

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

Wednesday 24th February 2016 at 6pm in Room E20B

Members Present: Cathy Bird (Chair), Sally Newton, Lucy Watson, Barbara Gilgallon, Michael Morley, Paul Leonard, Rob Pope (arrived 6.30pm)

Apologies: Peter Llewellyn, Robin Ghurbhurun, Gergana Duff, Danny Volovsek, Lesley-Jane Eales Reynolds, Darren Keenan

Absent without apology: Tajay Bryan

In attendance: Clare Thornes (Clerk), Nanda Ratnavel, John O'Shea, Julian Grindell and Nolan Smith

A	Procedural
1	Welcome and Apologies for Absence The Chair welcomed all participants. Apologies were recorded as set out above. It was noted that the meeting would not be quorate until Rob Pope arrived at 6.30pm.
2	i. Declarations of Interest in Agenda Items None ii. Requests for discussion of 'Grey box items' None
3	i. Approve Minutes and Confidential Minutes of the Corporation Board Meeting held on 2 December 2015 (CB), and (ii) Any matters arising Items 3(i) and (ii) will be discussed at the scheduled Board meeting on 23 rd March.

B	College Redevelopment
1	Update on Redevelopment Project <i>(Progress Report No.2 was circulated in advance)</i> Please see Confidential Minutes
2	Overall Project Budget <i>(The draft budget was circulated in advance)</i> Please see Confidential Minutes

C	Financial Recovery Plan
	<p>Please see Confidential Minutes</p> <p><i>John O'Shea left the meeting at 7.55pm</i></p>

D	Governance Structures and Decision Making
1	<p>Report on Corporation Board and Committee decisions taken since September 2015 <i>(Report on written resolutions and authorisations was circulated in advance)</i></p> <p>The report was accepted without comment.</p>
2	<p>Corporation Seal <i>(Draft resolutions were circulated in advance)</i></p> <p>AGREED: <i>the Governors unanimously agreed the two following resolutions:-</i></p> <p style="text-align: center;">IT IS RESOLVED to ratify the use of the Corporation Seal and its authentication by governors, from March 2015 to February 2016, as set out in the Seal Register dated 2nd February 2016.</p> <p style="text-align: center;">IT IS FURTHER RESOLVED that the Principal of the College and the Chair of Governors have a general authorisation to execute documents using the Corporation Seal.</p>
3	<p>Finance and Resources Committee <i>(The amended Terms of Reference for the Finance and Resources Committee were circulated in advance)</i></p> <p>Governors, having read the meeting papers, agreed to amend the F&R Terms of Reference as recommended, to provide a specific delegation from the Corporation to the F&R Committee to approve the award of contracts over £150,000 in value.</p> <p>AGREED.</p>
4	<p>College Redevelopment Monitoring Group <i>(the 'College Redevelopment Project Group' (as renamed) Terms of Reference, and the amended Financial Regulations, were circulated in advance)</i></p> <p>The Chair briefly described the repositioning of the College Redevelopment Monitoring Group, and explained that the revised terms of reference have already been approved by the Group itself. The key change in delegation is that the Group will have the power to agree to the award of contracts between £150,000 and £1 million in value, where they form part of the Project Budget (as approved earlier in this meeting). This is recommended on the basis that the Group has better oversight of the procurement process for contracts relating to the College redevelopment than the Finance and Resources Committee, which meets only termly.</p>

	<p>The Financial Regulations are to be amended to reflect the additional delegation from the Corporation to the College Redevelopment Project Group (as renamed).</p> <p>AGREED:</p> <ul style="list-style-type: none"> (i) To reposition the CRMG and amend the Terms of Reference (ii) To amend the College Financial Regulations to enable the CRMG to approve expenditure
5	<p>Governing Body / Committee Membership</p> <p>Governors AGREED to the following changes to the Governing Body and Committee Membership</p> <ul style="list-style-type: none"> (i) Terms of office for Cathy Bird and Peter Llewellyn to be renewed, until 2/2/2020 and 30/3/2020 respectively. (ii) Gareth Watts to be co-opted to the College Redevelopment Project Group (iii) Rebecca Courtaux to be confirmed as Business Support Staff Member, following election at RuTC, and to join the College Redevelopment Project Group.

E	For information / Other
1	<p>Any other business</p> <p>Temporary Overdraft <i>(The Report to the Finance & Resources Committee, by NR and dated 17 February, was circulated in advance to Corporation Members)</i></p> <p>The Chair reported that the Finance and Resources Committee had, on 17 February 2016, unanimously passed a written resolution as follows:-</p> <p style="text-align: center;"><i>IT IS RESOLVED to approve short term borrowing of £750,000 from NatWest Bank, for the period between 1 February 2016 and 30 April 2016, and to recommend the same to the Corporation Board for approval at its Special Meeting to be held on 24th February 2016.</i></p> <p>Governors noted the contents of the Report and the Resolution, and AGREED to ratify the resolution and approve the short term borrowing.</p>
2	<p>Future Corporation Meetings:</p> <p>Wednesday 23 March 2016 Wednesday 4 May 2016 (Workshop)</p>

	Wednesday 6 July 2016 The Meeting closed at 8.15pm
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Signed Date:

Cathy Bird, Chair of the Corporation