

**Minutes of the College Governing Body Meeting held  
on Monday 5<sup>th</sup> December 2022 at 5.30pm  
in the Redwood Suite, Richard Huish College**

**Present:**           **College Governing Body Members**  
Barbara Barratt (Vice Chair) BB  
Anna Gabriel - AG  
Mark Deakin - MD  
Ian Brown - IB  
Dave Tomaney - DT  
Joel Fowler (Student Governor) - JF  
Hollie Wilkins (Student Governor) - HW

**Senior Leadership Team**  
Emma Fielding – Principal  
Paul Lonsdale – Chief Finance Officer  
Dan Mann – Vice Principal: Curriculum & Quality  
Becky Flower – Vice Principal: Student Support  
Helen Wells – Trust Governance Specialist

**Clerk**  
Hannah Clunie

**Apologies:**       Moirra Reynolds  
Nic Blunsum  
Nikki Lewis (Staff Governor)  
Matt Morgan (Staff Governor)

**Not present:**     Aaron Reid

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

**MINUTES**

**SECTION 1 – ROUTINE AND STANDING ITEMS**

**1.1 Welcome and apologies for absence**

The Vice Chair welcomed everyone to the meeting.

Apologies from Moirra Reynolds, Nic Blunsum, Matt Morgan and Nikki Lewis.

The Clerk had spoken with Nikki Lewis who wished to pass on her gratitude to the College Governing Body for giving her the opportunity to become a governor, an experience which she has found interesting and useful. The governors expressed their best wishes for Nikki going forwards and BB would pass on a card and flowers.

**1.2 Declarations of Interest**

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

**1.3 College Governing Body Minutes \*Monday 26<sup>th</sup> September 2022**

The minutes of the meeting held on Monday 26<sup>th</sup> September 2022 were approved as a true and accurate record.

## 1.4 Election of Chair and Vice Chair

BB informed governors that David Griffin had resigned as Chair with immediate effect and BB would be chairing the meeting. BB informed governors that she was putting herself forwards to stand as Chair and DT wished to stand as Vice Chair. In accordance with procedure, the governors were informed that BB and DT would each step out of the room in order for the remaining governors to vote on each role respectively.

Governors discussed the importance of the Chair and Vice Chairs relationship, it was widely agreed that team work is a key aspect and both roles should work closely alongside each other with the best interests of the College as the focus point. All governors voted in favour of BB and DT standing as Chair and Vice Chair respectively.

Helen Wells informed governors that the positions would need to be formally approved by the Trust Board.

## 1.5 Matters arising table\*

All noted that matters arising were to be discussed on the Agenda or were scheduled for meetings later in the year.

## SECTION 2 – STRATEGIC DEVELOPMENT OVERVIEW

### 2.1 Principal's update\*

There were currently 1984 funded students at the College, slightly lower than originally anticipated but higher than 1927 in 2021-22. There had been a slight increase in students re-starting their first year. This was clear in the current in-year data which showed Upper 6<sup>th</sup> was considerably lower than Lower 6<sup>th</sup>, this was largely due to the impact of Covid-19 and these students were being closely monitored. The Principal and Trust Chief Finance Officer, Paul Lonsdale, were looking into funding bands for students and this information would be shared with governors in due course.

#### ***ACTION PRINCIPAL & CFO***

The in-year data also showed an increase in disadvantaged pupils. It had risen from 166 students to 174. Alongside this, there had also been an increase in Free School Meals, Educational Health Care Plans, High Needs and Looked After Children.

Q: Are any of these students in more than one category?

A: Yes, for example a student with an EHCP could also receive Free School Meals.

Leavers for September-November 2022 was currently 71, this was 5 lower than last year. There had been a rise in mental health difficulties which the College were focusing on and were adding more resources throughout the year. The College were also being proactive with Positive Psychology and adjustments had been made to student's timetables to prevent travelling into college for one lesson.

Attendance is currently 91.0%, which is good in comparison to other Colleges. The number of students with overall low attendance is improving. The Principal praised the pastoral team and tutors for their hard work and encouragement towards students to attend lessons, this included automated emails and home phone calls.

Q: Is attendance marked as not turning up for any reason?

A: Yes, it includes any reason. The team spend time looking at patterns in behaviour and missed lessons.

It was noted there was a downward trend national picture for attendance and the College were focusing on methods to support these students. This included additional academic tutoring time which had been increased from 4 hours 20 minutes to 5 hours, allowing students extra time and help should they need it. Additional resources were also available for students who had missed lessons.

Governors noted the progress reports and commented that the tables were a useful tool for governors to see and compare data and to monitor how the College is progressing.

Q: Have the progress reports been broken down into individual courses?

A: The progress reports so far are of the overall group, however it would be interesting to see the results for individual courses.

## **SECTION 3 – ACADEMIC REPORTS**

### **3.1 Draft College SAR 2021-22 and QIP 2022-23**

Governors noted the extensive report and were invited to ask any questions.

A governor questioned who would be able to see and refer to the report, the Principal advised the report would be used mainly as an internal document by the college staff but would be shared with Ofsted if necessary. Vocational courses and MIS were key areas to focus on.

Governors would receive regular updates on key focus areas that arise from the SAR which were being closely monitored.

Governors were to be updated with Key Performance Indicators going forwards. Further data would be correlated for the next CGB meeting for Governors.

#### ***ACTION PRINCIPAL & VP CURRICULUM AND QUALITY***

Q: Is the Huish Action Research Journal publish in house?

A: It is a Sixth Form College Association Teaching and Learning Group who are keen to publish certain elements which is the aim going forwards.

Governors were informed they were welcome to attend the Staff Development Day where they could chat with staff and discuss recent research with academic and pastoral staff.

The governors wished for more clarification around academic tutoring, as this had been discussed during the round table discussions with students at the College Strategy Day. The student governors advised that academic tutoring varies depending on the subject as tutors use the time differently. The academic tutoring consists of an additional 40 minutes which can be used to help and support a single and/or number of students to recap or receive further support where necessary without having to involve the whole class.

### **3.2 Student Survey\***

A student survey had recently been carried out and overall the result was positive. However, the number of students who participated in the survey was considerably lower than previous years. This could be for a number of reasons such as a timing issue, the survey was sent out early in the summer term when students were settling back in. Some students felt the wording for certain questions was quite brief leading to lack of understanding. Going forwards it had been discussed that the student executives would review the survey and make any appropriate amendments to ensure students had a better understanding.

Q: Is there something more we can do to support students?

A: One priority is supporting first year students who notice a change when joining lower sixth due to less daily interactions with tutors in comparison to secondary school.

Governors commented they would be interested to see the results of the amended student survey to compare the data.

Governors were informed that curriculum surveys would be included in the March agenda.

### **3.3 MIS Update+**

There continued to be significant challenges within this department with repercussions felt across the college, this included loss of staff. However, there was now a good opportunity for a fresh start and input with a new member of staff successfully being appointed and would be joining the team in January 2023. 2 additional developers had also been newly appointed. The expertise joining the team would have a positive impact going forwards and allow staff to refocus their time and efforts elsewhere.

Governors expressed their concern for the ongoing issues within this department and the challenges that had been faced by staff. All noted the importance of accurate data for staff which allows Governors to effectively challenge the information they are given.

### **3.4 Provision and curriculum overview**

Governors noted the Huish Curriculum Provision document. Criminology was now up and running and was proving to be very popular.

### **3.5 Admissions update**

Admissions had increased since the document had been shared with Governors, this was considerably higher than 2021. The feedback from schools had been positive and the College was working closely with students where they were unable to undertake a school visit. Year 10 experience day which was held back in the summer appears to have had a big impact and is already full for next year. This is then followed by Year 11 open days. Predictions for the next 2 years currently show that numbers are higher than expected.

### **3.6 Course for monitoring 2022-23 – CLOSED SESSION**

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

### **4.1 Finance Committee update+**

Governors noted the minutes from the meeting held on 24<sup>th</sup> November which were briefly summarised by DT.

DT informed the governors that the committee was short by one governor due to the Chairs resignation, BB volunteered to join the Finance Committee.

The CGB were to collectively look at the Terms of Reference for the Finance Committee.

### ***ACTION ALL***

## **SECTION 5 – GOVERNANCE**

### **5.1 CGB QIP 2022-23**

BB thanks governors for their contributions during the College Strategy Day.

The CGB QIP had been put together and would continue to be a working document. A governor calendar had also been put together which would be shared and reviewed with governors in March.

## **SECTION 6 – OTHER MATTERS**

### **6.1 AOB**

The principal informed governors and gave a copy of the forward planning for the CGB agenda.

There would be an opportunity for governors to be involved with learning walks in QIP areas which included work readiness, governors were encouraged to arrange a visit should they be willing to talk with students.

Governors gave feedback after speaking with multiple students for the College Strategy Day and felt that speaking with students was a highlight and something they would like to do more frequently. Going forwards, it was discussed that the governors would like more time after speaking with students so that they may have the time to share the conversations and what they have learnt amongst themselves.

Governors noted the date of the next CGB meeting on Monday 6<sup>th</sup> February 2023.

An enrichment day was taking place on Thursday 8<sup>th</sup> December followed by a carol service at St Marys Church on Monday 12<sup>th</sup> December. The Principal advised she would share a list of upcoming events at the college with governors.

***ACTION PRINCIPAL***

Meeting end 19.35

**These minutes were approved by the College Governing Body on Monday 6<sup>th</sup> February 2023.**