

RICHMOND AND HILLCROFT ADULT AND COMMUNITY COLLEGE

MINUTES

of the meeting of the Board of
Richmond and Hillcroft Adult and Community College
held at 5.30 pm on Thursday 14 December 2023 at Parkshot (RBS 22)

Present: Ms Sharon Raj, Chair
Ms Rosa Chu (item 2 onwards)
Ms Kate Clarke
Ms Gabrielle Flint, Principal
Mr Nick Jones
Mr Dave Munby
Ms Jane O'Shea
Mr Matthew Pope (item 2 onwards)
Mr John Riglin
Ms Claire O'Donnell
Dr Siu Wo Im
Mr Graham Tharp, Staff Governor

In attendance: Ms Haifa Abdul Amir, VP Curriculum & Quality (VP, C&Q)
Mr Neil Wallbank, Vice Principal, Finance & Resources (VP, F&R)
Mrs Laura Morgan, Clerk to the Governors

Apologies: There were no apologies

The meeting remained quorate throughout.

1.	<u>PREVENT TRAINING</u> Prior to the Board meeting Governors received a very useful presentation from Naheem Bashir, Hate Crime and Prevent Co-ordinator from Richmond and Wandsworth Councils. Governors were informed of their responsibilities to: <ul style="list-style-type: none">• Ensure that there is a risk assessment in place and that it is updated at least annually or as required• Understand how to make a referral and what is the referral process• Know who the local authority Prevent lead is• Ensure that learners know about radicalisation and how to raise concerns. The definition of 'hate crime' was discussed and it was clarified that this can be a perceived threat or verbal abuse (there does not necessarily need to be a physical act). The term 'British Values' was also discussed and it was felt that these represent basic values of humanity and that they are not uniquely 'British'. A further training session will be held for governors who were unable to attend the training.	
2.	<u>APOLOGIES FOR ABSENCE</u> The Chair welcomed Dr Siu Wo Im (Tarloff) to his first meeting. The Chair made a special thank you and congratulations to the Executive Team on behalf of the Governing Body in light of the recent Ofsted inspection	
3.	<u>MINUTES OF MEETING HELD ON 19 OCTOBER 2023</u> The minutes of the meeting held on 19 October 2023 were approved as an accurate record subject to some minor amendments.	Clerk

4.	<p><u>MATTERS ARISING</u> The Clerk confirmed that the college Instruments and Articles review was progressing, with the amended documents due to be sent to External Counsel imminently.</p>	
5.	<p><u>DECLARATIONS OF INTEREST</u> There were no declarations of interest.</p>	
6.	<p><u>PRINCIPAL'S REPORT</u> The Principal's Report contained an Appendix detailing the Ofsted inspection process. It was considered that this had been a rigorous and thorough process which validated the College self-assessment and the outcome was pleasing. Governors queried whether Ofsted now adopted a more coaching method of lesson observations similar to the changes made to the OTLA policy. Ofsted no longer provide grades for lessons or feedback to teachers. Inspectors refer to classroom visits rather than observations. Their approach includes talking to teachers and learners and looking at samples of work and planning. Ofsted have no preferred system however the role of Ofsted is to inspect and not coach. Governors noted the following from the Principal's report</p> <ul style="list-style-type: none"> • Learner numbers are looking positive and there has been strong demand for open days • There is a meeting on 18th December with Kingston Council to discuss the Hillcroft Development. The outcome of this will be shared with CPSG in January. • <i>ITEM REDACTED</i> <p><i>The Board noted the Principal's Report for December 2023.</i></p>	
7.	<p><u>TEACHING AND LEARNING MATTERS</u> The Vice-Principal (Curriculum and Quality) provided an update on Teaching and Learning Matters</p> <p>a) The College 2022/23 Self-Assessment of Performance. The second draft of the SAR has been informed by feedback from the Quality and Standards Committee and external moderators. The second draft has also been shared with Ofsted whose feedback corresponds with the judgements made. The Quality and Standards Committee queried the achievement of ethnic minority learners. The VP stated that achievement of this group, although below that of white British learners, is still higher at RHACC than both the national average and average achievement rates of similar providers. This group represents 71 learners who underachieved for different reasons. Reasons for non-achievement are being reviewed with curriculum staff to see if learners could have been supported to stay on programme and achieve. It was noted that the cover sheet for Paper 6a should say 'less favourable' treatment.</p> <p>Governors questioned whether enough was being done to meet the Richmond Council priority for developing green skills. The VP responded that RHACC is working with partners to identify needs in this area and to plan appropriate provision eg. bike maintenance, train the trainer, support for ESOL learners. The Principal added that, more generally, sustainability topics are incorporated into a wide range of courses, However, it is also important for RHACC to focus on offering courses that we are best placed to deliver.</p> <p>The Quality and Standards Committee noted that there were no surprises in the inspection outcomes – the areas for development identified have already been highlighted by the Quality Team and work had already started on addressing these areas. It was more about a focus on cross college consistency rather than items being missing.</p>	

	<p><i>The Board approved the 2022/23 Self Assessment of Performance</i></p> <p>b) RHACC Quality Improvement Plan 2022/23 The Quality Improvement Plan will be updated to include recommendations from the Ofsted report. The QIP already shows that progress has been made against the priorities identified in September. Governors questioned whether this QIP would be sufficient to achieve an Ofsted Outstanding grading. It was felt that achievement of QIP objectives would be significant progress, however, in order to be graded outstanding there needs to be consistently good practice in all areas.</p> <p><i>The Board noted the Quality Improvement Plan 2022/23</i></p> <p>c) Autumn term Teaching and Learning Quality Report. Governors noted that enrolments were at 8233 (an increase from 7004 last year) and that in year retention is good (>90%) and that a more accurate picture can be provided in January. Regulatory staff and systems are in place and moderation of learner progress happens regularly.</p> <p><i>The Board noted the Autumn term Teaching and Learning Quality Report.</i></p>	
<p>8.</p>	<p><u>FINANCE AND RESOURCE MATTERS</u></p> <p>a) Management Accounts – October 2023 These accounts represent the first quarter to end of October 2023 (an intermediate set to end of September was provided to F&R committee in October) and show performance is in line with budget. Governors noted the following:</p> <ul style="list-style-type: none"> • It is important to monitor tuition fee income and the impact of changes to funding as this is identified as a risk area • Pay costs are currently below budget and the profile is being analysed compared to previous years. • RHACC is on track to achieve the 103% of GLA funding. • Income from advanced learner loans are ahead of a reduced budget for the year, currently forecast at c£140k v budget of £100k. • The budget for energy costs was increased this year as it was significantly more expensive in 2021/22 but will still require close monitoring. • The financial recovery plan shows that tuition fees are consistently behind budget and it was questioned how long this can be sustained. This will be monitored closely. • Governors questioned whether the college was at capacity. In terms of number of students (particularly ESOL) some areas are up to capacity but there is a review of some of the smaller classes which run for a lot of hours. • The results at the end of October indicate good financial health but it is noted that this is at a specific point in time and will be subject to change <p><i>The Board noted the Management Accounts – October 2023 .</i></p> <p>b) Financial Statements and Regularity Audits for 2022/23</p> <p>i) RHACC Post Management Audit Report 2023 The audit went very smoothly. P5 lists the outstanding items at the time of the audit however the final ESFA allocations have now been received (waiting for GLA allocations) There were two Level C actions and one advisory risk identified during the audit. £3.5m adjustments (on P23) were due to the pension surplus which cannot be showed as a surplus on the balance sheet.</p>	

	<p>This included the Committee Self-Assessment Results and a summary of the Chair's 1:1 meetings. These had previously been reviewed by Search and Governance Committee and a proposed grading for Governance was given as Good. This was discussed and agreed.</p> <p>It was requested that Dave Munby's name is corrected in the document.</p> <p><i>The Board noted the Committee Self-Assessment Results and agreed the grading of Good for governance</i></p>	Clerk
11.	<p><u>POLICIES TO APPROVE</u></p> <p>a) Admissions Policy</p> <p>This policy has been amended in light of guidance from Stone King (lawyers) on the admittance of transgender learner to women's education courses. It was noted that there is due to be further DfE guidance by the end of the year.</p> <p><i>The Board approved the Admissions Policy</i></p> <p>b) Safeguarding Policy and Procedures</p> <p>Following the inspection P13 of the policy and P9 of the procedures have been updated to the include reference to allegations against senior management and governors. This includes contact details for the Local Authority Designated Officer (LADO)</p> <p><i>The Board approved the Safeguarding Policy and Procedures.</i></p>	
10.	<p><u>MINUTES OF THE STANDING COMMITTEES</u></p> <ul style="list-style-type: none"> • Capital Projects Steering Group: 3 November 2023 • Finance & Resources Committee: 8 November 2023 • Search & Governance Committee: 5 December 2023 <p>It was noted that the Chair's proposal regarding Committee Chairs is being revisited</p> <ul style="list-style-type: none"> • Remuneration Committee: No meeting since last Board • Quality & Standards Committee: 9 November 2023 • Audit Committee: 30 November 2023 <p><i>The Board noted the minutes of the Standing Committees.</i></p>	Chair
11.	<p><u>ITEMS TO NOTE</u></p> <p>a) Annual Safeguarding and Prevent Report 2022/23 b) Annual Health and safety Report 2022/23 c) Annual HR Report 2022/23 d) Learner Feedback Annual Report 2022/23</p> <p>The Chair invited the Lead Governor for Safeguarding and Learner Involvement to share any additional observations she had on items (a) and (d). The Lead Governor noted that efforts are made to schedule learner forums at times that facilitate good attendance levels. However, response rates for written learner questionnaires are relatively low. The Head of Quality is in the process of investigating steps to address this.</p> <p><i>The Board noted these items</i></p>	
12.	<p><u>ANY OTHER BUSINESS</u></p> <p>It was proposed that the College closed a day early (on Friday 22nd December) for Christmas to thank staff for their hard work during the inspection. This was unanimously agreed.</p>	

