

RICHMOND AND HILLCROFT ADULT AND COMMUNITY COLLEGE

MINUTES

of the meeting of the Board of
Richmond and Hillcroft Adult and Community College
held at 6:00pm on Thursday 17 October 2024 at Parkshot (RBS 22)

Present: Ms Sharon Raj, Chair
Ms Gabrielle Flint, Principal
Mr Nick Jones
Mr Matthew Pope
Mr John Riglin
Ms Claire O'Donnell
Dr Elaine Hawkins
Mr Graham Tharp, Staff Governor
Ms Sue Preston
Mr Robert Dykes
Ms Rosa Chu
Dr Siu Wo Im
Ms Jane O'Shea

In attendance: Ms Haifa Abdul Amir, Vice Principal, Curriculum & Quality (VP, C&Q)
Mr Neil Wallbank, Vice Principal, Finance & Resources (VP, F&R)
Ms Laura Morgan, Clerk to the Governors

Apologies: Mr Dave Munby

The meeting remained quorate throughout.

TRAINING – COLLEGE FUNDING

The Governing Body received some very useful training from Neil Wallbank, Vice-Principal (Finance & Resources) on Further Education funding. The slides from this presentation are included as Appendix 1.

Governors noted the following points

- 90% of RHACC funding for learning up to level 2 comes from the GLA and 10% from the ESFA. The ESFA are the main regulator on behalf of the DfE.
- There is more pressure on limited funding now. Both the course and learner need to be eligible for funding.
- Challenges include in-year changes to qualifications eligible for funding and new funding rules. Income is not confirmed until year end (Nov/Dec) when ILR returns are completed but the course offer has to be decided in Spring Term.
- The GLA allocation is based on the historic allocation for RACC + Hillcroft. A business case for it to be increased was not accepted due to the number of bids received
- There is no funding available from the other mayoral authorities outside London other than the ESFA whose funding supports RHACC distance learners. However, learners from outside London can pay a fee to join a course if they are able to.
- Adult funding has been capped nationally since 2011.
- RHACC can charge fees because we work with adults. Learners under the age of 19 years cannot be charged fees.
- Other funding streams (for example the Merton Council contract) come with terms and conditions

	<ul style="list-style-type: none"> 50% completion of the London Learner survey is a condition of funding. <p>Neil Wallbank was thanked for his very informative presentation.</p>	
1.	<p><u>WELCOME AND APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Dave Munby.</p> <p>The Chair welcomed everyone to the meeting. She noted that this is a new year which is full of opportunities including building on the Ofsted Good grading, developing a new strategic plan and moving the Hillcroft project forward. However, it is important to continue to monitor the financial situation of the college.</p>	
2.	<p><u>MINUTES OF MEETING HELD ON 11 JULY 2024</u></p> <p>The minutes of the meeting held on 11th July 2024 were approved with the following alterations</p> <ol style="list-style-type: none"> 1. Risks in item 10 to be identified by label (as well as risk number) 2. One typo to be removed <p>It was agreed that the highlighted areas in the minutes would be redacted for publication on the website</p>	Clerk
3.	<p><u>MATTERS ARISING</u></p> <p>The Clerk requested some feedback on GVO and the way the information is structured/organised.</p>	
4.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>There were no declarations of interest</p>	
5.	<p><u>PRINCIPAL'S REPORT</u></p> <p>a) Principal's Report – October 2024</p> <p>The Principal presented the Principal's Report for October 2024. Governors noted the following:</p> <ul style="list-style-type: none"> It has been a positive start to the year in terms of number of enrolments (the majority of enrolments are in September). The financial situation remains a cause for concern but this is being managed as per the Financial Recovery Plan. This has been discussed with ESFA but RHACC does not meet the threshold for financial intervention. Management have asked the ESFA to suspend repayments until the sale of Hillcroft has been completed. A decision is awaited. A successful bid for approximately £50k was made to Google to develop AI provision. The CEO of Kingston Council has been informed about the Governing Body's decision regarding the Hillcroft site. Salaries are included in the cash days in hand figure. Plans to address the cash position will be presented to F&R Committee in November. Management awaits more information about the new Government's planned changes to employment rights. The final column in the KPIs table should say July 2025. The Vice Principal -Curriculum and Quality stated that the improvements in Supported Learning can be maintained and management capacity in the area has been increased. <p>b) Organisational Structure</p> <p>The Principal presented the Organisational Structure. The following points were noted:</p> <ul style="list-style-type: none"> There are now 4 academic departments (previously there were 6) Established staff are those who are paid for 52 weeks of the year. 	

	<ul style="list-style-type: none"> • The majority of variable hours staff are sessional teachers, support workers and technicians in the academic departments. • The College Management Team is 14 FTE and the Executive Team is 3 FTE. • In Art and Humanities the majority of provision is non-accredited except for British Sign Language and Community Interpreting. • There are currently approximately 10 vacancies at different levels. It has become easier to recruit (it was very difficult post-covid). The government-funded pay increase made in the summer to teachers did not include teachers working in the post 19 sector. Supported Learning posts have historically always been difficult to fill. <p><i>The Board noted the Principal's Report and the Organisational Structure for October 2024</i></p>	
6.	<p><u>TEACHING AND LEARNING REPORT</u></p> <p>The Vice-Principal, Curriculum and Quality presented the emerging themes from 2023/24 Self Assessment Report. A draft SAR report will be presented to the Q+S Committee for detailed discussion and feedback:</p> <p>a) Emerging SAR Themes from 2023/24 and Update on 2024/25</p> <p>Governors' attention was drawn to how enrolments, attendance and achievement are directly related to funding.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> • 2023/24 enrolments and achievements were good and attendance was in line with benchmarks. • There has been a significant increase in Achievement for Function Skills Maths in 23/24 compared to 22/23. Achievement in Functional Skills English has decreased slightly. • GCSE English Achievement (23/24) has decreased from 22/23. due to problems with retention. • Achievement is calculated from the percentage of learners who completed the course and achieved the pass mark from the number who started the course. The pass rate is a percentage of the learners who achieved the pass mark when taking the test from the number who were entered for the exam. As not all learners are retained on programme, the pass rate tends to be higher than the achievement rate. • Comparisons are made with national levels, similar providers and the previous year results. • Achievement for 16-18 provision has decreased. Course entry requirements are being tightened. <p>The VP-Curriculum and Quality provided an update on teaching and learning in Autumn Term of the new academic year:</p> <ul style="list-style-type: none"> • It was noted that approximately 25% of courses have not yet started. These are shorter courses on a rolling programme which are due to start after half term. Subsequent reports will show increased numbers of courses which have started. • Attendance figures are also expected to improve as registers are amended to reflect taster sessions and learners who are transferring between courses. • It was noted that there has been a request for more events for students. This is thought to refer to curriculum enrichment activities and trips. • Business studies and management has shown a decline in enrolments and attendance. Management are investigating causes, • There is a difficulty in recruiting Science teachers. 	VP (C&Q)

	<i>The Board noted the Teaching and Learning Report – Emerging SAR Themes from 2023/24 and Update on 2024/25.</i>	
7.	<u>HILLCROFT UPDATE</u> <i>Item Redacted</i>	
8.	<u>SEARCH AND GOVERNANCE</u> a) External Review of Governance – update October 2024 Governors received the updated action plan from the External Review of Governance. It was noted that the majority of the actions are now completed or are due for completion in line with normal college timescales and that the second review will be due in summer 2025. The review of the Instruments and Articles remains ongoing <i>The Board noted the External Review of Governance – update October 2024.</i> b) Search and Governance Committee annual reports 2023/24 inc. Governor Attendance Governors received the Search and Governance Committee Annual Report 2023/24 which includes governor attendance. An amendment to this report was requested relating to the student governor section to note that alternative methods of hearing learner voice are in place and that the vacancy is under discussion with the review of Instruments and Articles. It was also noted that a number of governors are current or former students of the college. <i>The Board noted the Search and Governance Committee Annual Report 2023/24</i> c) Governor Training Plan Governors received a draft copy of the training plan which will be discussed further in Committee meetings. <i>The Board noted the Governor Training Plan.</i>	Principal
9.	<u>CLERKS REPORT</u> a) Full list of Board Business Interests The Board received a full list of Business Interests as it is on the website. Governors are requested to inform the Clerk if there are any changes. <i>The Board noted the full list of Board Business Interests</i> b) Whistleblowing and FOI Report 2023/24 <i>Item Redacted</i> <i>The Board noted the Whistleblowing and FOI Report 2023/24</i>	
10.	<u>ITEMS TO BE APPROVED (will not be discussed unless a governor requests it)</u> There were no items to be approved in this meeting. The Safeguarding and Prevent Policy and Procedures will be circulated via email for Board approval via Written Resolution.	
10.	<u>MINUTES OF THE STANDING COMMITTEES</u> <ul style="list-style-type: none"> Search and Governance Committee – 7 October 2024 	

	<p>It was noted that as part of this meeting the Feedback to the Chair was discussed. This will be circulated to governors via email shortly, and will form part of the Board self-evaluation in December 2024</p> <ul style="list-style-type: none"> • Capital Projects Steering Group – 18 September 2024 • Finance and Resources Committee – No meeting since last Board • Audit Committee – No meeting since last Board • Quality and Standards Committee – No meeting since last Board <p>Minutes from the Remuneration Sub-Committee on 11 July 2024 to be included in December meeting.</p> <p><i>The Board noted the minutes of the Standing Committees.</i></p>	
12.	<p><u>ANY OTHER BUSINESS</u></p> <p>There was no any other business</p>	