

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

**Monday 12<sup>th</sup> January 2026 at 5.30pm**  
**The Redwood Suite, Richard Huish College**

**Present:**           **College Governing Body Members:**  
Richard Hatcher – Chair  
David Snell – Community Governor  
Alice Bridle – Community Governor  
Andrew Phillips – Parent Governor  
Michael Wilson – Parent Governor  
Tom Torjussen – Staff Governor  
Hannah Curtis – Staff Governor  
Ella Culshaw – Associate Governor (Student)

**Senior Leadership Team:**  
Emma Fielding – Principal  
Laurie Morgan – Vice Principal of Curriculum and Quality  
Becky Flower – Vice Principal Student Support

**Clerk:**  
Hannah Clunie

**Apologies:** Richard Wood, Anna Gabriel, Johanna Marks, Ian Brown, May Bloor-Gould

**Not present:**

**In attendance:** Shelagh Pritchard

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 accepted from Richard Wood, Anna Gabriel, Johanna Marks and Ian Brown. The meeting was quorate.

Alice Bridle introduced herself to the CGB. Shelagh Pritchard was attending as an observer.

**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 the previous meeting held on Monday 22<sup>nd</sup> September 2025\***

The minutes were approved as a true and accurate record.

**1.4 Matters arising\***

Governors noted the attendance benchmarking report.

**SECTION 2 – STRATEGIC AND COMPLIANCE OVERVIEW**

**2.1 Headline Data\***

**- Attendance, Retention, Census date numbers**

Governors noted the report.

Signed: Richard Hatcher

Date: 30.03.26

*These minutes were approved by the College Governing Body on 30<sup>th</sup> March 2026*

Retention remains strong for December, and data will be reviewed again at the next CGB meeting to monitor any changes. The team is working with developers to gather more detailed retention data for students with differing needs.

Current attendance stands at 92.8%, which is stronger than the previous two years.

**A governor queried the lower attendance rates among vocational students. It was noted that these students often face greater challenges in school and arrive at college with a range of vulnerabilities that impact regular attendance. The average attendance across the Sixth Form Colleges Association (SFCA) is 88%, and our vocational cohort is currently performing below this, reflecting the higher proportion of disadvantaged students.**

## **2.2 College Monitoring Points 1&5\***

Governors noted the report.

The Director of Curriculum and Quality provided an update on A Level progress for the Year 2 cohort.

A governor observed that CC appeared to be facing some challenges. The Principal noted that a similar picture could be seen previously in another essay-based A Level where some assessment practices had been giving students an overly optimistic impression of their progress. Work has since been undertaken to address this.

A governor also commented that the discussion served as a positive reminder of the success of the summer results.

In response to a question about how current progress compares to final outcomes, it was noted that many subjects follow a developmental trajectory over the two-year programme. Some of the subjects that ultimately achieve strong final outcomes may show lower scores at this point in the year. It was emphasised that progress data must be contextualised, as each course is different.

The Vice Principal updated governors on AAQ qualifications, outlining the future of these qualifications and their planned replacement by V Levels. Governors were informed that progress data is routinely shared with governors, senior staff, and course managers to support discussion about where targeted support may be required.

The Vice Principal also reported that the T Level cohort remains small and that there is limited national data available at this stage. However, the cohort has performed well to date and early indications for this point in the year are positive.

**A governor asked whether a summary showing all courses offered, along with their associated grades, could be provided for context. It was agreed that this would be useful for governors, and the Principal confirmed that this information would be put together and shared with governors.**

***ACTION PRINCIPAL***

## **2.3 Self-Assessment Review (SAR) & Quality Improvement Plan (QIP) Sign Off\***

Governors noted the report.

The Vice Principal and Principal outlined the updates made to the strategy documents, noting that the revisions, as previously discussed in more depth at the Strategy Day, now include student numbers and destinations data.

**A governor asked whether there is a target associated with destinations outcomes. The Principal explained that the post-pandemic landscape remains variable and differs significantly from pre-pandemic patterns. Historically, a higher proportion of students progressed to further education; however, this trend has declined, and there is currently no national benchmark for comparison.**

It was noted that it is common for students to remain local, which is not consistent with patterns seen elsewhere in the country. The broader landscape is shifting, and with potential changes in government direction, comparisons are challenging. The Principal emphasised that the priority is ensuring destinations are appropriate for each individual student and should there be a significant decline in numbers, this would prompt further investigation.

Governors commented positively on the rise in self-employment outcomes and highlighted the importance of students pursuing pathways that are right for them.

The discussion included the value of benchmarking regionally rather than nationally. Governors were informed about a planned half-day apprenticeship event involving employers and former students, which has been introduced in response to parent and student feedback. This has been designed to ensure learners are aware of the full range of available opportunities.

**Decision:** Governors approved the SAR and QIP.

## **2.4 Quality Improvement Plan (QIP) Update (Term 1)\***

Governors noted the report.

The Principal talked through the three College Priorities.

- **QIP 1**

There was a focus on effective assessment and the Principal addressed the steps that have been taken so far and how the priority is progressing. Governors were advised that there had been lots of conversations around Artificial Intelligence (AI), following a teach-edge pilot which is underway and will be supporting some action research. Approximately 40 students had met with staff during a lunch break to discuss AI concerns.

Governors discussed the ongoing work regarding assessment and reflection with students. A staff governor commented that it was very different and a good learning experience. Staff were waiting for feedback from students which can be shared with governors. It was noted that staff and students need some more training.

Governors asked an Associate Governor whether they found it beneficial. Advised that they welcomed the opportunity to have this open conversation with their teacher and that students commented it had been useful.

**A governor asked how data measurement links to the QIP.**

The Principal explained that qualitative data is gathered during Course Quality Review Weeks, during which Assistant Principals work closely with Course Managers. Current

activity includes comparing the quality of curriculum maps across departments. In addition, three School Forums are held each year, providing an opportunity for Assistant Principals to bring teams together to review practice, share approaches, and support consistency. The aim is to develop a detailed student map so that learners have a clear understanding of their assessment journey.

- **QIP 2**  
The Principal reported ongoing work with the Student Executive regarding faith and how this should be represented and supported within the College. This includes development of a diversity calendar and exploration of how tools such as AI can support students with additional needs. The College's enrichment strategy is also currently in development.
- **QIP 3**  
An AI Lead has now been appointed, and it was suggested that David be invited to attend a future CGB meeting to provide further insight into this work.

**A governor asked whether the AI Lead's role includes supporting administrative teams, or if it is primarily focused on students.**

**The Principal advised that David's work is currently centred on teaching and learning rather than administrative functions.**

Governors noted that it was encouraging to see the progress being made across the QIP overall.

## **2.5 Oak House Update\***

Governors noted the report.

**A governor questioned when students typically apply for boarding.**

**Governors were advised that students typically apply a year in advance, with non-refundable deposits taken. Governors were advised that students go through a process to ensure the College can meet their needs.**

## **2.6 Health & Safety Report 1\***

Governors noted the report.

Governors were advised that a Health and Safety inspection was due to be carried out this week, but this has been rescheduled for May. In the meantime, the College was still compliant and an interim Trust inspection would take place.

## **2.7 Apprenticeship & Adult Update\***

Governors noted the report.

**A governor asked for further clarification on Accountancy provision.**

**The Principal explained that while the programme has been established at the College for many years, demand and delivery have changed significantly post-pandemic, with more online alternatives now available. The College has discontinued the Level 7 offer due to its high running cost and the retirement of the previous Course Manager, which has resulted in a reduced overall offer.**

It was noted that Accountancy continues to bring in a modest level of income. However, entry requirements have been strengthened as the course can be challenging. Governors were advised that the future of Accountancy provision would need to be considered carefully as part of discussions about the College's core curriculum offer and challenges of space and site capacity with growth of 16-19 numbers.

## **2.8 Strategy Day – Strategic Plan Update\***

Governors noted the report.

Governors agreed that the mission accurately reflects the discussions held during the recent Strategy Day. It was suggested that the mission could be revisited as part of the agenda for the annual Strategy Day to ensure it remains aligned with strategic priorities.

Governors discussed the challenges in anticipating future growth and the associated impact on space and facilities, noting the importance of striking an appropriate balance when planning ahead.

A governor asked about alternative financial options, including the potential for fundraising. The Principal explained that the Trust receives a grant that can be used for school facilities and for building condition improvements on school grounds, but this does not fund a new building. It was also noted that regulations changed when the College joined the Trust, which influences how existing space can be utilised.

Governors confirmed they were satisfied with the final draft of the document. The Principal will make a small number of further amendments and circulate the final version to governors in due course.

## **ACTION PRINCIPAL**

## **SECTION 3 – GOVERNANCE**

### **3.1 Governance Update\***

Governors noted the report.

### **3.2 Safeguarding – Link Governor Report\***

Governors noted the report.

### **3.3 Sustainability\***

Governors noted the report.

Governors were advised that this will become a standing agenda item. It was highlighted that new Department for Education (DfE) legislation now requires the appointment of a Sustainability Lead. This has been discussed at the Headteacher forum to explore whether the role could be designated on a cross-trust basis. Further discussions have also taken place with John Abbott, Richard Huish Trust Chief Executive Officer and Richard Anderson, Director of Information Technology and Estates, and the matter will be considered in more detail at the next Head Teacher forum. The Principal emphasised that the College needs a dedicated individual to maintain momentum and drive this work forward.

Governors agreed that it may be sensible to appoint someone across the Trust but recognised that the educational aspects of sustainability may require additional expertise, and any decision would need to be agreed Trust-wide.

It was suggested that the minutes of the Sustainability Steering Group could be shared with the CGB.

### **3.4 Committee Minutes\* – Information Only**

Governors noted the Quality Committee minutes.

The Clerk advised that the Finance Committee minutes would be shared once first draft has been agreed.

#### ***ACTION CLERK***

### **3.5 Membership of Sub-Committees+**

Governors discussed the potential for a governor to shadow Ian Brown with regards to taking over the role of Safeguarding Link Governor, with Ian's term of office due to end in 12 months.

The Clerk would circulate the Terms of Reference for the additional committees (Quality and Finance) and governors would consider observing and joining a committee.

## **SECTION 4 – OTHER MATTERS**

### **4.1 Future Meetings**

- Dates for future meetings:

#### **Full College Governing Body**

Monday 30<sup>th</sup> March 2026 at 5.30pm

Monday 18<sup>th</sup> May 2026 at 5.30pm

Monday 6<sup>th</sup> July 2026 at 5.30pm

#### **Quality Committee**

Monday 20<sup>th</sup> April 2026 at 5.30pm

#### **Finance Committee**

Monday 9<sup>th</sup> March 2026 at 5.30pm

Monday 8<sup>th</sup> June 2026 at 5.30pm

- Governors were advised that tickets for the College Show 'Dear Evan Hansen' were now on sale and were encouraged to attend and support.
- Clerk, Principal and Chair to discuss the potential move of the May CGB date.
- Vice Principal of Student Support advised governors advised that May Bloor-Gould has left the College and passed on her thanks.
- Clerk to circulate the Maladministration & Malpractice Policy .

*End of meeting 19.22pm.*

Signed: Richard Hatcher

Date: 30.03.26

*These minutes were approved by the College Governing Body on 30<sup>th</sup> March 2026*