

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 19 October 2023 at Parkshot (RBS 22)

Present: Ms Sharon Raj, Chair
Ms Rosa Chu
Ms Kate Clarke
Ms Gabrielle Flint, Principal
Mr Nick Jones
Mr Dave Munby
Ms Jane O’Shea
Mr Matthew Pope
Mr John Riglin
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: Ms Claire O’Donnell

The meeting remained quorate throughout.

1.	<u>APOLOGIES FOR ABSENCE</u> Ms Claire O’Donnell sent her apologies. The Chair welcomed Mr Pope to his first Board meeting.	
2.	<u>MINUTES OF MEETING HELD ON 13 JULY 2023</u> The minutes of the meeting held on 13 July 2023 were approved as an accurate record. It was agreed that information within the Hillcroft Capital Development item (section 10) should be redacted for the website.	Clerk
3.	<u>MATTERS ARISING</u> Governors requested confirmation that the amended wording in the Risk Management Strategy (item 14) had been completed. The VP, F&R confirmed that it had been updated.	VP (F&R)
4.	<u>DECLARATIONS OF INTEREST</u> There were no declarations of interest.	

<p>5.</p>	<p><u>PRINCIPAL'S REPORT</u></p> <p>The Principal shared the RHACC Staffing Organisation Chart for 2023/24 Governors noted that:</p> <ul style="list-style-type: none"> • There had been a number of new appointments to key posts including a permanent Director of Teaching and Learning and Head of Quality. • The Executive team has reduced from 3.8 FTE to 3.0 FTE since February 2023. • The majority of staff are variable hours teachers which allows the scaling up or down based on demand. • Marketing is led by a consultant (managed by the Principal) and there are two RHACC members of marketing staff. Marketing resource is being reviewed as planned reduction in costs resulting from a move to digital from print activities have not been achieved. • There are still some interim positions (including Head of Estates and Head of IT) which puts pressure on the Executive Team. Risk scores have been increased to reflect this. <p>The format for the Principals Report has been adapted to provide an update on achieving progress towards achieving strategic goals and objectives. Governors are asked to provide feedback to the Principal on the KPIs suggested and the information provided to inform the development of reporting.</p> <p>It was agreed that there should be a limited number of relevant KPIs and clear timeframes.</p> <p>Governors were happy with the format of the Principal's report. Committees will receive more detailed updates through the development plans that they have responsibility for monitoring. E.g. the People Development Plan is monitored by the Finance and Resources Committee.</p> <p>In relation to the letters sent to The Minister of State for Skills and the Secretary of State for Education regarding the funding increase promised for colleges not being available for Adult Education. Governors questioned whether restricting this funding to 16-19 providers could be considered discriminatory. This was discussed and it was agreed it was not discriminatory.</p> <p>Governors noted the importance in describing what RHACC provides to match government policy and objectives in order to access appropriate funding. RHACC and IAL Principals are meeting with the AoC next week to discuss how to best lobby for increased adult funding.</p> <p>It was noted that the RAAC survey report had been received back today and there is no RAAC on the site.</p> <p><i>The Board noted the Principal's Report for October 2023.</i></p>	<p>Governors</p>
<p>6.</p>	<p><u>TEACHING AND LEARNING REPORT</u></p> <p>The Vice-Principal, Curriculum and Quality, presented the Teaching and Learning Report , which included emerging SAR themes and an update on 2023/24.</p> <p>Governors noted that all areas are currently graded as Good (against the SAR) with the exception of Supported Learning although a number of issues had been identified in the report, e.g. attendance was below target and achievement on Maths Level 2 qualifications and in Supported Learning was poor.</p> <p>The Vice-Principal explained that management were investigating these areas and that more information would be presented to the Quality and Standards Committee at the meeting in November.</p>	

	<p>Governors requested further investigation into the small number of learners from SSA10 (History, Philosophy and Theology) who had not achieved.</p> <p>Governors asked specifically what Ofsted might want to see relating to attendance and the link between attendance and achievement. The Vice Principal explained that this is the focus of further investigation.</p> <p>Governors stated that the Teaching and Learning report was an honest representation and showed that management had a good knowledge of where there were areas for development and that prompt action was being taken.</p> <p>It was noted that staffing issues impacted on the progress made towards 2022/23 QIP targets but it was felt that there is now capacity to improve these areas. A further update on progress will be available at the end of the Autumn term</p> <p><i>The Board noted the Teaching and Learning Report</i></p>	VP, C&Q
7.	<p><u>Hillcroft Development</u> Item Redacted.</p> <p><i>The Board noted the Hillcroft Development update .</i></p>	
8.	<p><u>SEARCH AND GOVERNANCE</u></p> <p>External Review of Governance Action Plan The recommendations from the external review of governance, collated with a management response were presented. These had been subject to extensive discussion at Search and Governance Committee and amended following those discussions.</p> <p>Governors felt the final Action Plan was balanced and placed realistic demands on management and governors.</p> <p><i>The Board approved the External Review of Governance Action Plan</i></p> <p>Instruments and Articles Review Governors reviewed the proposed changes to the Instruments and Articles and requested clarification from lawyers on the following points:</p> <ul style="list-style-type: none"> • What is the commitment required through Articles 6.1.2 and 6.1.3? • If the student governor position is being removed then how is student voice included? • Intentions regarding the bylaws once the Article have been updated – ie is the proposal to eliminate them since they are not required and appear to add little value? • The requirement regarding the maximum number of governors. Article 21 and Article 22 appear contradictory. <p><i>The Board requested that clarification is provided and proposed changes reviewed by RHACC's legal advisors before approval by the Board.</i></p> <p>Search and Governance Annual Report 2022/23 The Clerk presented the Search and Governance Annual report 2022/23. There were no questions about the report.</p> <p><i>The Board noted the Search and Governance Annual Report 2022/23</i></p>	Clerk

	<p>Recruitment of Independent Governors</p> <p>The Search and Governance Committee proposed two candidates for roles as Independent Governors to serve on the Quality and Standards Committee following a competitive recruitment process.</p> <p><i>The Board approved the two recommended candidates for Board membership and to join Quality and Standards Committee subject to satisfactory references, Director Checks and DBS</i></p>	Clerk
9.	<p><u>CLERKS REPORT</u></p> <p>Governor Attendance 2022/23</p> <p>A record of Governor attendance at Board and Committee meetings in 2022/23 was presented.</p> <p><i>The Board noted Governor attendance for 2022/23.</i></p> <p>Full List of Board's Interests</p> <p>A full list of Governor declarations of Interest was presented. This will be published on the website.</p> <p><i>The Board noted the full list of Business Interests and approved its publication on the website</i></p> <p>Whistleblowing and FOI Report 2022/23</p> <p>There were no questions on this report</p> <p><i>The Board noted the Whistleblowing and FOI Report for 2022/23</i></p>	Clerk
10.	<p><u>MINUTES OF THE STANDING COMMITTEES</u></p> <ul style="list-style-type: none"> • Capital Projects Steering Group: 13 September 2023 • Finance & Resources Committee: No meeting since last Board • Search & Governance Committee: 21 September 2023 <p>The Chair explained the rationale behind the Written Resolution relating to Committee Chairships. This included succession planning and a sharing of skills with rotation across committees. There was a question about the timescales involved and this was proposed to be in place for January 2024 with the opportunity to shadow committees in the Autumn term.</p> <p>It was also noted that there will need to be a new Lead Governor for Safeguarding and Learner Involvement after this academic year. Interested governors should contact the Clerk and/or Chair for further information.</p> <ul style="list-style-type: none"> • Remuneration Committee: 21 September 2023 • Quality & Standards Committee: No meeting since last Board • Audit Committee: No meeting since last Board <p><i>The Board noted the minutes of the Standing Committees.</i></p>	
11.	<p><u>ITEMS TO APPROVE</u></p> <p>Safeguarding Policy</p> <p>The Policy has been reviewed by the VP (C&Q) and the Link Governor for Safeguarding. It was felt that this was a very comprehensive policy.</p> <p><i>The Board approved the Safeguarding Policy for 2023/24</i></p>	

12.	<p><u>ANY OTHER BUSINESS</u></p> <ul style="list-style-type: none"> • Governors asked if there had been any impact on learners or teaching staff from current world events. The Principal reported that DfE guidance had been received this week regarding issues relating to conflict in Gaza. • There will be a session for governors on Prevent later this term. Possible dates for this will be circulated by the Clerk • The Chair thanked all governors for attending 1:1 meetings. A short report with outcomes from these meetings will be presented in the December Board meeting. The Chair requested any feedback, suggestions or recommendations relating to Governance are sent to her. 	Clerk
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Action Log

	Action	By whom	Date
1	Section 10 of minutes from 13 July 2023 to be redacted for publication on the website	Clerk	ASAP
3	Feedback to be provided to Principal on suggested KPIs and proposed benchmarks included in the Principal's report	Governors	ASAP
4	Funding update to be provided in December Board meeting	Principal	14/12/23
5	Data to support judgements in the SAR to be presented to Q&S committee	VP (C&Q)	09/11/23
6	Hillcroft Development Presentation for Strategy Day to include information requested by Board	VP (F&R)	09/02/24
7	Powerpoint Slides relating to Hillcroft Development to be uploaded on to GVO	Clerk	ASAP
8	Legal advice/guidance sought from Stone King to address the changes proposed to Instruments and Articles	Clerk	14/12/23
9	Recruitment of Independent Governors <ul style="list-style-type: none"> a) Clerk to contact unsuccessful applicant b) Clerk to contact successful candidates to inform them of Board recommendation and checking references, DBS and director checks c) Clerk to contact HR to request references check and DBS d) VP (F&R) to complete Director Check 	Clerk Clerk Clerk VP (F&R)	ASAP ASAP ASAP ASAP
10	Governors interested in the role of Lead governor for Safeguarding and Learner Involvement to inform Clerk or Chair	Governors	ASAP
11	Proposed dates for Governor Prevent session to be circulated	Clerk	ASAP
12	Any observations, suggestions or feedback relating to governance to be sent to Chair	Governors	Ongoing