RUNSHAW COLLEGE

Runshaw College Corporation Board Meeting Minutes [Part 1]

Thursday 14 May 2026, 5.30 – 7.00 pm

Corporation Board Members		Attendance				
		02.10.25	04.12.25	26.03.26	14.05.26	18.06.26
Full Name	**Position**					
Alison Watson-Bird	Chair	✓	A	✓	✓	
Portia Bailey Barrow	Independent Governor	✓	✓	A	X	
Diane Bourne	Independent Governor	✓	✓	✓	✓	
Danny Braithwaite	Independent Governor				A	
Sophie Brocken	Student Governor	✓	✓	A	✓	
Gary Crowe	Independent Governor			✓	✓	
Simon Drew	Independent Governor	✓	A	✓	✓	
Richard Evans	Independent Governor	✓	✓	✓	✓	
Jenn Fisher Cooper	Support Staff Governor	✓	✓	✓	✓	
Gary Hall	Independent Governor	✓	✓	✓	✓	
Stuart Hide	Academic Staff Governor	A	✓	✓	✓	
Harriet Longworth	Student Governor		✓	✓	✓	
Michael Lowe	Independent Governor	✓	A	✓	✓	
Martyn Lylyk	Independent Governor	✓	✓	A	✓	
Dominic Martinez	Independent Governor	✓	✓	✓	✓	
Babs Murphy	Independent Governor			A		
Ade Oladapo	Independent Governor	✓	A	A	A	
Clare Russell	Principal	✓	✓	✓	✓	
Total attendance		**93%**	**73%**	**71%**	**82%**	
Clerk						
Denise Williamson	Head of Governance	✓	✓	✓	✓	
In Attendance						
Vanessa Harwood	Deputy Principal	✓	✓	✓	✓	
Martin Rigby	Deputy Principal	✓	✓	✓	✓	
Janet Ivill	Vice Principal	✓	✓	✓	✓	
Sue Hutchinson	Beever & Struthers		✓			

✓	Present
A	Apologies
X	Absent

Item	Agenda item
1.	**Apologies for Absence/Opening Comments**

Apologies for absence were received from Danny Braithwaite and Ade Oladapo. Dominic Martinez had confirmed that he would be slightly late for the meeting.

2.	**Declarations of interest**

Governors were invited to declare any direct, indirect, pecuniary, personal or prejudicial interest relating to any item on the agenda for the meeting. No interests were declared.

3.	**Minutes of the Meeting held on 26 March 2026 (Part 1)**
3.1	**Approval of the Minutes (Part 1)**

The Part 1 minutes of the meeting held on 26 March 2026 were approved as an accurate record and authorised for publication.

3.2	**Action Log**

All actions remaining on the Action Log had been completed, except for the following:

CB A144 regarding the presentation of draft KPI targets for committee approval which is not yet due.

CB A145 regarding a proposal in relation to the most appropriate method for indicating direction of travel on the Quality Dashboard, which will be discussed with the Standards & Curriculum Committee as part of its meeting on 21.05.26.

CB A148 regarding sharing a copy of the quality report prepared by the external consultant, which is included with the papers for the Standards & Curriculum Committee meeting on 21.05.26.

CB A149 regarding Board consideration of commissioning additional external quality assurance activity during the new academic year, which is not yet due.

CB A150 regarding proposing an approach to measuring the number of hours worked by teachers and the potential time savings in response to the actions being implemented which is not yet due.

4.	**Governance Matters**
4.1	**Link Governor for Safeguarding**

The Head of Governance confirmed that Gary Crowe would be assuming the role of Link Governor for Safeguarding with immediate effect, replacing Portia Bailey Barrow, who has undertaken this role for the past 18 months.

4.2	**Governor Resignation**

The Head of Governance confirmed that Babs Murphy had resigned from her role as governor and that Jenn Fisher Cooper had also resigned from her role as support staff governor as she would be leaving the college in June.

4.3	**Governor Appraisal**

The Head of Governance confirmed that the annual governor appraisal process would commence shortly, with a view to all meetings having taken place by mid-June 2026. The Head of Governance advised that a governor experience survey had been developed for completion by governors prior to their appraisal meeting, and that this would be circulated following the Board meeting.

Action: CB A152 : Governor Appraisals to be arranged and Governor Experience Survey to be circulated to Board members for completion [Owner: Head of Governance]

4.4	Governor Training, Development and Engagement

The Head of Governance reminded governors to complete the modules identified within the ETF Governor Development Programme before the end of June 2026 and to forward her a copy of the relevant certificates. The Head of Governance also thanked governors for attending the recent governor open day and confirmed that it is intended that this event be offered on an annual basis moving forward. Governors were also reminded of a range of events taking place prior to the end of the academic year, including the Vocational Excellence Awards and the Adult and Apprenticeship Awards Evening.

The Board received the report and noted its contents.

5.	Governor Presentation - Inclusion

The Deputy Principal [VH] presented a summary of the college's approach to inclusion, summarising the information available on the quality dashboard regarding any emerging gaps for the various learner groups. The Deputy Principal confirmed that managers had been assigned responsibility for various inclusion groups to ensure robust oversight of the current position and the strategies being implemented to address any issues.

The Deputy Principal confirmed that the majority of learners across inclusion measures continue to achieve and make good progress which is broadly in line with their peers and that previously identified gaps for disadvantaged groups, including students in receipt of free college meals, have closed during the academic year. The Deputy Principal further confirmed that where gaps remain, these are concentrated within small, vulnerable cohorts and are well understood by managers, with the most significant current risks relating to young people living independently, where retention and predicted outcomes are below that of their peers.

Strategies to address inclusion gaps included student review board meetings, the provision of additional support for vulnerable groups, expanding reasonable adjustments, broadening student support plans to cover all forms of inclusion or disadvantage and reviewing the study skills offer in the LRC to enhance the support available to students.

Having received the report, governors queried the following:

- **Information provided within the Dashboard** – a governor commented that it wasn't clear from the snapshot of the dashboard provided why particular areas had been RAG rated as red and the Deputy Principal responded that the live dashboard includes a facility to hover over the area and see additional details, including for example if the gap relates to attendance, retention or progress. It was further confirmed that this information is provided in detail as part of the reports compiled for the Standards & Curriculum Committee.

- **Dashboard definitions** - A governor queried the definition of 'red' on the dashboard and the Deputy Principal responded that this would indicate a statistically significant gap between one group of students and another.
- **Size of inclusion groups** - A governor asked how many students were in each of the inclusion groups and the Deputy Principal responded with this information.

- **Journey to 'Green'** - A governor asked if it would be possible to include information about the path to green for any areas identified as red and the Deputy Principal confirmed that this information was contained within the Quality Improvement Plan.

- **Trajectory of improvement** - A governor emphasised the importance of governors being able to understand if the position was getting better or worse and the Deputy Principal confirmed that work was being undertaken to show the trajectory in terms of progress over time and that some proposals in relation to this would be brought back to the Standards & Curriculum Committee meeting on 21 May.

- **Support from external agencies** - A governor queried the extent of the support received from external agencies in relation to supporting vulnerable learners and the Principal responded that she and her senior team are represented on a range of regional forums and stress the importance of this support being available. The Principal further confirmed that the College has, where possible, put additional support in place internally, however this was costly.

- **Students with multiple areas of disadvantage** - A governor suggested that information in relation to students with multiple areas of disadvantage be added to the dashboard and this was agreed.

Action: CB A153: Information in relation to students with multiple areas of disadvantage to be added to the dashboard [Owner: Deputy Principal].

The Principal highlighted the very good performance of the College in relation to closing inclusion gaps and it was agreed that this was extremely positive.

Dominic Martinez joined the meeting at 5.45 pm.

The Board received the report and noted its contents.

6.	**Quality of Provision – Current Performance**

The Chair reminded governors of the discussion that had taken place as part of the March Corporation Board meeting and the subsequent action to provide a detailed quality report in order to ensure that all Board members have a robust understanding of the college's performance in this area. The Chair advised that the paper would usually have been shared with the Standards & Curriculum Committee in the first instance however the committee was not due to meet until the following week.

The Deputy Principals provided an overview of various aspects of quality management, including target-setting principles, the use of dashboards for performance tracking, data-driven improvement processes, and projections for curriculum impact measures, with discussions on aspirational targets and the interplay of retention, value added, and other metrics.

Having received the report, governors queried the following:

- **Data quality -** A governor queried how the quality of data is assured and how the College tests that this is accurate. The Deputy Principal responded with an example of the work undertaken to improve the rigour of the assessments used to predict student progress, including the training provided to staff in this respect.

- **Value Added score -** In relation to value added scores, a governor queried what the college prediction was in relation to value added for the current year and the Deputy Principal responded that she anticipated that this would be zero which is around the national average, with a strong position being maintained in relation to retention, pass rates, high grades and positive destinations.

- **Pass rate target -** A governor queried a target of 100% for pass rates and the Deputy Principal responded that this had been considered carefully and was helpful in terms of guiding thinking and behaviour.

- **High Grades target -** A governor queried why the high grades target had been reduced from one year to the next and the Deputy Principal advised that the previous target was felt to be over ambitious.

In relation to Level 3 Vocational Provision, the Deputy Principal [MH] emphasised the importance of considering all curriculum impact measures since, whilst value added and high grade predictions are strong, retention is currently below target. Likewise, learner satisfaction on T level programmes also requires improvement.

A governor queried why there is currently no value added measure for T Level qualifications, and the Deputy Principal confirmed that this has not yet been published. Likewise, value added information for Level 2 qualifications has not yet been published; however, hotspots for both Level 1 and Level 2 provision include retention.

The Deputy Principal confirmed that there is no published data in relation to value added or high grades for adult provision and that national benchmarks for apprenticeship high grades had just been published.

A discussion followed in relation to the expected inspection position for the college based on the new Ofsted Toolkit with judgements generally expected to meet the ‘expected standard’ should an inspection take place in the next academic year, improving to most areas meeting the criteria to achieve the ‘strong standard’ from 2027/8 onwards. The potential impact of the change from the use of a ‘best fit’ approach to a ‘secure fit’ approach was also discussed, particularly for large and complex organisations.

A governor queried the confidence level information provided within the report and the Deputy Principal confirmed that this reflected the maturity of the Ofsted Toolkit which is still relatively new and therefore to some extent unknown.

The Board thanked the Senior Team for the presentation which they confirmed was very helpful.

7.	Runshaw College Strategic Plan 2026/27

The Principal provided an update on progress in developing the Strategic Plan for 2026/27, which represents year 3 of the current 3-year strategic plan and follows a structured period of consultation with staff and advisory groups.

The Principal confirmed that the updated draft strengthens clarity, measurability and credibility with greater emphasis on workload sustainability, proportionality and deliverability.

Having received the plan and considered its contents, governors queried the following:

- **Targets** - A governor queried the targets which are not yet included in the plan and the Principal responded that targets had been included within the master spreadsheet action plan which has monthly milestones for every month.

- **Adoption of V Levels** - A governor queried the information contained within the plan regarding the adoption of V Levels, and the Principal responded that the plan contains high-level information rather than details of individual courses/qualifications, whilst also including ongoing planning and staff training to support future curriculum reform.

- **Selection of KPIs** - A governor queried the relevance of financial KPIs to one of the Quality objectives and the Principal explained the relationship between curriculum decisions and financial health, emphasising the importance of balancing curriculum needs with financial affordability. A governor also queried the success criteria indicated for objective QC5 regarding streamlining and simplifying data reporting, suggesting that an appropriate success criterion would be staff satisfaction. This was agreed.

Action: CB A154: Success criteria for objective QC5 to include staff satisfaction. [Owner: Principal].

- **Succession planning** - The Chair noted that there is currently no reference to succession planning within the strategic plan and it was agreed that this be added.

Action: CB A155: Reference to be made to succession planning within the strategic plan [Owner: Principal]

The Principal thanked the Board for their feedback and confirmed that a final draft of the plan will now be produced for Board approval in June.

Action: CB A156: Final Version of Strategic Plan to be presented for Board approval on 18 June 2026. [Owner: Principal/Head of Governance]

8.	Accountability Agreement 2026 - Draft

The Principal presented the draft accountability statement, confirming that the document had been informed by two meetings of the task and finish group and that it brings together statutory requirements for local needs duty, LSIP, and Ofsted inspection, creating a single document for multiple purposes as directed by the Board.

Having reviewed the document, a governor suggested including a statement in relation to the amount of investment the college makes to support students over and above that which is funded and this was agreed.

Action CB A157: Statement in relation to the amount of investment the college makes to support students over and above that which is funded to be added. (Owner: Principal)

A governor commented that it would be helpful if the Inclusion page included a student picture and this was agreed.

Action: CB A158: Image to be added to inclusion page [Owner: Principal].

The Principal thanked the Board for their feedback and confirmed that the final version of the Accountability Agreement would be presented to the Board for approval on 18 June 2026.

Action: CB A159: Final Version of the Accountability Agreement to be presented for Board approval on 18 June 2026. [Owner: Principal/Head of Governance]

Finally, the Chair confirmed that initial input and scrutiny of the Accountability Agreement would fall under the remit of the Standards & Curriculum Committee in future, with an opportunity for the broader Board to be part of this process as needed.

9. Governance Impact Statement

The Board identified the following areas of impact:

- Scrutiny of the College's approach to Inclusion.
- Suggestion to include details of any inclusion gaps for students with multiple areas of disadvantage on the dashboard.
- Scrutiny of the current performance in relation to the Quality of provision.
- Feedback in relation to the Strategic Plan.
- Feedback in relation to the Accountability Agreement.

10. Confidentiality

None

11. Date of next meeting

18 June 2026