

## THE COLLEGE OF RICHARD COLLYER

### MINUTES OF THE MEETING OF THE GOVERNING BODY HELD ON Tuesday 04 October 2022 at 16.30

**Present:** Mr Stephen Avery, Mr Karl Banister, Mr Joe Bensusan, Mrs Barbara Hobday, Mr Graham Lawrence, Mr Dan Lodge (Principal), Mrs Susan Martineau, Mr Paul Mittendorfer, Dr Grant Powell, Mr Will Power, Mrs Clare Ruaux, Mrs Helen Smith, Mr Dom Valente, Mrs Beverley Valley

**In attendance:** Members of SMT - Mr Ian Dumbleton (FD), Mr Rob Hussey (VP Curriculum), Ms Andrea John (VP Pastoral), Mr Steve Martell (DP)  
Co-optee: Mr Steve Allen (Co-optee)  
Mrs Russha Sellings (Clerk)

**In the Chair:** Mr Graham Lawrence

*The meeting began at 16.00 with a governance safeguarding briefing delivered by the VP Pastoral covering the roles and responsibilities of Governors specifically with regards to the statutory framework and how this was implemented through the policies, practice, systems and staffing within the College.*

Following the discussion, Governors agreed to strengthen their approach with a more rigorous scrutiny of safeguarding practice, a continued commitment to being inquisitive and asking relevant questions and in future placing less reliance on updates via the safeguarding linked Governor. More frequent opportunities to seek assurance from the Q&C Committee including the potential to examine trends over time and also regular updates directly to the Governing Body would be welcomed.

**(Action Chair, Safeguarding Link Governor, VP Pastoral, Clerk)**

Those Governors and Co-optees not present to be sent the recording of the presentation following the meeting. Confirmation would be sought on reading the updated statutory guidance Keeping Children Safe in Education 2022, and a commitment to undertake further external training during the academic year. **(Action Clerk)**

The VP Pastoral was thanked for the informative presentation.

*The Governing Body meeting formally opened at 16.39.*

#### **1. Apologies for Absence**

Received and accepted from the Vice Chair, Mrs Ann Donoghue, Miss Rach Hughes, Rev'd Lisa Barnett and Co-optee Mr Eric Williamson. Co-optees Dominic Wakefield and Sarah Ediss were not in attendance.

#### **2. Declarations of Interest**

There were no declarations raised with respect of items on the agenda.

#### **3. Minutes of the Meeting 12 July 2022 including confidential Part IIa & b**

The minutes of the previous meeting including Part II confidential minutes were approved without amendment.

#### **4. Matters Arising**

1670 – Working Party dates: Dates confirmed to respective members since the last meeting.

1672 – Safeguarding for Governors: Actions now complete, including the training delivered at the meeting.

1679 – Scenario financial analysis (Part II): Item for the FD related to pay to be reported back to the F&GP Committee at their next meeting.

1680 further updates to the Estate: (Part II): The Principal provided a brief update on developments of the café and the interim arrangements in place which were working well. Formal updates would be made to the Governing Body at the point of closure of the projects in the Summer term.

## 5. Resolutions

*Paper: Part IIb confidential minutes of 12 July 2022*

**Resolved: the minutes record the approval of the resolutions taken by relevant members of the Governing Body since the last meeting to confirm the pay recommendations of the Principal, SMT and Clerk.**

## 6. Presentation from the Principal

*Paper: MoU Horsham Schools Partnership and top sheet*

The Principal was delighted to report the positive local press coverage for the strong exam results received over the summer. Into this academic year the new cohort of students had been enrolled successfully, although the first week of teaching was clearly affected by sadness at the death of HM Queen Elizabeth II. Strategic planning would be a key focus through the year guided by the College's new Mission, Vision and Values, although there was a note of caution around the process due to the complex political landscape.

The Principal handed over to relevant members of SMT for short updates as follows:

### i) Examination Results

The VP Curriculum provided headline figures which had been excellent across the board with a healthy margin comparative nationally. The notable increase in high grades above 2019 results (the best comparison point pre-pandemic) was remarkable given the impact and the VP Curriculum was pleased to confirm the Alps grade of 2 for Level 3 results, with an update on BTEC to follow. The first cohorts of T-level students had performed well, and thanks were recorded in particular to the Early Years team. There were good results observed for GCSEs and Adult Education.

The Governing Body commended the work of all staff for another year of exceptional results during a very challenging back drop. There was a query about the issuing of BTEC results and students progressing to their chosen universities; Mr Hussey said the College had taken rapid action to assist the small number affected and liaised closely with the exam boards to ensure minimal impact.

### ii) Curriculum

Following the brief update on new areas, Governors enquired about the process of analysing data on subject areas that had not performed as strongly as others. Mr Hussey responded that this exercise would be completed as part of the subject level analysis on the raw results including VA which also feeds into the SAR/QIP process.

### iii) Enrolment

Mr Martell was invited to give an update. There had been a healthy growth rate to 1,243 for the new intake (1A) and broadly similar demographics locally to the previous academic year.

The next round of recruitment was well underway, and the College were enthused by the upcoming phase of development which included plans for expanding and improving the estate to support the pace of growth. In response to a Governor question, it was confirmed that the College's robust MIS system enabled SMT to examine the conversion rate. Mr Martell advised the cost of living was impacting the choice for some students, especially those out of area. EDI data was also available and presented to annually to the Q&C Committee and reported on the college website.

iv) HR update

The Principal gave an update on staff joiners including a new Director of HR, Estates Masterplan Manager and Marketing, Alumni and Development Officer.

v) Estates / Property Strategy

The Principal continued with a brief update on the current projects and the forward look to the vision for the new Masterplan which would be considered at the forthcoming Estates meetings including the Working Party the following week.

vi) Budget Outturn 2021/22

Mr Dumbleton was invited to provide an update and it was noted that the budget was ahead of forecast by approximately £360,000 with spend close to budget or significantly under and income also higher in some areas. However, there was a high degree of caution to be exercised here. Margins would be significantly impacted in the coming year and further context was provided by the Principal under sector updates. Questions were raised around risks with the rise in energy prices and any potential impact in costs of current projects, however the FD felt these were somewhat reduced due to the College obtaining fixed energy contracts and in terms of building works, the majority of materials were ordered up front and any inflationary costs that may arise later on would be absorbed by the contractors.

vii) Sector update inc. funding

The rapidly changing landscape meant that all current legislative Bills were on hold pending review by the newly formed Government. Governors were sympathetic to the unprecedented challenges. There were many strands to consider, some overlapping and future identity would be considered by the System Leadership Working Party later that week. The Governing Body heard about the directive of collaborative working both around the skills agenda and in terms of local partners; the Principal drew their attention to the Memorandum of Understanding (MoU) presented from the soft federation of the Horsham Schools Partnership that the Principal had recently been invited to join. The Governing Body raised questions about the level of commitment and the involvement of the Bohunt academy. At this stage the risk was thought to be low and the benefits, which would likely reinforce the already strong links between the schools, considered positive. There was a planned joint INSET to be hosted at Tanbridge school at the end of the Spring term with each school meeting their own contribution to the event. The Governing Body were supportive of the agreement and joint strategies that were considered best for all young people in the community.

**Resolved: The Governing Body approved the signing of the MoU subject to suggested minor amendments and with the understanding it was under consideration by the other schools in the Partnership.**

In terms of funding, there were fundamental challenges relating to cost of living and pay awards with the initial awards being rejected by the unions. The Principal had provided several updates to staff to ensure transparency and it was hoped there would be minimal disruption to students' learning if strikes were to go ahead. The College were committed to meeting the budgeted figure of 3.5% and up to 5%, however staff had been advised of the need for a prudent budget management if the upper level was agreed as this would impact the budget by a further £200,000.

viii) News and events

There was an update on all the current partnership working including S7.

**7. Chair's Report inc:**

*Papers: Governor links document 2022-23, updated Rules & Byelaws and Committee structure with top sheet, Governor recruitment plan*

i) Governor Links / SAR/QIP meetings

The Chair wished to thank Governors for their continued support of the College through the crucial link roles. New links had been suggested for 2022-23 and were included in the pack and the Clerk had made contact with relevant Governors to discuss dates of review meetings.

ii) Extension of Nominations Committee membership

The Chair was keen to promote strategies to further strengthen governance and succession planning. One idea that had been explored was to include all Committee Chairs in the membership of the Nominations Committee, creating a cross-Committee view. The two Chairs impacted by this were happy to commit and the Governing Body were grateful for the support. There would be minor changes to the ToR in the Rules & Byelaws and the Committee structure.

**Resolved: The Governing Body approved the amends to the Rules & Byelaws including the Committee structure.**

iii) Governor Recruitment Plan 22-23

In light of the above update, the Nominations Committee would examine succession in greater depth given the challenges in finding committed candidates with the required skills. In the meantime, Governors were invited to comment on a high level recruitment plan and feedback any comments.

iv) Office 365 migration

The Chair reiterated the importance of IT security and data protection, with this in mind there would be a migration over the academic year to full use of College email accounts to complete by the end of Spring term. Support would be available from the IT Network Manager and Clerk.

**8. AOB**

A Governor raised a question about the Governance development training plan on the new FutureLearn platform and the Clerk took an action to confirm the plans to Governors and Co-optees. *(Action Clerk)*

**9. Meeting Assessment**

- The safeguarding training specific to Governors had been very useful.
- It was discussed whether circulating the slides on the main updates with the papers would enable Governors to consider this in advance.

**10. Dates 2022-23**

*Paper: Updated Dates schedule*

The next meeting was scheduled for Tuesday 6 December 2022, 16.30 at Collyer’s.

The meeting closed at 18.00

Chair .....

Date .....

RRS 06-10-2022