report and in order to identify training needs. Governors were asked to complete self-assessment forms and return to the Principalship PA by the end of July. The Principal will share the following documents after the meeting:

- Governance Action Plan Review - this year's updated Quality Improvement Plan (please indicated whether you feel the governing body has achieved / partially / achieved / not met each of the 5 individual priority areas).
- CGB Self-assessment review - an evaluation document based on the 20 National Governance Association questions to help boards identify strengths and areas for future development (please read the descriptors and RAG rate where you feel we are against each area).
- Individual Governor Evaluations - a self-evaluation document for individual governors to reflect on their contributions and identify any areas for future training or development as well as the opportunity to feedback on ways in which the CGB as a whole can develop going forward (please complete as much as you can given your experience to date and be aware that aspects of the form will need to be completed by the Clerk at a later date - e.g. attendance).

Governors would appreciate receiving further guidance on training opportunities going forwards and were reminded to please inform the Clerk of any training opportunities attended so that attendance and training records can be updated.

6.2 *Business Schedule and Meeting Calendar 2022/2023

The Clerk has been working on the Business Schedule and Meetings Calendar and a copy will be circulated to the CGB asap.

Action: Clerk to share the Business Schedule and Meetings Calendar with the CGB.

Clerk

6.3 Meeting Structure and process (2022-23)

Governors discussed the meeting structure and process with the Chair noting the challenges of holding meetings so far apart. The Chair is keen to build a culture with greater communication and interaction with senior management and is looking forward to working with the CGB and new governors who have been welcomed this year.

COMMITTEE MINUTES AND OTHER MATTERS FOR NOTE

CGB 81 6.4 *Draft Finance Committee minutes dated 20 June 2022

RESOLVED: The minutes of the Finance Committee meeting held on 20 June 2022 were agreed as a true and accurate record.

OTHER MATTERS

**CGB
82**

6.5 Date of Meetings 2022/2023

The next CGB meeting will be held on Monday 26th September at 5.30pm. A date for the RHC Strategy Day has been arranged and will be held on Friday 11th November 2022 at 12.30pm.

6.6 Any Other Business

The Chair took the opportunity to thank the Vice Principal: Curriculum & Quality for all of her hard work and for the significant contribution she has made in recent months, particularly around Ofsted.

The Chair wished all a very happy summer break.

The meeting closed at 7.30pm.