



**REASEHEATH COLLEGE BOARD**

**Minutes of the meeting held on 17 November 2023 at 9.30am  
FF26 HEST, Reaseheath College**

Present	Marcus Clinton (principal) MC Jane Cowell (independent) JC ( <i>Chair for the meeting</i> ) Prof Gary Crowe (independent) GC Evelyn Davies-Jones (independent) EDJ Peter Green (independent) PG Alex Hickey (student) AH Eunice Simmons (independent) ES Alastair Taylor (independent, associate) AT Liz Watts (staff) LW Paul Weston (independent) PW Isabella Yates (student) IY
Attending	Graeme Lavery (vice principal, finance and resources) GL Paul Spearritt (vice principal, curriculum and quality) PS John Kendal (assistant principal) JK Sharon Yates (assistant principal) SY Iain Clarke (assistant principal) IC Jackie Schillinger (head of governance) JS

**PART A unless stated**

item	Content
<b>1.</b>	<b>Opening items</b>
1.1	Apologies were received and accepted from David Pearson, Liz Harrison, Angela Potter, Casey Crispin, Andrew Fletcher, Phil Gibbon, Mike Gorton, Karol Bailey, Malcolm Burns and Chris Gaskell.
1.2	The meeting was quorate and remained quorate throughout.
1.3	No declarations were made to the meeting.
<b>1.4</b>	<b>RESOLVED: The minutes of the meeting held on 13 July 2023 were confirmed as a correct record.</b>
<b>2.</b>	<b>Exercising effective control to ensure that legal obligations are met</b>
2.1	Health and Safety Report: GL presented the assurance report on the RIDDOR incident previously reported to the board. Members were very saddened to hear that an incident had occurred that resulted in injury to a student. They sought and received assurance that the college was doing all it could to support the student in recovery, wellbeing and continuation in studies. They expressed their best wishes to the student involved for a good recovery and return to studies. They also sought and received assurance that other students and staff involved were being appropriately supported and offered access to wellbeing support. They noted the correspondence with the Health and Safety Executive, ongoing and being managed professionally via the Health and Safety Manager at the college. AT provided his health and safety link governor report from his recent visit, which included walk arounds in several different departments and speaking to students and staff about health and safety. He confirmed that the Health and Safety Manager has a good profile around college and is positively received by departments as providing guidance and support with a good culture and relationships evident. Student governors IY and AH provided insight into the health and safety inputs so far this year. They had received guidance from the health and safety talks and activities at the start of the year. AH commented that he had seen an improvement on the proactive nature of these since last year and he agreed that the overall college re-set included health and safety. Assurance was sought and received that there were no

2.2	<p>outstanding internal audit health and safety actions from previous internal audits. Actions in place following the incident were reviewed and considered appropriate. Following discussion, it was agreed that the college was handling matters appropriately, and that the risk rating of medium was appropriate until the actions agreed had been completed and reported back to the board. The board also recommended an independent external audit be carried out to provide increased overall assurance that all was in place that could be. GL agreed to action this and report back. <i>ACTION: GL source independent health and safety audit expertise to carry out the audit and report back.</i></p> <p><b>RESOLVED: The college has responded appropriately to the recent RIDDOR incident, including support for those involved, with assurance taken from various sources including management reporting, student and link governor input on the culture and profile of health and safety across the college and with a recommendation of additional third party assurance via an expert audit that all appropriate safeguards are in place, to be reported back to the corporation.</b></p>
3.	<p><b>Holding executive leaders to account for educational performance and quality and the performance of staff – board development session</b></p>
3.1	<p>A governor development session took place, with the aim of ensuring that all members understood College Further Education and Apprenticeships Performance, as set out in the College Self-Assessment Report 2022-23. This included:</p> <ul style="list-style-type: none"> <li>- College educational performance 2022-23</li> <li>- College improvement priorities 2023-24</li> <li>- Opportunity for feedback from Quality and Standards Committee and discussion.</li> <li>- Ofsted Education Inspection Framework – Questions/Evidence</li> </ul>
4.	<p><b>Governance</b></p>
4.1	<p>Search and Governance Committee Report and Governance Action Plan: JS presented the proposed governance action plan. Members also received the report and recommendations of the Search and Governance Committee with the unconfirmed minutes of the meeting also provided for information. Members noted that the committee had approved the Governor Training and Development Policy and Annual Training Plan 2023-24, and these were provided for information. The committee had reviewed strategic risk 4 and reported assurance of ongoing proactive work by the committee to manage governance risk. Recommendations made by the committee were considered and approved.</p>
4.2	<p><b>RESOLVED: The committee Terms of Reference are approved</b></p>
4.3	<p><b>RESOLVED: The Governance Action Plan is approved.</b></p>
4.4	<p><b>RESOLVED: The attendance target for individual members to be 70% within the context of overall contribution including that outside of formal meetings and with the opportunity for the Student Union to facilitate a substitute attendee in the case of a student being unable to attend a meeting, and the option of hybrid meetings to be provided wherever possible.</b></p>
4.5	<p><b>RESOLVED: Recruitment and succession planning policy with a recruitment campaign to focus on skills and experience in collaborative and community partnerships, IT and digital transformation; HR specialist; apprenticeships; marketing; sustainability; quality improvement experience in FE and HE, as well as financial and accountancy expertise</b></p>
4.6	<p><b>RESOLVED: The re-appointment of Angela Potter for a term of three years from 14 December 2023 and Chris Gaskell for a period of one year from 14 December 2023 is approved.</b></p>
4.7	<p><b>RESOLVED: The Vice Chair and Senior Independent Governor role descriptions are approved, with a request for expressions of interest to be made following the meeting.</b></p>
5.-7.	<p><b>Closing items</b></p>
5.	<p>Any items for escalation to strategic risk register: Members considered the risk exposure in relation to the agenda items covered in the meeting to be appropriate with no new/emerging risks to be added to the risk register.</p>
6.	<p>Any other business (notified to chair/clerk in advance): There was no other business reported to the meeting.</p>

7.	<p>Impact Evaluation against Core Function Accountabilities: JS led the discussion on impact from this meeting and development session. The discussion captured the following key points that members considered would have impact from this meeting:</p> <ul style="list-style-type: none"> <li>• Ensuring the executive exercises effective control to meet legal obligations – agreed action on third party assurance to confirm management assurance on health and safety controls being fully effective. Link governor visits to college to provide triangulation of evidence/reporting.</li> <li>• Holding executive leaders to account for educational performance – deep dive session into college performance in SAR to ensure full understanding and governor support of the assessment of ‘requires improvement’ (RI) in FE educational performance. Feedback from governors closely involved in self-assessment and validation process. Clarity in understanding what needs to improve and what is being done about it, as well as agreeing with management clear staging posts and key risk indicators that Quality and Standards Committee can track in year to ensure progress is being made. Q&amp;S Committee extra meeting in early Spring term to assess this.</li> <li>• RI areas to set out more clearly their focus on improvement and set out the staffing correlation to areas to bring a sharper focus on the link between the hard to recruit/staffing instability areas and the dip in performance/student satisfaction.</li> <li>• Challenge on capacity to make the improvements and assured on this point with capacity being brought in.</li> <li>• Governors gained a better understanding of the Ofsted education inspection framework and how they can support college improvement.</li> <li>• Governance action plan impact intended to make governing more effective to enable college improvement and the board to effectively carry out its core function accountabilities as set out in the Department for Education College Governance Guide.</li> </ul>
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The meeting closed at 12.40pm

Approved as a correct record 14 December 2023  
Jane Cowell Chair Designate