

**RICHARD HUISH COLLEGE GOVERNING BODY MEETING**

**Monday 18<sup>th</sup> September 2023 at 5.30pm**  
**The Redwood Suite, Richard Huish College**

**MINUTES**

**Present: College Governing Body Members:**

Barbara Barratt (Chair) – BB  
Dave Tomaney (Vice Chair) - DT  
Anna Gabriel - AG  
Ian Brown – IB  
Richard Hatcher - RH  
David Snell - DS  
Johanna Marks – JM  
Richard Wood – RW  
Lucy Halley – LH  
Jasmine Fowler - JF

**In attendance:**

Paul Lonsdale – Richard Huish Trust Chief Finance Officer (CFO)

**Senior Leadership Team:**

Emma Fielding – Principal  
Becky Flower – Vice Principal: Student Support  
Laurie Morgan – Director of Quality  
Matt Nolan – Director of Student Support

**Clerk:**

Hannah Clunie

**Apologies:** Gemma Lyons, Nic Blunsum

Items marked with \* had a paper previously circulated.

Item marked with + was a verbal update or presentation.

**SECTION 1 – ROUTINE AND STANDING ITEMS**

**1.1 Welcome and apologies**

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

**1.2 Election of Chair and Vice Chair**

The Clerk advised that Barbara Barratt and Dave Tomaney had put themselves forward to remain as Chair and Vice Chair, Ian Brown and David Snell seconded their proposal and the College Governing Body voted in favour.

**1.3 Declarations of Interest – Business and Pecuniary**

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

**1.4 Minutes of previous meeting \*Monday 3<sup>rd</sup> July 2023**

The minutes of the meeting held on Monday 3<sup>rd</sup> July 2023 were approved as a true and accurate record.

### 1.5 Matters arising report\*

Governors noted the matters arising report and items scheduled for future agendas.

## SECTION 2 – ACADEMIC REPORTS

### 2.1 Start of year update\*

- **Summer 2023 results**

Governors noted the report.

The Principal talked through the report which included the following main points;

1. Due to the pandemic, these students had arrived at College with Teacher Assessed Grades (TAGs) and had no prior experience of sitting external exams.
2. The College continues to focus on 'progress' and 'value-added' and comparisons with similar institutions (Six Dimensions and A Level Performance System (ALPs))
3. The Principal noted that Vocational courses are not comparable between 2019 to 2023, instead focusing on 2022 qualifications. Vocational courses remain a challenge for the College but there had already been significant improvement with clear strategies going forward to support this.
4. Ongoing discussions around marking and expectations, including students not striving for higher aspirations who have the potential to achieve more.
5. A-level progress had increased steadily from 2019 to 2023. This also included a positive increase in progress for lower income, Free College Meals (FCM) and students entering with lower GCSE scores.

A governor commented on the progress made in Sociology. The Principal stated that the course manager and team were working well together to support students which included a focus on retrieval practice and lesson structure. This had also helped form one of the College priorities around the importance consistency.

Governors commented that Environmental Studies had continued to perform well and that Law had positive results following the various challenges faced last year and the impact staffing had on students.

- **Student numbers**

Governors noted report.

The Principal talked through the main points;

1. Current student numbers as of 11<sup>th</sup> September 2023 was 2125.
2. Overall, 1536 conditional offers were made.
3. 1226 enrolled with 1325 enrolment appointments made. The Principal stated that an 80% conversion rate was anticipated.
4. It was evident that students from certain schools were not achieving the necessary grades which had an impact on particular courses.

Q: Has the Trust considered looking at music and how this can be encouraged throughout school?

A: Yes, cost is a large factor. The College are planning to invite a primary school from within the Trust to join the Christmas Carol Service. We would like to grow this area within the College but options are limited with a lot of schools no longer offering a music GCSE.

A governor commented that the level of admissions had been very positive this year.

Governors discussed the transport issues some students continue to face and that transport remains an ongoing challenge.

The Principal stated that the College were continuing to look into the retention of Year 2 pupils.

- **Staffing update**

Governors noted the report.

The main points were;

1. A number of resignations had been received and were being managed in-house.
2. Additional time had been scheduled for staff to work alongside Assistant Principal's to ensure disadvantaged pupils are being offered plenty of support.
3. The College is fully staffed and existing staff had offered to mentor new starters which had been positive.
4. The Principal met with Cambridge University who discussed setting up a Sixth Form Action Research Forum for their website which would be a great step forwards for the College.
5. Approximately half of College staff filled in the staff survey. The College continue to focus on communication and are open to suggestions from governors.

## **SECTION 3 – STRATEGIC DEVELOPMENT OVERVIEW**

### **3.1 Whole College Priorities\***

Governors noted the report.

The 3 priorities set for the College were;

- Huish30 – *To increase the consistency with which we use college and team systems to improve student's organisation, self-regulation and accountability.*
- Student Oracy – *To enhance student oracy so that they can express themselves confidently and effectively.*
- 'Mind the gap' – *To close identified gaps in student outcomes and experience at college.*

Governors were advised there would be opportunities to be involved in learning walks and this would be circulated via the Clerk.

#### **ACTION CLERK**

The Principal advised the full Quality Improvement Plan would be shared with governors at the next meeting.

### **3.2 Quality cycle\***

Governors noted report.

### **3.3 Safeguarding update KCSIE / training for governors\***

Matt Nolan thanked BB and IB for their continued support with safeguarding.

The Director of Student Support talked through the slideshow and highlighted the minimal changes to Keeping Children Safe in Education (KCSIE).

**Q:** Do you send routine phishing emails?

**A:** Not currently, but this is something that we could look into.

#### **ACTION MN**

An action plan for safeguarding had been written by Matt Nolan and would be shared with governors in due course.

## SECTION 4 – FINANCIAL MATTERS AND ARRANGEMENTS FOR INTERNAL CONTROL

### 4.1 Finance and Estates update\* - Paul Lonsdale, Chief Finance Officer (CFO)

*This item was brought forwards to the start of the agenda.*

Governors noted the report.

The key points were;

- The Chief Finance Officer stated that the budget remained on track and that contingencies previously in place had not been needed which had contributed to a good financial outturn.
- The 3G pitch was now complete, approximately £1,000,000 project of which the College had contributed £300k.
- IT infrastructure had undergone a significant refresh.
- It was projected for 2024-25 that the College would improve its reserves position due to larger student numbers.
- Additional changes to 16-19 funding had had a positive financial impact on the College.
- Additional funding to support staff pay awards had resulted an additional £72k surplus for 2023/24.

Q: Was the 2022-23 outturn as you expected? Do you have the same contingencies for this year?

A: The outturn was better than we expected. We do not have the same contingency level as last year, but some costs had been added to the budget already. The Principal's budget had been reduced due to not being spent last year.

A governor questioned the possible increase of the Teacher Pension Scheme, the CFO advised that this would increase across the Trust and had previously been funded separately.

Q: Teaching Pension Scheme/ increasing from 23-24% to 28-29%? Pension increases across the trust in all schools, previously funded separately.

The Chair thanked the CFO for attending the meeting. The finance committee would be continuing and dates have been scheduled for the academic year.

The CFO left the meeting at 17.54pm.

## SECTION 5 – GOVERNANCE

### 5.1 Policy cycle and updates\*

Governors noted the Policies which included;

Serious Breaches of Behaviour Policy  
Safeguarding and Child Protection Policy  
Bursaries and Free School Meals Policy  
Quality Policy  
Fees Policy

The Principal informed governors that she had been working closely alongside the Trust and Helen Wells, Trust Governance Specialist, to internalise policies specific to the College and which policies required approval from the College Governing Body. This had included looking at policies of other Sixth Form Colleges and if there were any that would be relevant to Richard Huish. Governors were informed that there would be two more policies for approval later in the year which the College wished to develop which were; Adult Admissions Policy and Plagiarism and AI Policy.

Governors were to approve policies via electronic resolution.

**ACTION CLERK.**

## SECTION 6 – OTHER MATTERS

**6.1 Any other business**

The Clerk advised governors that a College Events Calendar including all Sixth Form Colleges Association Webinars had been uploaded to the Teams site.

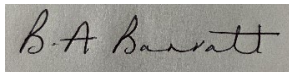
Governors were asked to complete all Smartlog training which had been assigned to them.

The Clerk, Principal and Chair of Governors would be meeting in October to plan the Strategy afternoon taking place on Friday 10<sup>th</sup> November, governors would be informed of times and further information following this.

Governor dashboard is coming together and would be shared in due course along with the College Carbon Report.

**Meeting end 19.35pm**

***These minutes were approved by the College Governing Body and electronically signed by the Chair on Monday 22<sup>nd</sup> January 2024.***

A rectangular box containing a handwritten signature in black ink that reads "B.A. Barrett".