



**REASEHEATH COLLEGE BOARD  
MEETING AND DEVELOPMENT SESSION**

**Minutes of the meeting held on Friday 22 November 2024 at 9.30am  
FF26 Food Futures Centre Reaseheath College**

Present	<p>Ash Austin (independent)</p> <p>Marcus Clinton (principal)</p> <p>Jane Cowell (independent) (Chair)</p> <p>Mike Gorton (independent)</p> <p>Phil Gibbon (staff)</p> <p>Elizabeth Harrison (independent)</p> <p>Sean Houlston (independent)</p> <p>Summer Lakin (student)</p> <p>Eunice Simmons (independent)</p> <p>Alastair Taylor (associate)</p> <p>Liz Watts (staff)</p>
Attending	<p>Claire Blanchard (governor designate)</p> <p>Martin Mellor (co-opted committee member)</p> <p>Jan Chillery (governor designate)</p> <p>James Eagney (assistant principal performance and progress)</p> <p>John Kendal (assistant principal)</p> <p>Graeme Lavery (vice principal, finance and resources) (<i>item 4.2 only</i>)</p> <p>Paul Spearritt (vice principal, curriculum and quality)</p> <p>Sharon Yates (assistant principal, apprenticeships and business hub)</p> <p>Jackie Schillinger (head of governance)</p>

**PART A unless stated**

item	Content
<b>1.</b>	<b>Opening items</b>
1.1	Apologies were received and accepted from members Chris Gaskell, Angela Potter, Paul Weston, Jared Erskine, Gary Crowe and Francesca Cooper. The meeting was quorate and remained quorate throughout.
1.2	There were no declarations of interest made to the meeting.
1.3	RESOLVED: The minutes of the meeting held on 18 July 2024 were approved as a correct record.
1.4	RESOLVED: The minutes of the meeting held on 27 September 2024 were approved as a correct record
1.5	The chair presented the report of the search and governance committee with a copy of the draft minutes provided for information. The reporting recapped the succession planning activity that had been undertaken in the year. Following the external review of governance, in early 2024, the committee carried out a detailed succession planning exercise based on an updated skills audit and consideration of membership terms. This included a review of the EDI

	annual report of the college on student and staff demographics and board membership. Based on this exercise, the committee at that time recommended the recruitment focus on accountancy/finance, HR, quality in further and higher education, estates/property and external stakeholder engagement expertise. A focus on seeking to promote board opportunities to younger people, those with an understanding/experience of disability and special educational needs and applicants from a diversity of backgrounds and ethnicity. The chair reported that good progress has been made to respond to the succession plan. She noted that in the spring term 2025, a new skills audit will be carried out with the new membership included and a succession planning exercise carried out by the committee in its early spring term meeting for consideration by the board in the March meeting.
1.6	RESOLVED: Approval of the re-appointment of Gary Crowe as a member of the board for a term of three years as chair of the audit committee from the expiry of his current term in March 2025.
1.7	RESOLVED: Approval of the re-appointment of Peter Green as a member of the board for a term of two years from the expiry of his current term in March 2025, with a request to Peter to take on the role of lead governor for health and safety in 2025-26 academic year.
1.8	RESOLVED: Approval of the appointment of Claire Blanchard as a member of the board for an initial term of two years from 1 December 2024, with membership of the higher education committee.
1.9	RESOLVED: Approval of the appointment of Jan Chillery as a member of the board for an initial term of two years from 1 December 2024, with membership of the audit committee and the curriculum skills and stakeholders committee.
1.10	RESOLVED: Jane Artess was requested to chair the meetings of the higher education for the spring and summer term meetings in 2024-25 to allow for board member succession to this role.
1.11	RESOLVED: The committee membership for 2024-25 with the addition of the new memberships was approved.
<b>Corporation Core Function Accountabilities</b>	
<b>2 - 3</b>	<b>Holding executive leaders to account for educational performance and quality and performance of staff - Board Development Session</b>
2.1	The first section of the development session covered college further education and apprenticeships performance including a summary of key performance data was presented in a development session intended to provide all members with a clear understanding of: <ul style="list-style-type: none"> <li>• Last year's final performance</li> <li>• This year's current performance</li> <li>• Next steps</li> </ul>
2.2	The second session covered Ofsted inspection feedback, with the opportunity for members of the quality and standards committee to provide feedback from the recent meeting, with a copy of the draft minutes provided separately.
3.1	The development session then presented the headline improvement actions linked to the strategic plan. Governors had reviewed the headline plan and raised questions, with points for consideration and action: <ul style="list-style-type: none"> <li>• Unitary clear plan to drive communication and change with all staff</li> <li>• Information advice and guidance focus is not currently clear and needs to be added.</li> <li>• Need to focus on managers as leaders of learning with accountability</li> </ul>

	<ul style="list-style-type: none"> <li>Communications externally and assurance that key employers had been informed and were supportive.</li> <li>Peer support and collaboration is needed, with assurance that this has already been accessed in several ways.</li> </ul>
3.2	<p>The final session centred on governance development plan priorities for consideration on developing governance to support driving college improvement, with agreed priorities:</p> <ul style="list-style-type: none"> <li>Map the governance actions to the college improvement and strategic plan: Excite, Engage, Enrich and Enable.</li> <li>Review committee terms of reference to map to strategic plan and improvement actions.</li> <li>Improved understanding to support governor oversight of teaching learning and assessment with the January governor day to focus on governors' role in appropriate challenge and questioning including via the existing link visits and learning walks.</li> <li>Enhanced quality and standards committee monitoring on manager accountability for teaching learning and assessment with specific deep dive sessions added to check teaching learning and assessment progress in curriculum areas covering theory and practical delivery.</li> <li>Continue sharp focus on data monitoring that provided a clear view of performance picture in 2023-24 that will remain vital in 2024-25.</li> </ul>
<b>4.</b>	<b>Closing items</b>
4.1	The meeting had considered the risk to quality of education, student outcomes and reputation, with these risks reviewed and reported to the audit committee at its upcoming meeting.
4.2	Any other business (notified to chair/clerk in advance): The Vice Principal Finance and Resources provided an update on health and safety matters, with a full report provided to the board at its December meeting.
4.3	RESOLVED: The date of next meeting was agreed as 17 December 2024.
4.4	<p>Impact evaluation:</p> <ul style="list-style-type: none"> <li>Change to the college headline improvement action plan to include an action on information advice and guidance.</li> <li>Communication and stakeholder engagement strategy reviewed to mitigate potential reputational risk</li> <li>Improvement to quality and standards committee oversight on holding leaders to account for the quality of teaching, learning and assessment</li> <li>Improvement to governance process to link more clearly to the improvement plan to increase accountability for driving improvements in quality of teaching and student outcomes.</li> </ul>
<p><b>The meeting closed at 12.50pm, followed by lunch in the student restaurant.</b>  <b>An Induction Training Session on the Curriculum Offer took place from 2pm – 3.30pm</b></p>	

Approved as a correct record 17 December 2024 Jane Cowell OBE (Chair)