

RICHARD HUISH COLLEGE GOVERNING BODY MEETING

Thursday 11th April 2024 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
Richard Wood - RW
Richard Hatcher – RH
Andrew Phillips – AP
Hannah Curtis – HC
David Snell - DS
Lucy Halley – LH

In attendance:

Dickson Yu
Jacob Peacock

Senior Leadership Team:

Emma Fielding – Principal
Becky Flower – Vice Principal: Student Experience
Laurie Morgan – Director of Quality
Martin Wren - Assistant Principal: Humanities & Social Sciences (*present for agenda item 2.2*)
Joe Bennett - Assistant Principal: Business & Creative Industries (*present for agenda item 2.3*)

Clerk:

Hannah Clunie

Apologies: Johanna Marks, Ian Brown, Nic Blunsum

Not present: Jasmine Fowler

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

Dave Tomaney would be chairing the meeting with Barbara Barratt joining later.
The Vice Chair welcomed everyone to the meeting, including two new student governors; Dickson Yu and Jacob Peacock.
Apologies received from Ian Brown, Johanna Marks and Nic Blunsum.

1.2 Declarations of Interest

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

1.3 Minutes of previous meeting held on Monday 22nd January 2024*

The minutes of the meeting held on Monday 22nd January 2024 were approved as a true and accurate record.

1.4 Matters arising report*

Governors noted the report and all in agreement that items were scheduled for the agenda or future agenda items.

SECTION 2 – ACADEMIC REPORTS

2.1 Vocational results* – Martin Wren

Governors noted the report. Martin talked through the January 2024 exam results. The key points were;

- Post pandemic – students weren't achieving as highly as anticipated, as a result the College had changed assessments and were focusing on exam preparation and retrieval practice
- Students had achieved higher grades (merit and distinction) this January
- Teaching and learning focus going forward
- Creating direct links with businesses/companies for students to focus on what could be achieved going forwards

A governor asked would it be possible for governors to see a list of local employers that the College work with and for numbers of students to be added to the data as well as percentages.

ACTION MARTIN WREN

Q: There is a decrease in distinction grades in Business by 3.2% in 2024?

A: We have staff in business who have not always specialised in this area, additional development for team in place and we have now employed someone who has specialist knowledge of these examinations.

The Principal noted that Martin Wren had spent a lot of time and additional work on this area and this has been clear throughout the student surveys, there would be a planned increased focus over the next year on pedagogy.

Governors commented on the importance of Vocational Courses and the impact they have on student's life choices.

2.2 Level 2 results* – Joe Bennett

Governors noted the report.

- Approximately 80 out of 100 Level 2 students had applied to study at Level 3 course with the College next year
- The College were working closely with other staff to broaden offers to students to include courses which weren't included before
- Two new staff joining GCSE Maths team, one with a further education background and the other from school sector which would bring some wider knowledge
- Functional skills as a stepping stone qualification

It was noted that attendance was better than previous years, there were 12 students with lower attendance overall. There was a pattern of students who attended less frequently with morning lessons in comparison to those whose timetable is spread throughout the day.

Joe and Martin left the meeting at 6pm.

2.3 Data Dashboard*

Governors noted the report.

Attendance/Retention/Leavers

- Retention in-year was looking positive. The Principal and Director of Quality had been focusing on retention with an aim to understand the data in line with Management Information Systems (MIS). Jane Hardy Shakespear works closely with MIS and has looked into historical retention to pick up on any patterns. There were more students leaving between April and July, the College were looking into the reason for this with 2nd year students and planned to look further into possible budget implications.
- Leavers peaked in November 2023 and has decreased since.
- Discussed pie chart of reason for leaving and the aim to expand on the information students provide as currently only one reason is selected when there are often multiple reasons for students leaving.

Q: Do you have a process to identify students who are more at risk of leaving?

A: Yes, feedback from tutors and discussions with students to determine what we could do to support them.

Governor questioned supporting students who have anxiety over upcoming exams, the College provides various support for students which was widely available.

College Monitoring Points

The Director of Quality talked governors through the report which included projected and mock grades vs. target grades.

The College have made contact through the Sixth Form Colleges Association (SFCA) with other Sixth Form Colleges who use the same exam boards to liaise and share information with regards to exams.

Governor commented that the data provided is really useful and easy to understand and is a great comparative tool when exam results are available and a way to showcase staff skills. The Principal stated the College would like to do some more work on 'chances graphs' for students in future, with comparative data from other Sixth Forms as a way to show students what they could potentially achieve.

Q: Do students understand how their target grades are set?

A: Yes, students were shown a PowerPoint presentation put together by the Director of Quality in each subject to explain how target grades would be set.

Q: Are some staff predicting better than others?

A: It's not clear at the moment but the Quality Improvement Plan (QIP) has supported this with the way that feedback has been given to different courses. Predicted grades appear to be more accurate than previously and it will be interesting to see monitoring accuracy from the ALPS programme that staff are using.

Staff governor commented that one of the biggest issues has been which grade boundaries to use post pandemic.

Level 2 students were on track to meet where they were last year which was overall positive. GCSE Science has been a successful and students are performing well. GCSE Sociology has also performed well.

Students RAG (red, amber, green) rating with majority of red/amber across their courses have sat mock exams to assist in supporting them with future exam experience.

Barbara joined the meeting at 6.30pm.

SECTION 3 – STRATEGIC DEVELOPMENT OVERVIEW

3.1 Quality Improvement Plan (QIP) Term 2 update*

Governors noted the QIP update.

Governors asked the Student Governors how they had found the Huish30. Lucy Halley commented that there had been a definite improvement since last year and receiving feedback was useful.

Governors found the report for disadvantaged students and the progress made with Oracy really positive.

The Director of Quality advised that there had been slight changes to the planned Oracy Week, feedback would be shared with governors in due course.

A Parent Governor commented that Huish30 is regularly monitored, and it was useful for parents to see and have access.

3.2 Admissions Update*

Governors noted the report.

- Total active applications as of 10th April 2024 was 1431.
- International recruitment and Falklands had increased.
- Level 2 applications have risen from 41 last year to 74 at present.
- 1098 offers accepted thus far.

The Vice Principal of Student Experience commented on the positive relationship forming with the Falklands which included a lot of interest for boarding at Oak House.

3.3 Student Course Survey*

Governors noted the report.

Launched survey to Year 1, Year 2 & Level 2 students at the same time. Some questions were expanded on to be in line with QIP priorities. It was positive to see that 'strongly agree' and 'agree' had improved across all areas alongside Huish30. Positive feedback on 'going beyond the curriculum' in their subjects.

Governors commented that the outcome was really positive.

The Principal has asked a Sixth form College for comparative data to feedback to the College Governing Body (CGB).

3.4 Student Executives Update

The College Governing Body thanked Student Governors for their excellent contribution to the CGB for the last year.

Lucy Halley commented that she was grateful for the experience and that it had been a confidence boost.

The Vice Principal of Student Experience advised the CGB that new Student Executives had been appointed and had spent a day together to undertake different activities and to discuss the role of the Student Executives and their plans for next year.

Governors commented that they enjoy the interactions with students and look forward to future updates.

SECTION 4 – FINANCE AND ESTATES

4.1 Finance Committee Minutes 18th March 2024*

Governors noted the minutes.

Governor questioned the replacement Redwood Roof and the potential to include solar panels. Principal had met with College site manager and would feedback the potential of solar panels.

ACTION PRINCIPAL

SECTION 5 – GOVERNANCE

5.1 Safeguarding update*

Governors noted report.

Ian Brown was not present at the meeting but had provided the following feedback;

- Single Central Record (SCR) check on 19/1/24 for support staff found some gaps in Certification storage. SCR check on 22/3/24 demonstrated these issues had been corrected and no other issues found.
- The Induction and Training process for some 'non-Student facing' categories e.g. Cleaners/Contractors is being reviewed for relevancy of all aspects.
- Spring Term report highlighted Anxiety/Bereavement and Relationships as the top 3 Referral Categories.
- Volunteers and their Training requirements are being reviewed with HR.
- New Part-time member has joined the Safeguarding Team and intention is to offer more enrichment activities as part of overall support.
- As part of the support for Student Anxiety (number one referral item) the team have introduced several support initiatives including a 6 week 'Me Versus My Brain: Anxiety workbook'. This helps students to develop process understanding and positive strategies. Governors are recommended to access this document to help develop an understanding of the Safeguarding Teams activities and approach.

5.2 Quality Committee Feedback*

Governors noted report.

Governors commented that the feedback provided was working well and was more cohesive.

5.3 Governance update*

Governors noted report.

5.4 Policies for approval

First Aid Policy – to be circulated by Clerk for electronical approval.

Serious Breaches of Behaviour Policy to be shared with Governors at a later date. The Principal informed the CGB that this Policy was being reviewed as there were common themes across all Sixth Form Colleges. Previously information had been written into the Instrument and Articles surrounding issues such as withdrawing students, however this no longer applies to the College since joining the Trust and the College sits outside the School guidance from the Department of Education. The Principal and senior staff had met with Stone King, SFCA Solicitors, to discuss this further and how the College could make reasonable adjustments to processes and procedures. The aim would be to share more information and to continue to be transparent with students about the processes.

SECTION 6 – ANY OTHER MATTERS

Ofsted care inspection had taken place at Oak House. The College had achieved 'Outstanding'. The Governors wished to pass their thanks and congratulations onto the Oak House Team and College staff for their continued hard work and brilliant result.

The Principal also thanked Becky Flower, Matt Nolan, Maria Smith and Kerry Starmer for their phenomenal work and care and the ability to reflect and learn from difficult situations that have arisen from Oak House.

SFCA Artificial Intelligence Webinar. The College had undertaken a poll with staff regarding AI confidence levels. Two members of staff have joined up with the SFCA to monitor new

developments going forwards. A Governor commented that it would be good for governors to watch the webinar as it was a good overview.

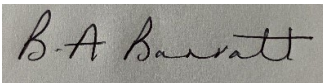
6.1 Remaining CGB dates

Monday 20th May 2024

Monday 8th July 2024

Meeting end 19.25pm

These minutes were approved by the College Governing Body and electronically signed by the Chair on Monday 20th May 2024.

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