

MINUTES OF THE RICHARD HUISH COLLEGE GOVERNING BODY MEETING

Monday 7th April 2025 at 5.30pm
The Redwood Suite, Richard Huish College

Present: **College Governing Body Members:**
Ian Brown – Community Governor
Anna Gabriel – Community Governor (*attending via MS Teams*)
Richard Wood – Community Governor
Richard Hatcher – Parent Governor
Tom Torjussen – Staff Governor
Dickson Yiu – Associate Governor, Student

Senior Leadership Team:
Emma Fielding – Principal
Laurie Morgan – Vice Principal (Curriculum and Quality)

Clerk:
Hannah Clunie

Apologies: Dave Tomaney, Johanna Marks, David Snell, Hannah Curtis, Becky Flower, Barbara Barratt, Jacob Peacock

Not present: Andrew Phillips

In attendance: May Bloor-Gould - Associate Governor (Student)
Ella Culshaw – Associate Governor (Student)

*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

Ian Brown would be chairing today's meeting. Ian Brown welcomed everyone to the meeting. Apologies accepted from Barbara Barratt, Dave Tomaney, Johanna Marks, Hannah Curtis, Becky Flower and Jacob Peacock. The clerk welcomed May and Ella, the new Associate Governors (student) to the College Governing Body. The meeting was quorate.

1.2 Declarations of Interest

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

1.3 Minutes of the previous meeting held on Monday 24th February 2025*

The minutes were approved as a true and accurate record.

1.4 Matters Arising*

Governors noted the report.

- SEND Review scheduled for 15th May, governors to receive update at July meeting.
- The principal advised that the format is currently being adjusted so that the podcasts can be shared with governors after the Easter half term.
- Prevent Action Plan, Voice 21 Benchmarking and data scheduled for July meeting.

- Principal and Director of Curriculum and Quality to provide Health & Safety report in July.

The principal discussed with governors the option of sending other minor updates via email as a way of sharing information and not taking up additional time at meetings and on the agenda. Governors agreed that they would be happy with this.

SECTION 2 – ACADEMIC REPORTS

2.1 Quality Improvement Plan (QIP) Update*

Governors noted the report.

A governor commented that there was evidently a lot of work being done on the QIP with huge achievements thus far. All governors agreed that the law mooting at the royal courts of justice was a fantastic opportunity for students. A governor commented on a student having an art exhibit at the London National Gallery and for the dates the work was due to be there to be shared so that governors could have the opportunity to see the work if they wish. Governors also commented on the progress made in sustainability.

The principal advised that a marketing strategy was being worked on for and how this can be built into Huish, this was also being supported by students in marketing enrichment.

A governor commented that sustainability appears to have gained momentum and to be going well. The principal advised that staff were given a recent update at a staff meeting and feedback was positive. The College are planting 425 trees over the next week. The principal stated that printing continues to be an ongoing issue, other options continue to be explored, such as providing devices for students, but have not yet found anything that would work well.

A staff governor commented that the best approach would be College wide, individual course teams have been looking into transitioning from physical booklets to online ones and the possibility of having Sharepoint sites which students can access with the required information for lessons. It was discussed that some course teams may be more proactive and planning ahead and that advice could be shared amongst all staff. To consider sharing potential plans for less printing with all staff in the summer term in advance of September so that staff could incorporate this into next year's planning.

A governor questioned whether there has been any research to look into how this has worked throughout the sector, as some students may struggle with accessing and organising everything online. The principal commented that a lot of exams are still paper based and students still need to be able to annotate and write pieces of work. A governor also commented on the fonts and colours of paper which is linked with dyslexia. Governors discussed the need for adaptive teaching and inclusion as there is a wide variety of needs in classrooms. Governors asked associate governors for their views on the matter.

An associate governor commented that they use One Note and currently everything required for maths was accessible online whereas history has books for every subject, can see how it would be easier for some subjects and raise more issues in others.

A governor asked when it would be possible to see the impact of things that have been put into place or have happened in relation to the QIP.

The principal advised that an update will be given at the July meeting, currently re-doing the oracy survey with students regarding confidence levels.

2.2 Headline Data*

Governors noted the report.

The Vice Principal (Curriculum and Quality) advised that current retention is 97%. This time last year retention was 95% and the year before 93%. A governor commented that it is looking more positive with regards to students staying at the college.

A governor questioned if it's possible to make comparisons between students who travel further to the college and the impact this has year on year. The Vice Principal (Curriculum and Quality) advised that this isn't something the College currently have data for, as the priority has been to get the data accurate for the basic information, but this is something that could be looked at in future.

A Staff governor asked with regards to the codes used to record absence, and whether staff could have something printed and available at their desks so that staff always have access to the codes to ensure absence is being recorded appropriately.

2.3 Vocational/Year 2/Level 2 Mock Results*

Governors noted the reports.

Governors discussed the transitions for students when there is a change in staffing, including the support put into place for these students and the impact this can have on student experience. Governors acknowledged how this cannot always be supported or arranged in advance due to staff sickness. Governors discussed the difficulties nationally when resignations are received near the end of the academic year and the difficulty recruiting due to contractual obligations within the profession.

Governors commented that the results and detail in the report was very encouraging. Governors commented that the additional comments are helpful for governors to help with an overall understanding and overview of the data.

A governor questioned results and ALPs grades and if additional resources are available for students who may have received lower results during in-year assessments.

The Vice Principal (Curriculum and Quality) advised that subjects are being supported as necessary with some working on a 1-1 basis with support from the Professional Development Coaches. The College have also been working alongside other Colleges to see if there are any patterns within subjects and student outcomes. The principal advised that some of these courses are being supported and monitored and will be discussed in more detail at the Quality Committee.

SECTION 3 – STRATEGIC AND COMPLIANCE OVERVIEW

3.1 Oak House Update/Admissions*

Governors noted the report.

Governors were encouraged to see that there was now a Boarding Panel and felt this was a positive step forward.

3.2 Policies*

These minutes were approved by the College Governing Body on 7th July 2025.

Signed: Ian Brown

Date: 07.07.25

Quality Policy*

Trips Policy*

APPROVED: The above policies were approved by the CGB.

Fees Policy*

A governor questioned the fee of £80 required by students and whether this fee applied to disadvantaged students, the Principal advised it is not a mandatory payment so those who cannot afford it will not be prevented from being involved in any college activities. There are also options to pay in smaller instalments were helpful.

HGV vehicles to be removed from policy.

ACTION PRINCIPAL/CFO

Pending the above proposed changes, the policy was approved.

Admissions Policy*

A governor clarified the wording around IAG's and the process in place. Principal confirmed that the wording was adjusted to allow for some flexibility to ensure they wouldn't be in breach of policy should minor changes be necessary.

SEND Policy*

- With the College due to have an external review on the 15th May 2025, including a review of the policy, the Principal has agreed with the Chair to postpone bringing this to the CGB until July to enable the College to incorporate any suggested amendments.

ACTION CLERK/PRINCIPAL

SECTION 4 – FINANCIAL MATTERS

4.1 Finance Committee Update*

Governors noted the Finance Committee meeting minutes.

Ian Brown updated governors on the recent updates of the Finance Committee.

SECTION 5 – GOVERNANCE

5.1 Governance Update*

Governors noted the report.

The Clerk advised the CGB that a new Parent Governor had been elected by parents and would be joining the CGB. The second candidate would also potentially be joining the CGB as a Community Governor.

5.2 Governance Quality Improvement Plan*

Governors noted the report.

Governors commented on getting together outside of scheduled CGB meetings as an opportunity to meet and have open discussions, all agreed that this would be welcomed.

5.3 Associate Governors – Student+

On behalf of the CGB, the clerk thanked Dickson and Jacob for their contribution and commitment to their role as associate governors. The CGB feel strongly that associate governors bring a valued perspective to meetings and are grateful for their input and advice.

These minutes were approved by the College Governing Body on 7th July 2025.

Signed: Ian Brown

Date: 07.07.25

The associate governors received a gift on behalf of the CGB and a letter signed by the Chief Executive Officer, John Abbott, Chair of Governors, Barbara Barratt and College Principal, Emma Fielding.

The CGB wished the associate governors well for their upcoming exams and future.

SECTION 6 – OTHER MATTERS

6.1 Next Meeting – Monday 7th July 2025

Upcoming College Events

- Spring Concert 9th April 7.30-9.30pm
- Summer Open Event 30th April 5.00-8.00pm
- ‘Careerfest’ 26th June

Meeting end 19.28pm