

**Richmond upon Thames College  
Minutes of a Meeting of the Corporation Board**

**Wednesday 2<sup>nd</sup> December 2015 at 6pm in Room E20B**

**Members Present:** Cathy Bird (Chair), Peter Llewellyn, Robin Ghurbhurun, Daniel Volovsek, Sally Newton, Lucy Watson, Lesley-Jane Eales-Reynolds, Gergana Duff, Barbara Gilgallon, Michael Morley, Rob Pope, Robin Ghurbhurun

**Apologies:** Paul Leonard

**Absent without apology:** Darren Keenan, Tajay Bryan

**In attendance:** Clare Thornes (Clerk), Nanda Ratnavel, John O’Shea, Gareth Watts

<b>A</b>	<b>Procedural</b>
1	<p><b>Welcome</b></p> <p>The Chair welcomed participants. She noted that Gareth Watts’ term as Governor ended on 1<sup>st</sup> December, and she thanked him for his contribution. He will be co-opted to the College Redevelopment Monitoring Group.</p>
2	<p><b>i. Declarations of Interest in Agenda Items</b> None</p> <p><b>ii. Requests for discussion of ‘Grey box items’ (which are For Information Only)</b> None</p>
3	<p><b>i. Approve Minutes of the Corporation Board Meeting held on 16 September 2015</b></p> <p>The minutes were agreed to be an accurate record and approved.</p> <p><b>ii. Any matters arising</b></p> <p>All actions have been completed. JOS circulated the QIPs for Science and Health and Social Care and Child Care to the CQS meeting on 18 November.</p>

<b>B</b>	<b>Teaching and Learning – Discussion</b>
4	<p><b>The tutor System, ProMonitor and TLA at RuTC</b> <i>(Danny Volovsek gave a presentation on the tutor system and the tutor curriculum, followed by a ‘live’ demonstration of ProMonitor and Markbook. He used the example of one of his students, who has Asperger’s, and thus has quite an involved profile. He demonstrated how</i></p>

	<p><i>teachers could access advice on adapting their teaching on ProMonitor, and also showed how a bullying incident was quickly resolved by smart communication between multiple parties).</i></p> <p><i>Q: What is the utilisation of ProMonitor?</i></p> <p>It is increasing, and the target is 100% compliance by year end. RG noted that the first year of introduction enabled ironing out of technical problems, but that there would be a requirement on staff to use ProMonitor 100% of the time. Audits are being carried out by JOS and his team.</p> <p>Parent Portal has just gone live, and parents have been provided with passwords etc. Whilst some parents may not have internet access, the system is also accessible from smartphones.</p> <p>The College will still hold traditional parents' evenings, but these will become less frequent.</p> <p>Student Portal has been live for some time, and usage is mixed. Greater usage can be encouraged during tutorials.</p> <p><i>Q: How is the relationship between tutors and teachers?</i></p> <p>DV said he communicates mainly with English and Maths teachers and the relationship is excellent. He noted that once a comment is 'flagged' on PM, tutors and teachers are forced to take responsibility.</p> <p><i>Q: Is the tutor case load manageable?</i></p> <p>Each tutor has up to 200 students (10 groups of 20). DV's group has 32 high risk/high needs students. It is just about manageable, but requires a lot of commitment.</p> <p><i>Q: Is there a danger of ProMonitor generating too much work?</i></p> <p>Yes. 'PM Etiquette' is developing, as staff become more familiar with the system. Staff must 'red flag' only those who need to take action or need to know. At other times, comments about students can just 'rest' in the system so that a comprehensive record is available when needed.</p>
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C	Strategic Matters / Key Risks
1	<p><b>Key Performance Indicators 2015-16</b></p> <p>Members requested that the Finance figures are updated in line with the final accounts.</p> <p><i>Q: When will the induction survey be available?</i></p> <p>It will be presented to the next CQS meeting.</p>
2	<p><b>Feedback on the Ofsted Inspection</b></p> <p>JOS described the Ofsted inspection. The outcome was 3 'Goods' and 4 'Requires Improvements'. High Needs was also observed to be Outstanding. JOS referred to his notes from the debrief on Leadership and Management, where the inspectors noted high momentum, great change and promise.</p>

	<p>The 3 'Goods' can be used in College marketing, and RuTC is thought to be one of few Colleges in London to be awarded a Good for apprenticeships.</p> <p>Whilst acknowledging that the result was better than expected, and that staff had really pushed out the boat for Ofsted, governors felt that the College should not be too pleased at being described as 'requiring improvement'. The Principal reassured Governors that his goal is to achieve 'Good' or even 'Outstanding' in Spring 2017. Significant emphasis is on this year's results, and all energies will be investing in driving up TLA quality to achieve that outcome.</p>
3	<p><b>Principal's Update:-</b></p> <p>i. <u>FE Commissioner Intervention</u></p> <p>Please see Confidential Minutes</p> <p>ii. <u>Publication of the Strategic Plan</u> <i>(The published Strategic Plan was tabled)</i></p> <p>The Plan will be widely distributed to key political, employer and influential stakeholders</p> <p>iii. <u>College Annual Development Plan</u> <i>(The 'College Annual Development Plan 2016' was tabled)</i></p> <p>The Plan, which runs by calendar year, is divided into the six 'S's – Students, Staff, Stakeholders, Skills, Systems, Site Strategy – that form the Strategy. Progress will be monitored monthly by the CLT, with actions cascading down to the CMT. The Corporation will be provided with a progress report on a three-monthly basis.</p> <p><b>Action: Governors to provide comments on the Annual Development Plan to RG</b></p>
4	<p><b>College Redevelopment</b></p> <p>Please see Confidential Minutes.</p>

D	Committee Matters
1	Summary of committee business
2	Minutes of Students' Liaison, GSR, Audit, Finance and Resources, CQS, CRMG and Joint F&R and Audit Committees
3	<p><b>Student Liaison Committee</b> <i>(Marked up version of the Students' Committee Terms of Reference had been circulated)</i></p> <p>The Chair of Students' Liaison Committee explained that the changes to the TORs are to enable more students to be involved in the committee, and to make the meetings more student-focussed. The revised Terms of Reference were agreed.</p>

4	<p><b>GSR Committee</b></p> <p><u>Committee Membership</u></p> <p>The following changes were noted and agreed:</p> <ul style="list-style-type: none"> <li>○ Daniel Volovsek was appointed to the F&amp;R and Student Liaison Committees</li> <li>○ Lesley-Jane Eales-Reynolds was appointed to the Audit Committee</li> <li>○ Gareth Watts was co-opted onto the College Redevelopment Monitoring Group</li> <li>○ Rob Pope was removed from the Audit Committee.</li> </ul> <p>(i) <u>Governance Self-Assessment</u>  <i>(The Governors' Self-Assessment Report 2014/15 and Governors' Quality Improvement Plan 2015/16 had been circulated in advance)</i></p> <p>There were no comments on the Governance SAR/QIP and it was approved.</p> <p>(ii) <u>Objectives for Senior Postholders</u>  <i>(Objectives for Senior Postholders 2015/2016 had been circulated in advance)</i></p> <p>There was a comment by the staff governor about the staff survey; namely that the claimed anonymity didn't seem very authentic for staff in unique positions. The principal responded that the results were analysed by the HR Department, and the analysis received by CMT is categorised on a departmental basis. The response rate across the College was 49%, which is better than last year's survey, but still disappointing.</p> <p>There were no comments on the Senior Post Holder objectives and they were approved.</p>
5	<p><b>Finance and Resources Committee</b></p> <p>(i) RuTC Trading Services Ltd  <i>(Report and Financial Statements for the Year Ended 31 July 2014 had been circulated in advance)</i></p> <p>(ii) College and Group Statement of Accounts  <i>(Report and Financial Statements for the Year Ended 31 July 2014 had been circulated in advance)</i></p> <p>(iii) Audit Representation Letters for Richmond upon Thames College and RuTC Trading Services Limited  <i>(the two Audit Representation Letters had been circulated in advance)</i></p> <p>Members noted that items (i) – (iii) had all been given due consideration by the joint Audit and Finance and Resources Committees, and that the joint committee had recommended them to the Corporation.</p> <p><i>Q: For RuTC Trading Services, there has been discussion on many occasions on ways to increase the revenue. Are any concrete plans in place? Not yet.</i></p> <p><b>AGREED:</b> That the Chair of Governors and the Principal be authorised to sign the College and Group Statement of Accounts, and the Audit Representation Letter from RuTC.</p>

6	<p><b>CQS Committee</b>  <i>(The College Self-Assessment Report 2014-15 and the College Quality Improvement Plan 2015-16 had been circulated in advance)</i></p> <p>Both items were approved by the Corporation.</p>
7	<p><b>Audit Committee</b>  <i>(The Annual Report of the Audit Committee to the Corporation and the Chief Executive, and to the SFA, had been circulated in advance)</i></p> <p>The Chair of Audit Committee expressed his thanks to the Chair and Deputy Principal for their assistance in following up Audit Actions and in redesigning the risk register.</p> <p>He noted that the last Audit Committee had discussed the allocation of audit days under the Audit Plan, and agreed that the proposed marketing audit was not a good use of resources. The audit day will instead be allocated to the audit of outsourced provision (the audit of which is now a statutory requirement).</p> <p>The Chair noted that marketing falls under GSR and would be discussed at the appropriate meeting.</p> <p>Members received the Annual Report of the Audit Committee, and acknowledged that it would now be forwarded to the SFA.</p>

E	For information / Other
1	<p><b>Any other business</b></p> <p>The Principal warmly invited Governors to attend the College Christmas Party on 4<sup>th</sup> December.</p>
2	<p><b>Future Corporation Meetings:</b></p> <p>Wednesday 23 March 2016  Wednesday 4 May 2016 (Workshop)  Wednesday 6 July 2016</p> <p>The Meeting closed at 7.35pm</p>

Signed ..... Date:

Cathy Bird, Chair of the Corporation

**Actions**

Ref	Item	Action	Responsibility
A	C3	Feedback on the College Annual Development Plan	All governors

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