

**MINUTES OF THE RICHARD HUISH COLLEGE GOVERNING BODY MEETING**

**Monday 20<sup>th</sup> May 2024 at 5.30pm**  
**The Redwood Suite, Richard Huish College**

**Present: College Governing Body Members:**

Barbara Barratt (Chair) – BB  
Dave Tomaney (Vice Chair) – DT  
Richard Wood - RW  
Richard Hatcher – RH  
Andrew Phillips - AP  
David Snell – DS  
Johanna Marks – JM  
Ian Brown – IB  
Nic Blunsum – NB  
Hannah Curtis – HC  
Dickson Yiu – DY  
Jacob Peacock - JP

**Senior Leadership Team:**

Emma Fielding – Principal  
Laurie Morgan – Director of Quality  
Lis Sheridan – Assistant Principal: English, Maths and Science (*present for agenda item 2.1*)

**Clerk:**

Hannah Clunie

**Apologies:** Becky Flower and Anna Gabriel

**Not present:** N/A

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

**SECTION 1 – ROUTINE AND STANDING ITEMS**

**1.1 Welcome and apologies**

The Chair welcomed everyone to the meeting. Apologies received from Becky Flower and Anna Gabriel. The Chair welcomed Lis Sheridan to the meeting.

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

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

**1.3 Minutes of previous CGB meeting held on Thursday 11<sup>th</sup> April 2024\***

The minutes of the meeting held on Thursday 11<sup>th</sup> April 2024 were approved as a true and accurate record.

**1.4 Matters arising report\***

- List of local employers that work alongside the College – to be shared at July meeting.
- Comparison with other Sixth forms – Principal to liaise with some other Sixth Forms.

- Serious breaches of behaviour policy – to be circulated in advance of July meeting.
- Estates Site Manager to attend July meeting to update governors and answer any questions they may have.
- Staff phishing email shared with Governors.

## SECTION 2 – ACADEMIC REPORTS

### 2.1 Teaching and Learning Update+ - Lis Sheridan

Lis Sheridan gave a presentation to governors and discussed that although the College is strong in many areas, there are also reoccurring challenges.

Three professional development coaches had been recently appointed with an aim to develop excellent practice across the College, lead on key College priorities, support action research and development within middle management. The focus remains on keeping individuality but having the tools to develop and build on strengths across the College.

The Assistant Principal talked governors through the selection process of the 7 internal candidates and that although 3 were given the professional development coach role, the remaining 4 had been given additional roles in line with succession planning. The professional development coaches each have a focus area and work closely with assistant principals and the director of quality.

Q: Had there been any issues with funding due to replacing these members of staff?

A: Remission had already been allocated within the budget; we are just utilising it in a different way.

Governors discussed the large responsibility of taking on these roles and particularly the incorporation of Artificial Intelligence. The College are aware this is a large evolving topic and plan to work closely together to manage this going forwards.

Q: Are all teachers receiving feedback?

A: Coaches are working with teams to support where needed in line with the Quality Improvement Plan, Subject Access Reviews and Course Quality Reviews.

Q: How will this role be measured?

A: Course Quality Reviews, student voice, feedback from teachers and through the quality of experience students have. We would love for all staff to want to be involved and aspire to be a professional development coach.

The Principal informed governors that the College would like to become an established centre for action research and set up a network for the post-16 education sector and build a bridge from pedagogy to andragogy. The College have started to make connections with Exeter University and discussions are taking place amongst the Sixth Form Colleges Association (SFCA).

A governor commented that discussions often take place about the impact the College has on young adults and their future opportunities and it would be good to have broader information and statistics on what happens to our students after their time at Richard Huish and University.

*Lis Sheridan left the meeting at 18.04pm.*

### 2.2 Quality Update+ - Laurie Morgan

The Director of Quality talked through a presentation to governors.

Discussions started in September 2023 with staff regarding all of the things that determine the quality and health of a course alongside the summer results which has now made up the 'Curriculum Quality Wheel'.

The aim of the Curriculum Quality Wheel was to determine the important focus areas followed by how this could be continually measured and developed over time. It was important to capture not just the data but also a tool that could be used as a reminder of the wide variety of things that are valued across the College, including holistic approaches and a commonality of language when discussing quality.

So far staff have engaged well, and it had been positively received. Next steps included providing supporting documents and amending current paperwork to reflect this. Going forwards it would be included in Principal's meetings and curriculum staff appraisals.

A governor commented that it was very accessible and a great approach whilst being informative and they would be interested to see how it develops over time.

Governors commented that they would be interested to see the outcomes when it had been used for reviewing individual courses.

Q: Does this replace something we already have or is it an addition?

A: This is something new that the College have been working on as a way to bring everything together.

Q: Is it designed as an aid for staff?

A: Yes, we hope it will be a useful tool for all staff.

### **2.3 Apprenticeship Update\*** - Laurie Morgan

Governors noted the report.

A governor commented on the low level 2 numbers. This was due to new recruits joining the level 3 accountancy apprenticeship in Summer 2023. However, it became apparent that these students were underperforming which led to them being moved into a different class which therefore created a smaller cohort.

Q: Level 7 ceasing?

A: A member of staff is retiring and due to the niche subject, it would be too challenging to recruit someone to teach this area. Largely due to the competition and the expertise required to teach at this level.

Governors discussed that this was a shame, but the College had been fortunate to offer this level up until this point.

### **2.4 Data Dashboard\***

Governors noted the report.

- Retention continues to remain strong across the college, continue to work on supporting students who may be struggling.
- Challenges around leavers continue to be around mental health and wishing to change subjects.
- Pastoral board continues to support students with regards to attendance which appears to be improving.

A governor questioned attendance data to compare with other Sixth Forms, a benchmark attendance report from the SFCA will be available later in the year.

## ***ACTION PRINCIPAL***

### **College Monitoring Points\***

Governors noted the report.

Governors commented that the commentary alongside the data is helpful at understanding and summarising the data.

A student governor asked if the target grades are changed or if they remain the same.

Target grades remain the same due to national data and adding on 0.75% in line with what the student could achieve from previous grades achieved at GCSE level. However, this differs for students who do not have GCSE grades on entry, in which case the target grades are set by teachers.

A governor questioned the grades for Criminology. Due to staffing issues in September last year a decision had been made to change the approach due to an action research project for controlled assessments. As a result, results have been better, and progress has been made.

**Q: Year 1 Vocational current working grades were decided by looking at a single unit, how are Year 2 Vocational projected grades arrived at?**

**A: Teachers have all complete units at that point so teachers are able to predict with a fairly high level of accuracy what that student could potentially achieve.**

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

### **3.1 Trust Strategy Day Feedback\***

The PowerPoint presentation from the Strategy afternoon was shared in the College Governing Body Teams folder.

The Principal and Vice Chair informed governors that it had been a great opportunity to meet with other governors and staff across the Trust and to build relationships and utilise what each academy has across the Trust. It was clear that although the College is part of the Trust, all academies are encouraged to keep their individuality.

The Principal advised that a new action research booklet was available to be shared with governors.

## ***ACTION PRINCIPAL***

The College were hosting a Market Place Event on Monday 3<sup>rd</sup> June, all governors were invited to attend.

## **SECTION 4 – GOVERNANCE**

### **4.1 Governance Update\***

Governors noted the report.

## **SECTION 5 – OTHER MATTERS**

- ‘Careerfest’ taking place on 28<sup>th</sup> June at the College and all governors welcome to attend.
- Next meeting 8<sup>th</sup> July.
- Previous SFCA webinars available via links, to contact clerk.
- 17<sup>th</sup> June Finance Committee meeting

- 1<sup>st</sup> July Quality Committee meeting
- Safeguarding report to be shared at July meeting.
  
- Social Care Inspection Report now available, to be circulated to governors.  
**ACTION PRINCIPAL**

Governor wished to thank the IT department for help with issues, they were very helpful and efficient.

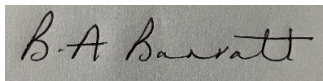
Governors advised that the next academic years meeting dates would be confirmed in July. A potential first date was agreed of Monday 16<sup>th</sup> September.

*Meeting end 19.15pm.*

**CONFIDENTIAL ITEM – No student governors present.**

*The minutes for this item have been redacted and a separate copy is held by the Clerk.*

***These minutes were approved by the College Governing Body and electronically signed by the Chair on Monday 8<sup>th</sup> July 2024.***

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