

RICHMOND AND HILLCROFT ADULT AND COMMUNITY COLLEGE

MINUTES

of the meeting of the Board of
Richmond and Hillcroft Adult and Community College
held at 6.00 pm on Thursday 25 March 2021 onsite Parkshot and via Microsoft Teams.

Present: Prof. Andrew George, Chair (on site)
Mr Mark Albrow (Remote)
Mr Richard Brewster (on site)
Ms Kate Clarke (Remote)
Ms Helen Darracott (Remote)
Ms Nasrin Farahani (Remote)
Ms Gabrielle Flint, Principal (on site)
Mr David Izett (Remote)
Mr Nick Jones (Remote)
Mr Dave Munby (Remote)
Ms Jane O'Shea, (on site)
Ms Farah Rachlin, Vice Chair (Remote)
Ms Sharon Raj (Remote)
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)
Sohail Sayed, Head of Schools, Skills for Life (Remote) for pre-meeting presentation only.

The meeting remained quorate throughout.

	<p><u>PRESENTATION BY SOHAIL SAYED, HEAD OF SCHOOL, SKILLS FOR LIFE</u> Sohail Sayed, the Head of School, Skills for life presented an overview of Skills for Life provision, focusing on:</p> <ul style="list-style-type: none">• Background to learner needs;• Learner profile;• Data summary, including retention and achievement statistics;• National trends; and• Areas for development <p>In response to a question regarding the challenges faced by the College in this area of provision, it was outlined that one of the current main challenges relates to the mental health issue of some learners.</p> <p>The Chair thanked the Head of Skills for life for his comprehensive and informative presentation.</p>	
1.	<p><u>APOLOGIES FOR ABSENCE</u> Apologies for absence were received from Sharon Raj and Nasrin Farahani</p>	
2.	<p><u>MINUTES OF THE MEETING OF THE BOARD HELD ON 15 OCTOBER 2020</u> <i>The minutes of the Board meeting held on 15 October 2020 were agreed to be an accurate record and approved with redaction</i></p>	Clerk
3.	<p><u>MATTERS ARISING</u></p>	

	There were no actions arising that were not covered elsewhere on the agenda.	
4.	<u>DECLARATIONS OF INTEREST</u> There were no declarations of interest.	
5.	<u>a) PRINCIPAL'S REPORT</u> (Redacted) The Principal outlined the current Covid measures in place and the plans for re-opening in January after the Christmas break although this is subject to change under the current circumstances. The Board noted the additional day of leave given to staff, to be taken on Christmas Eve and that a £50 e-voucher was to be given to staff prior to Christmas. It was further noted that the Hillcroft Centenary celebrations will be moved from February 2021 to summer 2021 in light of the uncertainty due to the pandemic. In response to a query it was highlighted that the higher proportion of BAME learners reported was largely due to the decrease in learners in the Art School which does not have a high proportion of BAME learners. <i>The Board noted the Principal's report for December 2020.</i>	
6.	<u>GOVERNORS SELF ASSESSMENT 2019/20</u> a) SELF-ASSESSMENT – GOVERNOR APPRAISALS The Board received and noted the report on the governor self-assessment exercise undertaken in respect of 2019/20. In response to a query on the Finance & Resources Committee self-assessment, the Chair of the Committee outlined that the Committee was in a position of needing to obtain a more detailed understanding of H.R. issues and the College I.T. strategy <i>The Boar approved the self-assessment report.</i>	
7.	<u>FINANCIAL & RESOURCES MATTERS</u> a) October 2020 Management Accounts and Revised Budget 2020/21 The DoF&R presented the October Management Accounts and in answer to a query outlined that an additional £160k had been allocated from the GLA but this was not included in the accounts as its use was tightly defined and therefore, it is likely that the College would be unlikely to claim the funding. In response to a further query, the Board noted an update regarding an on-going legal case with a learner. The Board received a revised budget for the year. It was noted that at the time of agreeing the original budget in July it was agreed, that due to the on-going uncertainty regarding Covid, a revised budget would be developed in the autumn term. <i>The Board noted the management accounts for October 2020 and approved the revised budget.</i> b) Financial Statements and Regularity Audits for 2019/20 The Board considered the Audit Committee's annual report to the Board, the Post Audit Management Report 2019/20 from Buzzacott, the draft financial statements and regularity audits for 2019-20 and the draft letter of representation from the Board to the auditors, all of which had been reviewed at the Joint Audit and Finance & Resources Committee which recommend that the Board adopt the report, approve the draft financial statements and regularity audits and sign the letter of representation. The Director of Finance & Resources noted that the only outstanding item remains the potential claw back of funding in respect of the residential funding audit. There may need to be a contingent liability note added to the accounts, dependent on the	

	<p>magnitude of any potential clawback. It was hoped that the clawback would not have a material impact on the accounts.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1) noted the Audit Committee Annual Report to the Board 2019/20; 2) noted the Post Audit Management Report 2019/20; 3) approved the draft Regularity Self-Assessment Questionnaire 2019/20 and delegated signing authority to the Chair and Principal; 4) approved the draft Annual Report and Financial Statements 2019/20 subject to the potential addition of a contingent liability note and delegated signing authority to the Chair and Principal. <p>c) Reappointment of External Auditors</p> <p>The Board considered the Audit Committee’s recommendation to reappoint Buzzacott as external auditors.</p> <p>The Board approved the reappointment of Buzzacott as external auditors.</p> <p>d) Update on Hillcroft Capital Development</p> <p>The Board received and noted the update on the Hillcroft capital project. This included an update on the current budget position and an outline of some initial informal feedback received from the planners on the scheme. The feedback indicated that the proposed development of the new College building is not sufficiently subservient to the existing grade 2 listed building. A pre-application meeting had been arranged with the Council for 14 December but this was cancelled by the Council due to illness and a new date will be arranged for January 2021.</p> <p>The Board noted the update on the Hillcroft capital project.</p>	<p>Chair, Principal, DoF&R</p>
<p>8.</p>	<p><u>TEACHING & LEARNING MATTERS</u></p> <p>RHACC Self-Assessment of Performance 2019/20 and Quality Improvement Plan 2020/21</p> <ol style="list-style-type: none"> a) RHACC Draft Self-Assessment Report 2019/20 b) Quality Improvement Plan 2020/21 <p>The Board received the Self-Assessment Report 2019/20 and the Quality Improvement Plan 2020/21. The VPT&L outlined to the Board the main points in both reports and Farah Rachlin, the Chair of the Quality & Standards Committee outlined the work of that Committee in the SAR process for 2019/20</p> <p>The Board:</p> <ol style="list-style-type: none"> a) approved the Self-Assessment Report 2019/20; b) approved the Quality Improvement Plan 2020/21 	
<p>9.</p>	<p><u>RECOMMENDATIONS FROM THE AUDIT COMMITTEE</u></p> <ol style="list-style-type: none"> a) Risk Management Strategy <p>The Board received the Risk Management Strategy 2020/21 recommended by the Audit Committee.</p> <p>The Board approved the Risk Management Strategy 2020/21.</p> <ol style="list-style-type: none"> b) Internal Audit Strategy 2020/21 <p>The Board received the Internal Audit Strategy 2020/21 recommended by the Audit Committee.</p> <p>The Board approved the Internal Audit Strategy 2020/21.</p> <ol style="list-style-type: none"> c) Risk Register and Action Plan 	

	<p>The Board received the Risk Register and Action Plan recommended by the Audit Committee and noted the changes to the register. It was also noted that the red rated risks have a link to the impact of Covid on the College.</p> <p><i>The Board approved the Risk Register and Action Plan</i></p>	
10.	<p><u>ITEMS TO NOTE</u></p> <p>a) Annual Learner Feedback Report 2019/20 <i>The Board noted the Annual Learner Feedback Report</i></p> <p>b) Annual Safeguarding and Prevent Duty Report 2019/20 <i>The Board noted the Annual Safeguarding and Prevent Duty Report 2019/20</i></p> <p>c) Annual Health & Safety Report 2019/20 and Revised Health & Safety Committee terms of reference <i>The Board noted the Annual Health & Safety Report 2019/20 and the Revised Health & Safety Committee terms of reference.</i></p> <p>d) Annual HR Report 2019/20 There was some discussion around the impact of Black Lives Matter and if this could result in some changes to the curriculum. It was further noted that, if possible, could an ethnicity pay gap be included in future HR reports. <i>The Board noted the Annual HR Report 2019/20</i></p>	DoHR
11.	<p><u>MINUTES OF STANDING COMMITTEES</u></p> <p><u>a) FINANCE & RESOURCES COMMITTEE (19 November 2020)</u> (Redacted) <i>The Board noted the Finance & Resources Committee minutes of 19 November 2020 and approved the purchase of key person insurance in respect of the Principal.</i></p> <p><u>b) QUALITY & STANDARDS COMMITTEE (12 NOVEMBER 2020)</u> <i>The Board noted the Quality & Standards Committee minutes of 12 November 2020</i></p> <p><u>c) CAPITAL PROJECT STEERING GROUP (5 NOVEMBER 2020)</u> <i>The Board noted the Capital Project Steering Group minutes of 5 November 2020</i></p> <p><u>d) AUDIT COMMITTEE (19 November 2020)</u> <i>The Board noted the Audit Committee minutes of 19 November 2020</i></p> <p><u>e) QUALITY & STANDARDS COMMITTEE (1 DECEMBER 2020)</u> <i>The Board noted the Quality & Standards Committee minutes of 1 December 2020</i></p>	
12.	<p><u>ANY OTHER BUSINESS</u> There was no further business.</p>	

The meeting ended at approximately 8.05pm.