

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

Wednesday 23rd March 2016 at 6pm in Room E20B

Members Present: Cathy Bird (Chair), Sally Newton, Lucy Watson, Barbara Gilgallon, Paul Leonard, Rob Pope, Peter Llewellyn, Gergana Duff, Lesley-Jane Eales Reynolds, Robin Ghurbhurun, Danny Volovsek, Rebecca Courtaux

Apologies: Michael Morley

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

A	Procedural
1	<p>Welcome and Apologies for Absence</p> <p>The Chair welcomed all participants. Apologies were recorded as set out above.</p>
2	<p>i. Declarations of Interest in Agenda Items</p> <p>LJ ER declared a potential interest in Agenda item B2 – Area Review.</p> <p>ii. Requests for discussion of ‘Grey box items’</p> <p>None</p>
3	<p>i. Approve Minutes</p> <p>The following minutes were reviewed, and all agreed to be an accurate record of the relevant meeting:</p> <p>Corporation Board Minutes– 2nd December 2015 CB – Confidential Minutes – 2nd December 2015 CB Minutes – 24th February 2016 CB - Confidential Minutes – 24th February 2016</p> <p>ii. Any matters arising</p> <p>There were no matters arising.</p>

C	Committee and Governance Matters
1	Governing Body / Committee Membership

	<p>Two new student governors: Ezra Smith and Shannon White-Reeves, have been elected by the Student body.</p> <p>AGREED: The appointment of Ezra Smith and Shannon White-Reeves to the Corporation Board was unanimously approved.</p>
2	<p>Governance Search and Remuneration Committee</p> <p>The Chair reported that her term of four years as Chair of Governors will soon finish. The Principal requested that, for the sake of continuity, she remain in post until the completion of the first stage of the Area Review (currently scheduled to complete by the end of September 2016). The GSR agreed to this proposal.</p> <p>Action: Clerk to check election arrangements and report to July Corporation meeting, with a view to holding an election in September or October.</p>
3	<p>Finance and Resources Committee (see confidential minutes)</p> <p>The Following items were for information only; the papers circulated had been read and acknowledged, and no discussion was requested:</p> <p>4. Curriculum Quality and Standards Committee <i>(Interim Report from the Safeguarding governor)</i></p> <p>5. Students' Liaison Committee <i>(Draft Minutes of SLC 8 March)</i></p> <p>6. College Redevelopment Monitoring Group <i>(Draft Minutes of CRPG 1 March and Progress Report No.3)</i></p> <p>7. Audit Committee Noted that the meeting was not held as inquorate.</p> <p>9. Corporation Seal <i>(Seal Register)</i></p>

B	Strategic Matters / Key Risks
1	<p>Key Performance Indicators</p> <p>Attention was drawn to Row X – Cash Days in Hand – which now shows minus 9.9 cash days for January 2016, and Row Z, which shows the Current Ratio of 0.08. The negative ratio is due to the operating cash balance being negative at the end of January 2016. The ratio and number of cash days in hand will continue to be negative for the next three months until funds are replenished.</p> <p><i>Q: Was this negative operating cash balance anticipated?</i> Yes, but at the start of the year, it was hoped that it would not be needed.</p>

	<p>Rows A - Overall in-year retention - (96.7%) is impressive, but Row B – Attendance - (86.6%) is somewhat disappointing, but still ahead of last year’s attendance rate of 82%</p> <p><i>Q: In Row C (Student Induction Survey Response Rate), why was there only a 21% response rate?</i></p> <p>There was a problem with the date of the survey, and unfortunately, the survey did not truly reflect the induction experience. RCx will be consulting with students in the run up to planning the 2016 induction.</p>
2	<p>CONFIDENTIAL</p> <p>Area Review - Please see Confidential Minutes</p>
3	<p>Annual Development Plan <i>(The Update to the Annual Development Plan was circulated in advance).</i></p> <p>This Annual Development Plan is derived from the Richmond College 2020 Strategy. This update was end of January and another one is due at the end of March. The next version will include a % progress towards target column.</p> <p>Action: RG to circulate next update to the Annual Development Plan</p> <p><i>Q: The section on Staff does not cover engagement between staff and governors ...?</i></p> <p>A list of links between governors and middle management has been drawn up, and it includes a link between RP and one of the three curriculum directors.</p> <p>The Chair observed that governors should try and go on Learning Walks, as they provide an invaluable means of both meeting staff and learning about an area of provision.</p> <p>Action: CT to circulate list of governor / staff links.</p>

D	For information / Other
1	<p>Any other business</p> <p>The first Area Review Steering Group meeting, on the afternoon of 22nd April, is a briefing to all governors/clerks. All governors are encouraged to attend.</p> <p>Action: CT to circulate details once available</p>
2	<p>Future Corporation Meetings:</p> <p>Monday 25th April 2016 (2-6pm: Workshop) Wednesday 6 July 2016 (6pm)</p>

Action Points

Ref	Item	Action	Responsibility
A	C2	Clerk to check Chair election arrangements and report to July Corporation meeting, with a view to holding an election in September or October.	Clerk
B	B4	RG to circulate the end of March update to the Annual Development Plan	RG
C	B3	CT to circulate list of Governor / Staff links	Clerk
D	D1	Circulate details of Governor Briefing on Area Reviews	Clerk

Signed Date:

Cathy Bird, Chair of the Corporation