

## 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 29 September 2022 at Parkshot (RBS 22)

Present: Prof. Andrew George, Chair  
Mr Richard Brewster  
Ms Kate Clarke  
Ms Renuka Fernando  
Ms Gabrielle Flint, Principal  
Mr Nick Jones  
Mr Dave Munby  
Ms Claire O'Donnell  
Ms Jane O'Shea  
Ms Sharon Raj  
Mr John Riglin  
Mr Graham Tharp, Staff Governor  
Mr Nigel Ware

In attendance: Mr Neil Wallbank, Director of Finance & Resources (VP, F)  
Mr Paul Smith, Executive Director, Commercial (VP, O)

The meeting remained quorate throughout.

	<b>PRESENTATION</b> Mr Cliff Shaw gave a presentation on 'Inspection, the EIF and Self-Assessment'. The presentation was followed with a Q&A session. Following the presentation it was agreed that 1:1, mock inspection interviews with Mr Shaw would be arranged for governors.	
1.	<b><u>APOLOGIES FOR ABSENCE</u></b> Mr David Izett, Ms Gaynor Bray (VP Teaching & Learning) and Mrs Sara George (Interim Clerk) sent their apologies.	
2.	<b><u>MINUTES OF MEETING HELD ON 14 JULY 2022</u></b> a) The minutes of the Board Meeting held on 14 July 2022 were agreed to be an accurate record and approved with the following amendments. <ul style="list-style-type: none"><li>• Item 7a – third line, £200 to be changed to £200k</li><li>• Item 7b – First para, fourth line, £1.75 to be changed to £1.75m</li><li>• Item 7b – Third para, first line, 1% pay increase for staff earning <b>under</b> £30k to be changed to 1% pay increase for staff earning <b>over</b> £30k</li></ul> b) Item 8 – First paragraph, last line, monetary figures to be redacted	
3.	<b><u>MATTERS ARISING</u></b> There were no matters arising not dealt with elsewhere on the agenda.	
4.	<b><u>DECLARATIONS OF INTEREST</u></b> There were no declarations of interest.	
5.	<b><u>PRINCIPAL'S REPORT</u></b> The Board received the Principal's report for September 2022. The positive start to the year was noted but that enrolments at Hillcroft had been disappointing. Staff had generally	

	<p>been accepting of the cost of living pay award even though it was below the AoC recommendation and level of inflation.</p> <p>It was noted that the appointment process for the VP T&amp;L had now been concluded with the appointment of Haifa Abdul Amir and she will take up her post on 31 October. This will provide a half term handover prior to Gaynor Bray leaving at the end of term.</p> <p>The Principal reminded governors of the proposal to establish link governors and to let her know which curriculum areas that would like to link to. Independent governors who are not chairs of committees or the Safeguarding lead governor are expected to act as a link governor.</p> <p><b><i>The Board noted the Principal's Report for September 2022.</i></b></p>	
6.	<p><b><u>CURRICULUM MATTERS</u></b></p> <p><b>a) Teaching &amp; Learning Quality Report</b></p> <p>The Board received the Teaching &amp; Learning Quality Report, noting that performance continues to be good but is still a work in progress. 86% of teaching observations were graded as 'good'.</p> <p>In response to a question of how difficult it will be to engage learners in the Personal Development aspects of the EIF e.g. enrichment activities. The Principal responded that it is challenging many adult learners do not have the time or budget to undertake activities that add time and cost to their course. Management are developing an enrichment strategy that prioritises resource to those learner groups who need it.</p> <p>The Chair asked if the Teaching &amp; Learning report needs to be reassessed in light of the presentation from Mr Shaw and the new EIF requirements. The Principal outlined that a new curriculum strategy is being developed which will be reviewed by the Quality &amp; Standards Committee in the first instance and will have regard to the new EIF.</p> <p>The Chair of the Quality &amp; Standards Committee queried if there is now a case for reviewing the College's quality processes and if a change of emphasis is required. It was agreed that this is an issue for the Quality &amp; Standards Committee to review and report back to the Board.</p> <p><b><i>The Board noted the Teaching &amp; Learning Quality Report</i></b></p> <p><b>b) Self-Assessment Report 2021/22, Emerging Themes</b></p> <p>The Principal presented a paper on the emerging themes from the 2021/22 self-assessment (SAR) process. The Board noted that there was still further work to do on the final report which would be scrutinised by the Quality &amp; Standards Committee prior to being received by the Board in December.</p> <p><b><i>The Board noted the SAR Emerging Themes Report</i></b></p>	
7.	<p><b><u>FINANCE AND RESOURCES MATTERS</u></b></p> <p><b>a) Staff Pay Award</b></p> <p>Management worked with staff to explain the rationale for the pay award. This information was sent to all staff via email and the Principal and VP-F+R presented it at the all-staff meeting on September 8<sup>th</sup>. The impact of the new pay scales and the increments is that staff will receive on average a 3% increase.</p> <p>Staff were informed that the position would be reviewed if income targets exceeded targets by £100k.</p> <p><b><i>The board noted the staff pay award.</i></b></p>	
8.	<p><b><u>HILLCROFT SITE</u></b></p>	

	<p><b>a) Hillcroft Development Update</b></p> <p>The Kingston Council Environment Officer raised concerns regarding the impact of the new residential block on the biodiversity of the site and of light emissions on the bat population. The Council Planning officer has informally asked whether we will consider removing the residential block from the scheme and appears opposed to this aspect of the scheme. No objections were raised in the three pre application planning meetings held. The Planning Officer has suggested that we put the residential block on the site intended for the creche, however, this appears impractical in terms of the close adjacency of the college building. It would also be likely to raise fresh objections to Glenbuck Court residents.</p> <p>Instead, the RHACC team have suggested making the creche site a nature reserve.</p> <p>The Kingston Environment Officer has not met the RHACC ecologist on site as requested to discuss options further.</p> <p>The RHACC project team have also been asked to provide a financial justification as to why the residential block is required. It is likely to raise the sale value by up to £2m.</p> <p><b><i>The Board noted the Hillcroft development update</i></b></p> <p><b>b) Repurposing of site for 2022/23</b></p> <p>The VP - Operations presented an update on the repurposing of the Hillcroft site over the summer. The Board noted the potential to generate additional income from the site through the operation of a 'Bridge at Hillcroft' facility.</p> <p><b><i>The Board noted the update on the Hillcroft repurposing project</i></b></p>	
<p><b>9.</b></p>	<p><b><u>MINUTES OF STANDING COMMITTEES</u></b></p> <p>a) Capital Project Steering Group: 10 August 2022</p> <p><b><i>The Board noted the minutes of the Capital Project Steering Group</i></b></p>	
<p><b>10.</b></p>	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>None</p>	