

**REASEHEATH COLLEGE BOARD**  
**BOARD MEETING**

**Minutes of the meeting held on 11 November 2021 at 9.30am**  
**Via Teams**

Present	<p>Karol Bailey (independent) KB          Colin Baxter (independent) CB          Malcolm Burns (independent) MB          Marcus Clinton (principal) MC          Kate Cole (student) KC <i>(items 1-12 inclusive)</i>          Jane Cowell (independent) JC          Evelyn Davies-Jones (Independent) EDJ          Prof Chris Gaskell (independent) CG          Andrew Fletcher (independent) AF          Mike Gorton (independent) MG          Peter Green (independent) PG          Dr Elizabeth Harrison (independent) EH          David Pearson (independent, Chair) DP <i>(item 2 onwards)</i>          Prof Eunice Simmons (independent) ES <i>(item 7 onwards)</i>          Alastair Taylor (independent) AT          Liz Watts (staff) LW <i>(items 1 – 12 inclusive)</i></p>
Attending	<p>Graeme Lavery (vice principal, finance and resources) GL <i>(items 1-12 inclusive)</i>          Peter Greenall (assistant principal and dean of HE) PGreenall <i>(items 1- 12 inclusive)</i>          Paul Spearritt (assistant principal) PS <i>(items 1-12 inclusive)</i>          Louise Woodman (human resources director) LW          Sharon Yates (assistant principal) SY <i>(items 1-12 inclusive)</i>          Iain Clarke (assistant principal) IC <i>(items 1-12 inclusive)</i>          Trudie McGuinness (assistant principal) TM <i>(items 1-12 inclusive)</i>          Wendy Watson (head of quality) WW <i>(items 1-12 inclusive)</i>          Jackie Schillinger (company secretary) JS</p>

**PART A unless indicated**

item	Content
	<i>DP and EH took no part in the meeting for the item related to their respective appointments.</i>
<b>1.</b>	<b>Confirmation of Appointment of Chair and Vice Chair</b>
<b>1.1</b>	<b>RESOLVED: David Pearson is appointed to the role of Chair of the Board for the 2021-22 academic year.</b>
<b>1.2</b>	<b>RESOLVED: Elizabeth Harrison is appointed to the role of Vice Chair of the Board for the 2021-22 academic year.</b>
<b>2.</b>	<b>Welcome and apologies for absence</b>
2.1	The Chair welcomed all to the meeting. Apologies were received and accepted from Angela Potter, Jon Furber, student governor Kalliopi Angelakopoulos (who was attending a higher education student meeting) and staff governor Phil Gibbon (who was covering a teaching commitment). Prof Eunice Simmons had indicated that she would be a little late in joining the meeting.

2.2	The meeting was quorate and remained quorate throughout.
<b>3.</b>	<b>Declarations of interest</b>
3.1	DP and EH declared an interest in relation to item 1.1 and item 1.2 respectively and took no part in the item.
3.2	The following interests are noted: MC as a member of University of Chester Council; ES as Vice Chancellor of University of Chester and a member of its Council.
<b>4.</b>	<b>Appointment of Student Governors</b>
<b>4.1</b>	<b>RESOLVED: Kalliopi Angelakopoulos and Kate Cole appointed as student members of the Corporation for the 2021-22 academic year.</b>
<b>5.</b>	<b>Parts A and B Minutes of the meeting held on 15 July 2021 and Part B Minutes of the meeting held on 4 October 2021</b>
5.1	Parts A and B minutes of the meeting held on 15 July 2021 were confirmed as a correct record.
5.2	Part B minutes of the meeting held on 4 October 2021 were confirmed as a correct record.
5.3	Matters arising: January development day will look at balanced scorecard approach to business planning and high-level contribution to central; DART hard close, with remaining learners down to a very few who did not engage despite ESFA and college efforts, with all others transferred, which all agreed was a good outcome for learners. GL alerted members to the technical issue on the reconciliation from the ESFA which is still awaited and may delay the year end accounts, which may require a special meeting. AT, as Health and Safety link governor noted that he had arranged a health and safety walk around the site including the Hurlleston site.
<b>6.</b>	<b>Staffing Update</b>
6.1	Authority to confirm Christmas close-down days: MC provided an update on the challenging environment that all staff were working within this term, with continuing impacts of Covid absences, usual staff short term sickness levels at this time of year and a challenging recruitment market. He expressed his thanks to all staff for continuing to provide a high level of service and always putting the student first. He requested authority to provide an additional three college close down days this year to provide a full two week break to staff over Christmas. He noted the arrangements in place for staff that had to work over the period and part-time and term time only staff to enable time to be taken at other times of the year. DP and all governors echoed and endorsed this and supported the additional close down days as providing a much-needed proper break for staff. They expressed thanks to those that had to work over the break in essential roles. They acknowledged that this close down had been authorised for the previous couple of years, but they fully supported it as a way of supporting staff wellbeing in the current challenging environment. They also supported the consideration of other ways going forwards that staff can be acknowledged and thanked for all their hard work and commitment.
<b>6.2</b>	<b>RESOLVED: An additional three college close down days are approved for Christmas 2021 to enable a full two week break over Christmas and New Year.</b>
<b>7.</b>	<b>Part B confidential item.</b>
<b>8.</b>	<b>FE and Apprenticeship performance</b>
8.1	TM and AT provided a development session for all governors on the college's FE and Apprenticeship performance in 2020-21, based on the draft Self-Assessment Report that would be finalised following the meeting and provided to the Board for formal approval on 9 December 2021. The session included: Overview of self-assessment process Key self-assessment headlines Key strengths and weaknesses How do different groups perform, any achievement gaps Key areas for improvement 2021-22 Residential Care Standards Key Facts
8.2	Quality and Governor Dashboard: TM provided an overview of the updated college dashboards for governors to be able to access in their own time.

<b>9.</b>	<b>Items for Approval</b>
9.1	<b>RESOLVED: The Young Person Safeguarding Policy and the Safeguarding Adults Policy are approved.</b>
9.2	TM agreed to forward the policies to Cheshire East Safeguarding Teams and request confirmation that the policies meet expectations. It was also recommended that the wording be checked to ensure 'governors' are included at all the relevant parts of the policies.
<b>10.</b>	<b>Items for Information</b>
10.1	The Further Education Commissioner's Letter November 2021 was received for information.
<b>11.</b>	<b>Any Other Business</b>
11.1	There was no other business reported to the meeting.
<b>12.</b>	<b>Date of next meeting</b>
12.1	The date of the next meeting was confirmed as Thursday 9 December 2021 at 9.30am

An independent governor only Part B confidential meeting followed.

The meeting closed at 12.15pm

Confirmed as a correct record: 9 December 2021.