

RICHMOND & HILLCROFT ADULT & COMMUNITY COLLEGE

MINUTES

of the meeting of the Board of Richmond and Hillcroft Adult and Community College held at 4.30pm
Friday 13 October 2017 in RBS 22, Parkshot

Present: Ms Louise Fluker, Chair
Mr Mark Albrow
Mr Richard Brewster
Ms Gabrielle Flint, Principal
Mr Andrew George
Mr Gavin Hardcastle-Jones
Ms Theresa Hoenig
Ms Linda Jones
Ms Jane O'Shea
Ms Farah Rachlin
Ms Lisa Sharp

In attendance: Mr Neil Wallbank, Interim Director of Finance
Ms Gaynor Bray, Vice Principal – Teaching & Learning
Ms Sara George, Interim Clerk

The meeting remained quorate throughout.

1. **APOLOGIES FOR ABSENCE**

Ms Helen Darracott, Mr Nigel Ware and Ms Sue Carter, Vice Principal – Learner Experience, apologised for their absence.

2. **LAND TITLE TRANSFER TO HILLCROFT**

The Chair informed the Board that legal advisers Bates, Wells and Braithwaite had omitted to ensure that the relevant form (TP1) was completed to ensure the transfer of the legal interest in the Parkshot site to Hillcroft College at the point of merger. Although Hillcroft (now Richmond and Hillcroft Adult & Community College) is the beneficial owner of the site, the transfer has not been registered with the Land Registry. BWB has advised that to enable the Land Registry to register the transfer a governor from each governing body before merger should execute a statutory declaration confirming that the intention of both governing bodies had been to transfer both legal and beneficial interest from RACC to Hillcroft as part of the merger. .

The Board agreed that the required statutory declarations should be signed by the Chair on behalf of RACC and Farah Rachlin on behalf of Hillcroft to ensure the title transfer.

3. **BRANDING STRATEGY**

During the Board induction and strategy session on 13 October, marketing consultant Fiona Carthy gave a presentation regarding brand recognition. The presentation concluded that the RACC brand had higher levels of recognition amongst local adults with an interest in adult learning in comparison to the Hillcroft brand. Ms Carthy recommended that, to ensure that the levels of brand recognition were not lost, a hybrid brand was created that used RHACC as an acronym and that the Hillcroft offer for women be positioned as a sub-brand.

The Board agreed to the recommendation that RHACC be used as the brand acronym and that the Hillcroft offer for women be positioned as a sub-brand.

[The interim Clerk left the meeting]

4. **COMPANY SECRETARY**

The Board noted that the College's Articles of Association require the appointment of a Clerk and Company Secretary and agreed that it was desirable to appoint Sara George on an interim basis so that her name can be registered with Companies House and the ESFA. Once a Clerk is appointed, Ms George will revert to the full time post of Executive PA.

Director of
Finance

The Board noted that it is no longer a legal requirement for a private company to have a company secretary. It was agreed that the responsibilities of a company secretary would be better undertaken by the Director of Finance.

The Board approved the appointment of Sara George as the Interim Clerk and as Company Secretary until such time as a permanent appointment is made and that the Director of Finance should work with Bates Wells & Braithwaite to amend the Articles of Association to remove the requirement of the College to appoint a Company Secretary.

Director of
Finance

5. **BUDGET**

Following the presentation by the Interim Director of Finance on the Financial Strategy for the College at the Board induction and strategy session **the Board formally approved the budget for the financial year 2017/18**

[The Interim Clerk re-joined the meeting]

5. **ANY OTHER BUSINESS**

None

The meeting closed at approximately 4.45pm.