

RICHMOND AND HILLCROFT ADULT AND COMMUNITY COLLEGE

MINUTES

of the meeting of the Board of
 Richmond and Hillcroft Adult and Community College
 held at 5.45 pm on Thursday 15 October 2020 onsite Parkshot and via Microsoft Teams.

Present: Prof. Andrew George, Chair (onsite)
 Mr Mark Albrow (onsite)
 Mr Richard Brewster (onsite)
 Ms Kate Clarke (Remote)
 Ms Helen Darracott (Remote)
 Ms Nasrin Farahani, Student Governor (Remote)
 Ms Gabrielle Flint, Principal (onsite)
 Mr David Izett (Remote)
 Ms Jane O’Shea, (onsite)
 Ms Farah Rachlin, Vice Chair (Remote)
 Ms Sharon Raj (onsite)
 Mr Graham Tharp, Staff Governor (Remote)
 Mr Nigel Ware (Remote)

In attendance: Ms Gaynor Bray, Vice Principal, Teaching & Learning (VP, T&L) (onsite)
 Mr Neil Wallbank, Director of Finance & Resources and Clerk (DoF&R) (Remote)
 Joyce Deere, Interim Head of Women’s Education (Remote) for pre-meeting presentation only.

The meeting remained quorate throughout.

All present onsite were reminded about the precautions needed to be taken to mitigate the risk of infection.

	<p><u>PRESENTATION BY JOYCE DEERE INTERIM HEAD OF WOMEN’S EDUCATION</u></p> <p>Prior to the Board meeting the Interim Head of Hillcroft Women’s Education, Joyce Deere, delivered a presentation on the Hillcroft Women’s Education curriculum offer from the 1950s to the present day. She explained how changes to funding and the social inclusion of women in the workforce and higher education led to a decline in demand for Hillcroft’s traditional curriculum that prepared women to progress to university. Funding changes introduced the requirement for women to pay fees for higher level provision and only lower level courses were free. This led to a change in the learner profile from academically able but educationally disadvantaged women to women who were not academically able and needed high levels of support. Levels of additional support provided to learners at Hillcroft in recent years are extremely high and could result in learners becoming dependent rather than developing skills to be independent learners.</p> <p>The curriculum requires review to provide routes to employment, links to School of Ideas type provision in Equalities learning and to ensure that learners are supported in developing as independent learners.</p> <p>Jane O’Shea, Farah Rachlin, Sharon Raj and Kate Clarke volunteered to participate in a curriculum development steering group. Management will draft Terms of Reference for approval by the Quality and Standards Committee.</p> <p>The Chair thanked Ms Deere for her presentation.</p> <p>At this point Ms Deere left the meeting.</p>	Principal
1.	<p><u>WELCOME AND APOLOGIES FOR ABSENCE</u></p> <p>The Chair opened the meeting and thanked the Board members for appointing him as Chair and also for their time over the summer when undertaking the Board self-assessment process. He emphasised how impressed he was with their commitment to the values of RHACC.</p> <p>There were no apologies for absence.</p>	

2.	<p><u>MINUTES OF THE MEETING OF THE BOARD HELD ON 16 JULY 2020</u> <i>The minutes of the Board meeting held on 16 July 2020 were agreed to be an accurate record and approved with redactions subject to a small typographical error being corrected.</i></p>	Clerk
3.	<p><u>MATTERS ARISING</u> The Principal explained that the increase in sickness levels were not Covid related but due to a long term ill health issue The DoF&R noted that no actions were necessary regarding item 8 and that actions relating to 11b had been completed.</p>	
4.	<p><u>DECLARATIONS OF INTEREST</u> There were no declarations of interest.</p>	
5.	<p><u>a) PRINCIPAL'S REPORT</u> The Board received and noted the Principal's report.</p> <p>The Principal advised that although additional funding has been received from the GLA for 2020/21 this will be difficult to deliver given the current situation regarding Covid and the limit on class numbers. The reduction in enrolments in the Art Department is something that will need to be carefully monitored.</p> <p>It was further noted that some of the back-office systems/processes have not been able to provide the required amount of flexibility to facilitate effective remote working in all cases and that enrolments may have been lost as a result. A review of application and enrolment processes is being undertaken with the aim of improvements being implemented in time for the Spring enrolment period. There was some further discussion around the extent of the failings of the business systems and if external support was required to resolve the issues. It was agreed that there is a need to address the weaknesses in the infrastructure and that a paper will be drafted for the next meeting of the Board outlining the current situation and actions being taken to address the issues.</p> <p>The Board noted the current position regarding the DfE audit of residential provision.</p> <p>The Board noted the importance of developing curriculum areas that support the local community's response to Covid and recovery plans..</p> <p>The Board noted that the Hillcroft centenary celebrations have been delayed until February 2021. There have been 45 entries for the creative writing competition. The Chair, Jane O'Shea and Nasrin Farahani volunteered to be part of the judging panel.</p> <p>The DoF&R explained the 'target' figures detailed in the report and the reasons behind some of the changes since the budget was set in July. It was confirmed that the College will be able to spend the £248k capital grant allocation.</p> <p>The Board noted the work undertaking regarding stakeholder engagement at this currently challenging time.</p> <p><i>The Board noted the Principal's report for October 2020</i></p> <p>Nasrin Farahani left the meeting.</p> <p>[Redacted]</p>	<p>VP T & L</p> <p>Principal</p> <p>Principal</p>
6.	<p><u>FINANCIAL & RESOURCES MATTERS</u> <u>a) JULY 2020 MANAGEMENT ACCOUNTS</u> The DoF&R presented the July Management Accounts, noting that they represented the provisional outturn for the year. Although the deficit for the year is £625k against a budgeted deficit of £391k the year end position is better than had previously been forecast. The results provide a surplus EBITDA of £53k. Primarily due to Covid, the College has experienced a loss in income against budget of around £700k, some of this shortfall has been off-set by savings in expenditure.</p> <p>[Redacted]</p>	

	<p>After some discussion it was agreed that information relating to the marketing strategy and budget will be presented to the F&R Committee and that the Reserves Policy should be reviewed in light of the financial pressures faced by the sector in the current environment.</p> <p><i>The Board noted the management accounts for July 2020.</i></p> <p>b) HILLCROFT REDEVELOPMENT UPDATE The Board received and noted the update on the Hillcroft capital project.</p> <p>[Redacted]</p> <p><i>The Board noted the update on the Hillcroft capital project and funding agreement with the GLA.</i></p>	Principal DoF&R
7.	<p><u>TEACHING & LEARNING MATTERS</u></p> <p>a) TEACHING AND LEARNING QUALITY REPORT – SEPTEMBER 2020 The Board received and noted the Teaching and Learning Quality Report.</p> <p>The VP T&L outlined the main content of the report and the initial emerging themes from the College SAR process. The Board noted that the initial data for 2019/20 is cautiously better than expected and that retention data is looking favourable as a result of the support provided to learners to learn online.</p> <p>The Chair informed the Board that he was putting management in contact with an HE college that has substantial provision for mature students.</p> <p><i>The Board noted the teaching and learning quality report for September 2020.</i></p> <p>b) DBS UPDATE The Board received and noted the update on the process for updating DBS clearances. It was agreed that remote working and time expired business software made the checking process difficult during lockdown. Management took prompt action when the issue was identified.</p> <p><i>The Board noted the update.</i></p>	Chair
8.	<p><u>SEARCH & GOVERNANCE MATTERS</u></p> <p>a) SELF-ASSESSMENT – GOVERNOR APPRAISALS The Board received and noted the feedback from the Chair on the governor appraisal process that he had undertaken over the summer period. He again emphasised how impressed he was by the values exhibited by governors and their commitment to the College. The results of the self-assessment will feed into the College SAR.</p> <p><i>The Board noted the self-assessment feedback.</i></p> <p>b) GOVERNORS REGISTER OF INTEREST The Board received and noted a report from the Clerk outlining a recommendation from the Search & Governance Committee that the Register of Interest should be published in the Governance area of the College website. The report included a proposal of the information to be made public. Governors were asked to notify the Clerk if they had a concern regarding any of their information being published.</p> <p><i>The Board approved the publication of the Register of Interest on the College website.</i></p> <p>c) STRATEGIC PLANNING FRAMEWORK The Board received and noted the paper on the proposed strategic planning framework. It was outlined that the Chair would have input as a ‘sounding board’ prior to a paper being produced for governors input at the January strategy day. It was noted that the number of strategies in place would be reduced but underlying action plans would support the delivery of the strategic plan.</p> <p><i>The Board noted the update on the strategic planning process.</i></p>	Clerk
9.	<p><u>MINUTES OF STANDING COMMITTEES</u></p> <p>a) FINANCE & RESOURCES COMMITTEE (8 JULY 2020) <i>The Board noted the Finance & Resources Committee minutes of 8 July 2020</i></p> <p>b) SEARCH & GOVERNANCE COMMITTEE (23 SEPTEMBER 2020) <i>The Board noted the Search & Governance Committee minutes of 23 September 2020</i></p>	

	c) CAPITAL PROJECT STEERING GROUP (28 SEPTEMBER 2020) <i>The Board noted the Capital Project Steering Group minutes of 28 September 2020</i>	
10.	<u>ITEMS TO NOTE</u> a) WRITTEN RESOLUTION WR1- SAFEGUARDING POLICY AND PROCEDURES <i>The Board noted that WR1 had been passed.</i> b) SEARCH & GOVERNANCE COMMITTEE ANNUAL REPORT 2019/20 <i>The Board noted the Search & Governance Committee Annual Report 2019/20</i>	
11.	<u>ANY OTHER BUSINESS</u> There was no further business.	

The meeting ended at approximately 8.00pm.