

REASEHEATH COLLEGE BOARD
BOARD MEETING

Minutes of the meeting held on Thursday 24 March 2022 at 9.30am
Room D6/7 Food Centre and Reaseheath Hall

- Present Kalliopi Angelakopulos (student) KA (*items 1 – 10 inclusive*)
 Karol Bailey (independent) KB
 Colin Baxter (independent) CB
 Marcus Clinton (principal) MC (*items 1 – 17 inclusive*)
 Gary Crowe (independent) GC
 Evelyn Davies-Jones (Independent) EDJ
 Andrew Fletcher (independent) AF
 Prof Chris Gaskell (independent) CG
 Mike Gorton (independent) MG
 Peter Green (independent) PG
 David Pearson (independent, Chair) DP
 Grace Robinson (student) GR (*items 1 – 17 inclusive*)
 Alastair Taylor (independent) AT
 Liz Watts (staff) LW (*items 1 – 17 inclusive*)
 Paul Weston (independent, associate) PW (*items 1 – 18 inclusive*)
- Attending Graeme Lavery (vice principal, finance and resources) GL (*items 1-17 inclusive*)
 Paul Spearritt (senior assistant principal) PS (*items 1-17 inclusive*)
 Peter Greenall (assistant principal and dean of HE) PGreenall (*items 1-17 inclusive*)
 Louise Woodman (human resources director) LWoodman
 John Kendal (assistant principal) JK (*items 1-17 inclusive*)
 Sharon Yates (assistant principal) SY (*items 1-17 inclusive*)
 Iain Clarke (assistant principal) IC (*items 1-17 inclusive*)
 Trudie McGuinness (assistant principal) TM (*items 1-17 inclusive*)
 Jayne Cawood (programme leader Business) JCawood (*item 11*)
 Andrew Gould (curriculum area manager Construction) AG (*item 11*)
 Nick Blakemore (curriculum area manager Business and Food) NB (*item 11*)
 Jackie Schillinger (company secretary) JS

PART A unless stated

	Content
1.	Welcome and apologies for absence
1.1	The Chair welcomed all to the meeting. Apologies were received and accepted from Elizabeth Harrison, Eunice Simmons, Malcolm Burns, Jane Cowell, Angela Potter, Phil Gibbon and Jon Furber.
1.2	The meeting was quorate and remained quorate throughout.
2.	Appointment of members
2.1	RESOLVED: The following appointments approved:
	I. Re-appointment to the Board for a further term of three years of Peter Green, Gary Crowe and Liz Watts.

	<p>II. Appointment of Grace Robinson as the Further Education Student Governor and member of Quality and Standards Committee for the remainder of the 2021-22 academic year, to replace Kate Cole.</p> <p>III. Alastair Taylor to take over the role of Quality link governor and Andrew Fletcher to take on the new role of Sustainability Link Governor.</p>
3.	Declarations of interest
3.1	The interest of MC as a member of the University of Chester Council was noted. There were no declared interests that gave rise to a conflict of interest in respect of the agenda items.
4.	Minutes for approval
4.1	Parts A and B minutes of the meeting held on 9 December 2021 were approved as a correct record.
4.2	Parts A and B minutes of the meeting held on 31 January 2022 were approved as a correct record.
4.3	The rolling action log was received and noted with actions completed or on track.
5.	Student Association Report
5.1	<p>KA and GR presented the Student Association (SA) Update report. The following issues were highlighted in discussion:</p> <ul style="list-style-type: none"> - SA work on Queen's Green Canopy project and linking with local schools and community on sustainability initiatives. - wellbeing support and specific support in relation to the invasion of Ukraine - support received for the SA from key staff, resource levels and forum for taking finance and funding proposals forward. - charity work and RAG work, as well as social events.
6.	Chair's Report
6.1	The Chair's report was received for information. The ESFA strategic conversation meeting held in February was noted with interest and the recent Ofsted Care Standards inspection outcome was welcomed as providing strong assurance on continued quality of provision and safeguarding of residential students. Members expressed thanks to all staff for their continued hard work and commitment in the challenging environment.
7.	Principal's Report (including strategic risk board assurance report)
7.1	MC presented his Principal's report for information with the strategic risk Board Assurance Framework and KPI report included as appendices. He confirmed that the college performance in quality and finance overall remains very solid, which is testament to the staff in what is continuing to be an extremely challenging year. He noted that staff recruitment and retention remain challenging in the sector, reflecting the overall national employment market and that managing covid and other absences continues to put pressure on all staff. Members recognised the heightened risk around staffing in the strategic risk register and welcomed the lobbying opportunities taken by the Principal and via Landex with government and regulators as these arose.
7.2	A detailed discussion on support for staff development took place. LWoodman confirmed that the skills matrix work is progressing and is linked into the business planning process which is supported by a member of the HR team, and this feeds into the professional development planning for staff. She noted that the challenge this year has been to release staff to undertake development because of the need to cover core delivery as a result of vacancies and absences. LWatts, staff governor, shared her experience as a manager in the business planning process and confirmed that she had found the skills matrix tool very helpful and she also shared the development opportunities that she and her team had access to. GC noted a word of caution in relation to implementation as many staff will not naturally take well to being moved around and LWoodman confirmed she is taking the project forward with this in mind. SY gave some examples of the skills matrix work in her area and the positive impact that it had already had. AT noted the use of the skills matrix with governors could also be useful. GC turned to the RH100 update and suggested that the college ought to have a measure of the positive impact of the RH100 project so far, over and above delivery. MC acknowledged the challenge and noted a number of areas where impact could be quantified, such as engagement with alumni.

<p>8. 8.1</p>	<p>Safeguarding Prevent and Wellbeing Update Report (Including Ofsted Care Standards Report)</p> <p>TM presented her termly safeguarding prevent and wellbeing report. The recently published Ofsted Care Standards inspection report had been circulated to governors by email and was also provided as an appendix for information. MG, DP, PG welcomed (and endorsed by all members) the strong assurance from the care standards report, recognising that the bar has been raised and that the challenges only increase in this area. TM updated members on progress with the implementation of the new reporting software, CPOMS, and she provided an overview of the types of matters being reported and managed by the team. DP welcomed the external assurance work currently being undertaken with Cheshire East currently on the college's policies, processes and procedures and noted this will be reported through in due course. CG requested and received assurance that supervision is a key focus and that the college is looking at developing a more formal offer than the internal resource currently available. Members received the report for information and assurance, with thanks.</p>
<p>9. 9.1</p>	<p>Health and Safety Update Report</p> <p>GL presented the termly health and safety report. The report was received for information and GL and SY explained a reporting issue that had come to light in relation to a RIDDOR reportable accident that had happened involving an apprentice at an employer premises. SY explained the context which had meant the reporting had not been reported through to the college in a timely way and she explained the investigation and actions taken as a result. Detailed discussion followed and members highlighted the importance that the Board be fully assured on the reporting through of apprenticeship incidents or near misses. CG noted that the termly report statistics reported to this meeting did not show any apprenticeship incidents reported and so queried whether this nil reporting could be fully relied on in the light of the current discussion. GC recommended, and members fully endorsed, the need for a root cause analysis and review of the delay in this specific reporting coming through as well as the process procedures and governance of the apprenticeships/work placement health and safety incident reporting. The Principal wholeheartedly supported the need for a full review for the Executive and Board assurance purposes. ACTION: Full investigation and assurance report to be made to committees and Board at their next meetings.</p>
<p>10. 10.1 10.2</p>	<p>Strategic Plan</p> <p>Strategic Plan Monitoring Report: MC presented his update report on progress against the strategic plan. He highlighted the curriculum review work that would be presented in more detail for discussion at the forthcoming governor strategic day in May. He provided assurance that steady progress is being made across the plan, which was pleasing in what is proving to be another challenging year in terms of covid disruption and staffing challenges.</p> <p>Governance Strategy – AoC Code of Good Governance and external governance evaluation: Members received an audit report and development plan against the new version of the AoC Code of Good Governance. Members also noted and supported the intention to commission an external review of governance in the academic year 2022-23, to be informed by the awaited DfE guidance. GC recommended that this review consider the whole governance framework to look at how effectively the system of governance works from classroom to Board. Members considered the importance of the new skills measure and the impact this is likely to have on governance and reporting and noted this will be a key part of the next Ofsted inspection. They welcomed the report and looked forward to receiving more information on the adoption of the new version of the Code and plans for the external review at the next meeting.</p>
<p>11. 11.1</p>	<p>Quality strategy monitoring</p> <p>T Level Implementation Update – Construction and Business: Members received a presentation from NB, AG and JCawood on planning, implementation, challenges and readiness to deliver the T levels in Business and Construction from September 2022. PG the link governor for T levels confirmed that the Quality and Standards Committee had also reviewed this item and his own link visits had provided good assurance that implementation has been well planned. It was noted that challenges on the construction T level include securing enough work placements for under 18 learners on construction sites and the timeline for the delivery of the construction building on campus, which will require management of learner</p>

	expectations and contingency planning in the first year of delivery, until it is ready. Staffing risk was discussed and confirmed as well managed currently to be able to deliver for next year.
12. Financial Strategy Monitoring	
12.1	Part B confidential item.
12.2 Part B confidential item.	
12.3	Finance Update (inc. MA Period 6 and ESFA Funding Allocation): GL presented the finance update, including period 7 management accounts, provided to members and presented in the meeting for information and assurance. AF noted the potential risk of rising interest rates to the college borrowing and discussion followed on the current and possible changes to the corporation's interest rate strategy. It was agreed to undertake some financial modelling and bring some interest rate mitigation options forward for consideration. GL confirmed that a meeting is planned for April to present some options initially to the Finance and General Purposes Committee. ACTION: Interest rate risk to be considered further and reported back with options, following discussions with the bank and reporting to Finance and General Purposes Committee.
13. Items for Approval	
13.1 RESOLVED: Higher Education Tuition Fees Policy for 2023-24 academic year was approved.	
13.2 RESOLVED: Gender Pay Gap Report was approved for publication.	
14. Items for Information	
14.1	The Search and Governance Committee Report and unconfirmed minutes were received for information.
14.2	The Quality and Standards Committee Report and unconfirmed minutes were received for information.
14.3	The College Academic KPIs and Quality Improvement Plan 2021-22 Monitoring Report was received for information.
14.4	The Governor Link Visit Engagement Summary Report was received for information.
14.5	The Higher Education Committee Report and unconfirmed minutes were received for information.
14.6	The UCR Self-Evaluation Document 2020-21 and Quality Improvement Plan 2021-22 was received for information.
14.7	The Finance and General Purposes Committee Report and unconfirmed minutes were received for information.
14.8	The Audit Committee Report was received for information and the unconfirmed minutes would be circulated once available following the meeting, for information.
15. Any other business (notified to chair/clerk in advance)	
15.1	There was no other urgent business. DP checked that all had ample opportunity to raise any matters they wished to raise, and this was confirmed.
16. Any items for escalation to strategic risk register	
16.1	Members requested an assurance report be brought forward to the next meeting on the health and safety reporting processes and procedures in relation to apprentices on employer premises.
17. Date of meetings	
17.1	The dates of the next meetings were confirmed as: <ul style="list-style-type: none"> • Tuesday 17 May 2022 strategy/development session 9am • Thursday 14 July 2022 at 9.30am
18. Independent Governors Only	
18.1	Confidential Part B item.

The meeting closed at 12.50pm

Confirmed as a correct record: 14 July 2022.