

CORPORATION OF RICHMOND UPON THAMES COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION OF

RICHMOND UPON THAMES COLLEGE HELD ON

WEDNESDAY 1 JULY 2015 AT 6.00 PM IN ROOM E20B

MEMBERS PRESENT:

Mrs Cathy Bird	Chair of the Corporation, Independent member
Mr Tajay Bryan	Student member
Mrs Barbara Gilgallon	Vice-Chair of the Corporation, Independent member
Ms Gergana Duff	Independent member
Mr Robin Ghurbhurun	Principal
Mr Darren Keenan	Student member
Professor Paul Leonard	Independent member
Mr Peter Llewellyn	Independent member
Mr Michael Morley	Independent member
Ms Sally Newton	Independent member
Mr Rob Pope	Independent member
Ms Lucy Watson	Independent member
Dr Gareth Watts	Staff member

IN ATTENDANCE

Mr Nanda Ratnavel	Deputy Principal
Mr John O'Shea	Vice-Principal
Ms Nicky Lupton	Assistant Principal (agenda item 4.2)
Mr Davinder Teji	Curriculum Manager Vocational and Performing Arts (agenda item 4.1)
Mrs Debbie Parkes	Clerk to the Corporation
Mr Daniel Volovsek	Academic Staff member elect

The meeting commenced at 6.00pm.

1.0 Introductions, welcomes and opening remarks

The Chair welcomed Mr Volovsek to the meeting. Mr Volovsek would take on the role of an Academic Staff member following the end of Mr Roberts' term of office on 8th July 2015.

In their absence and on behalf of the Board, the Chair thanked Mr Roberts and Mrs Dada for their contributions to the work of the governing body.

This being the last meeting attended by the Clerk, the Chair thanked her for her huge contribution to the work of the Corporation and her commitment to the College during her tenure.

The Chair asked whether any governor wished to raise questions about any agenda item in Part Two of the meeting. There were no questions raised.

2.0 Apologies for Absence

Apologies for absence were received from Mr Giles Nestfield-Roberts, Ms Rebecca Veazey and Mrs Bode Dada.

3.0 Declarations of Interest

There were no declarations of interest.

4.0 Teaching and Learning

4.1 BTEC Level 2 Performing Arts

The Curriculum Manager for Vocational Media and Performing Arts made a video presentation of the recent ‘Spotlight’ performance at Hampton Hill Playhouse and the ‘Imagine’ performance in the EKT. Members wished to convey their thanks to the staff and students who had made the evenings such a success.

The Curriculum Manager left the meeting.

4.2 Report on Vocational Results

The Corporation received tabled copies of slides (Vocational programme success rates (provisional) used in a presentation made by the Assistant Principal.

The Assistant Principal advised that the vocational results were awaiting ratification by the exam board. The report compared like for like data relating to number of starts, percentage success rates, national success and variance from national rates for 2013/2014 and 2014/2015. The data showed a significant and positive improvement in the College’s vocational results.

Members’ attention was drawn to the vocational programme success rates by curriculum area and the Assistant Principal advised that action plans had been put in place to address areas where issues had been identified. In response to members’ questions, the Assistant Principal advised that staffing issues which had affected certain areas had now been resolved.

The Assistant Principal left the meeting.

5.0 Update on Development of College Strategic Plan

The Principal spoke about the development of the College’s new Strategic Plan 2015/2020, noting that, following three College Management Team workshops good progress had been made with each key strand. The Principal shared an example of how the Staff strand is being developed, with all strand leads now focussed on defining their strategic outputs.

The following documents were tabled for members’ information:

- The College’s new Purpose/Vision and Strapline
- Adult Course Guide September 2015-July 2016 (Members noted that the College had moved swiftly to expand its provision, with good applications for Access).

The Principal advised that the College Management Team was currently engaged in the development of the Strategic Plan and that staff were aware of the start of this process via email communication, with all staff engagement scheduled to be launched at the end of August.

The Chair noted that the new Strategic Plan would need to be underpinned by annual development plans.

6.0 The College Redevelopment Project

The Corporation received a tabled copy of an email from the Programme Officer – LEP Delivery, for information. The email advised that the College's Round 1 application had been approved by the GLA Investment and Performance Board.

The Principal made a presentation, updating members on the development of the project and noting that:

- First phase funding was anticipated to be on schedule; second phase funding was now being assessed.
- The key REEC principles had now been agreed by all parties.
- The masterplan has evolved to the point that the College will be in a position to begin demolition in the Spring 2016.
- Landscape architects are in place, ensuring boundaries are safe and the environment is horticulturally pleasing.
- A new College Plaza will provide a showpiece for the development.
- Investigations are on-going in terms of an all-weather football pitch.
- Outline planning has been submitted.
- Residential land sale is now on offer, closing on 19th August.

The Chair advised that the College Redevelopment Monitoring Group had met regularly and she invited members who were interested in joining the group to contact her.

ACTION: CORPORATION BOARD MEMBERS

A governor asked how the College would ensure that information about its new buildings was communicated to the parents of prospective students. The Principal advised that a PR and Communications plan would be in place for all stakeholders and that this would be aligned to an associated Free School PR and Communications plan.

7.0 RuTC Key Performance Indicators

The Corporation received the previously circulated report 'Key Performance Indicators'. Members were advised that value added performance indicators would be included in future KPI indicators to the Board (dependent on technical live data capture and processing ability) and that the Deputy Principal was working on a system for staff utilisation.

In response to governors' questions the Board noted that the figure for staffing costs as a percentage of income had been changed to show the current, cash-flow number, but would need to revert to the previous forecast basis so as to compare 'like-with-like'.

8.0 Minutes of Meetings

8.1 Minutes of the Corporation Board Meeting held 25 March 2015

The Corporation received and approved the previously circulated minutes of the Corporation Board meeting held on 25 March 2015.

APPROVED

8.2 Matters arising from the Minutes of the Corporation Board meeting held 25 March 2015

There were no matters arising not covered by the agenda.

9.0 Appointment of Members

9.1.1 Appointment of an Independent Member

On the recommendation of the Governance, Search and Remuneration Committee the Corporation approved the appointment of Mr Michael Morley as an Independent member of the Corporation. Mr Morley's term of office would run from 1st July 2015 until 1st July 2019.

APPROVED

9.1.2 Appointment of an Academic Staff Member

The Corporation was advised that Mr Daniel Volovsek had been nominated following an election process for an Academic Staff member. The Corporation approved the appointment of Mr Daniel Volovsek as an Academic Staff member of the Corporation. Mr Volovsek's term of office would run from 1st July 2015 until 1st July 2019.

APPROVED

9.2 Committee Membership

9.2.1 Appointment of Chair of the Audit Committee

On the recommendation of the Governance, Search and Remuneration Committee the Corporation approved the appointment of Mr Michael Morley as Chair of the Audit Committee.

APPROVED

9.2.2 Appointment of Chair of the Student Liaison Committee

The Corporation approved the appointment of Mr Rob Pope as Chair of the Student Liaison Committee.

APPROVED

10.1 RuTC Revenue Budget 2015/2016

The Corporation received the previously circulated report 'Revenue Budget 2015/2016'. The tabled minutes of the Finance and Resources Committee meeting held on 24 June 2015 were noted. Members recorded that the College's financial plan extends for five years and sees the College return to a surplus position in 2019/2020.

Having been thoroughly reviewed by the Finance and Resources Committee and on the recommendation of the F&R Committee, the Corporation approved the Revenue Budget 2015/2016 as presented.

APPROVED

10.2 RuTC Capital Budget 2015/2016

The Corporation received the previously circulated report 'Capital Budget 2014/2015'. The tabled minutes of the Finance and General Purposes Committee meeting held on 24 June 2015 were noted.

Having been thoroughly reviewed by the Finance and Resources Committee and on the recommendation of the F&R Committee the Corporation approved the Capital Budget 2015/2016.

APPROVED

11.0 RuTC Financial Plan 2015/2016 and 2016/2017

11.1 RuTC Two Year Financial Plan – to be sent to the SFA

The Corporation received the previously circulated report 'RuTC Two Year Financial Plan – to be sent to the SFA'. The report updated governors on the proposed financial plan for 2015/2016 and 2016/2017, presented in the format to be submitted to the Skills Funding Agency by 31 July 2015. The Corporation noted that it had approved the Revenue Budget on the basis of the improved figures in the College's financial plan.

In response to their questions, governors were advised that an open enrolment policy and determined marketing were behind the anticipated increased enrolment figures for 2015/2016.

Members felt that it would be useful to see:

- a) the number of adult learners and;
- b) the numbers of learners to teachers to facilitate benchmarking against SFA Data.

ACTION: SENIOR LEADERSHIP TEAM

The Corporation was aware that there were a number of outside influences that may impact on the validity of the College's two year financial plan, for example reductions in Government funding, increases in national insurance and pension contributions and a reduction in learner numbers.

11.2 RuTC Two Year Financial Plan – including objectives

The Corporation received the previously circulated report 'RuTC Two Year Financial forecast - including objectives'.

The Deputy Principal advised that the financial plan, including objectives, showed a modest increase in figures over five years and members' attention was drawn to areas of growth. Members also noted the attraction that the College's new build would have for students.

The Corporation noted that a combination of increased activity, modest pay awards and cost control could return the College to a break even position in five years' time.

On the recommendation of the Finance and Resources Committee the Corporation approved the RuTC Financial Plan 2015/2016 and 2016/2017.

APPROVED

12.0 RuTC Financial Regulations

The Corporation received the previously circulated report 'Review of Financial Regulations'.

In response to a governor's question the Deputy Principal confirmed that all contract approvals were reported to the Finance and Resources Committee and that the correct procedures were followed for those contracts requiring F&R approval.

Members noted that no changes had been proposed to the Regulations and on the recommendation of the Audit Committee and the Finance and Resources Committee the Corporation approved the RuTC Financial Regulations for 2015/2016. **APPROVED**

13.0 Fees and Charges 2015/2016

The Corporation received the previously circulated report 'Fees and Charges 2015/2016. On the recommendation of the Finance and Resources Committee the Corporation approved the Fees and Charges 2015/2016.

APPROVED

14.0 Quality Improvement Plan 2014/2015

The Corporation received the previously circulated report 'Quality Improvement Plan 2014/2015'. The minutes of the Curriculum, Quality and Standards Committee meeting held on 12 May were noted.

In response to the CQS Chair's questions about the area 'Ensure that all students who require FS/GCSE English and Maths courses are enrolled on appropriate courses', the Vice-Principal spoke about the strategies that the College has put in place to ensure that the outcomes relating to this objective are achieved. The Chair, CQS noted that the Committee would assess where the College stands in relation to this objective at its meeting in November 2015.

15.0 Risk Management Report

The Corporation received the previously circulated Risk Management Report. The Chair of the Audit Committee spoke about financial risk associated with recruitment and risk to the College's reputation. He anticipated that changes would be made to the structure of the Heat Map and advised that training would be provided for audit committee members.

16.0 The English Colleges Code of Good Governance

The Corporation received the previously circulated report 'English Colleges Code of Good Governance'. The minutes of the Governance, Search and Remuneration Committee meeting held on 16 June were noted. The Chair advised that the actions required in order for the Corporation to say that its governance arrangements meet the requirements of the Code would form part of the Governance Improvement Plan 2015/2016.

The Corporation approved the recommendation of the Governance, Search and Remuneration Committee that the Corporation formally adopts the new Association of Colleges Code of Good Governance for English Colleges.

APPROVED

17.0 Annual Report to the Corporation on Safeguarding Young People and Vulnerable Adults

The Corporation received for information and approval the previously circulated report 'Annual Report to the Corporation on Safeguarding Young People and Vulnerable Adults.'

The governor with responsibility for Safeguarding advised that the main change to the Child and Vulnerable Adult Policy was the inclusion of the Prevent agenda. It was noted that an update on the Prevent agenda would be brought to a future Curriculum, Quality and Standards Committee meeting.

ACTION: VICE-PRINCIPAL CURRICULUM AND QUALITY

Members' attention was drawn to the key points of information in the report. A governor advised that staff had been enthused by the College's new strategies to improve attendance and asked whether some training might be provided in relation to attendance of students suffering mental health difficulties.

ACTION: VICE-PRINCIPAL CURRICULUM AND QUALITY

The Corporation approved the Annual Report on Safeguarding Young People and Vulnerable Adults.

APPROVED

18.0 Finance Report to 31 May 2015

The Corporation received for information the previously circulated report 'Finance Report to 31 May 2015'.

19.0 Interim Report on the Achievement of the Objectives for the Principal

The Corporation received for information the previously circulated report 'Robin Ghurbhurun Key Work Objectives 2014-2015'.

20.0 Minutes of Meetings

20.1 Record of Corporation Workshop

The Corporation received for information the previously circulated 'Record of a Corporation Workshop held 6 May 2015'.

20.2 Curriculum, Quality and Standards Committee

The Corporation received for information the previously circulated minutes of the Curriculum, Quality and Standards Committee meeting held on 12 May 2015.

20.3 Student Liaison Committee

The Corporation received for information the previously circulated minutes of the Student Liaison Committee meeting held on 13 May 2015.

20.4 College Redevelopment Monitoring Group

The Corporation received for information the previously circulated minutes of the College Redevelopment Monitoring Group meeting held 3 June 2015.

20.5 Governance, Search and Remuneration Committee

The Corporation received for information the previously circulated minutes of the Governance, Search and Remuneration Committee held on 16 June 2015.

20.6 Audit Committee

The Corporation received for information the previously circulated minutes of the Audit Committee meeting held on 17 June 2015.

20.7 Finance and Resources Committee

The Corporation received for information the tabled minutes of the Finance and Resources Committee meeting held on 24 June 2015.

21.0 Any Other Business

There was no other business.

22.0 Dates of Next Meetings :

CORPORATION BOARD MEETING: WEDNESDAY 16 SEPTEMBER 2015 AT 6PM

CORPORATION WORKSHOP: TUESDAY 3 NOVEMBER 2015 AT 6PM

CORPORATION BOARD MEETING: WEDNESDAY 2 DECEMBER 2015 6.00 PM

The meeting closed at 8.00 pm

Signed as a true record Date

Chair