

# JOHN RUSKIN COLLEGE FURTHER EDUCATION CORPORATION

## CORPORATION MEETING

Minutes of a meeting of the Corporation held on Monday 5<sup>th</sup> October 2009 in the Conference Room at John Ruskin College, Selsdon Park Road, South Croydon, Surrey CR2 8JJ commencing at 7pm.

Present:	Geoffrey Jackson	Chairman
	Dr Robert Fairbrother	
	Dr David Twigg	
	Judith Bennett	
	Jenny Adamson	
	Charmaine Walters	
	Gillian Harris	
	Gareth Sidney	
	Alec Stow	
	Tosin Nubi	
	Tim Eyton-Jones	Principal
In Attendance:	Barbara Prior	Vice Principal Curriculum & Quality
	Malcolm Staton	Vice Principal Support Services
	Barbara Maude	Clerk to the Corporation

1.	<b>Apologies for Absence &amp; Declarations of Interest</b> Apologies had been received from Marilyn Jones, Yvette Adams, Murat Colak and Lawrence Stewart. There were no new declarations of interest.
2.	<b>Timing of the Agenda and Items of Urgent Business</b> The Chairman gave indicative timings for the agenda which were agreed. There were no items of urgent business.
3.	<b>Minutes of the Previous Meeting</b> The Corporation received the minutes of the meeting held on Tuesday 7 <sup>th</sup> July 2009. It was noted that Charmaine Walters had sent apologies for the previous meeting and therefore this amendment was agreed. Save for that amendment the minutes were agreed as an accurate record and approved for signature by the Chairman.
4.	<b>Matters arising</b> The Clerk confirmed that the average attendance rate referred to in item 10 related to the attendance rate of actual members and excluded reference to any vacancies.

	<p>If the attendance rate was measured against the current determination of 17, thus including vacancies, then the attendance rate would in fact be lower.</p>
<p>5.</p>	<p><b>Principal's Report</b>  The Corporation <b>resolved:</b>  <b>To receive the Principal's report under the following headings:</b></p> <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. National news</li> <li>3. Regional Issues</li> <li>4. College Issues</li> </ol> <p><b>Report from Barbara Prior Curriculum &amp; Quality:</b></p> <ol style="list-style-type: none"> <li>5. Young Apprenticeships</li> <li>6. Diploma Developments</li> <li>7. Other curriculum developments</li> <li>8. Meetings on curriculum development in College</li> <li>9. Mock Inspection</li> </ol> <p><b>Report from Malcolm Staton:</b></p> <ol style="list-style-type: none"> <li>10. Enrolment</li> <li>11. Marketing the College 2010 entry</li> <li>12. Student Numbers</li> <li>13. Adult Funding</li> <li>14. John Rowlands</li> </ol> <p>The Principal presented his report highlighting key points of note. The national context was changing rapidly with much current media focus on the annual party conference season and changes being discussed by all three major political parties. In terms of Sixth Form Designation, the Principal invited all members to attend the College the following week when Ann Robinson from the AoC was due to come into College to engage in a debate on this issue. It was noted that Ms Robinson is the Associate Director of Sixth Form Colleges and Sixth Form issues at the AoC and is a leading authority on this and other issues.</p> <p>The Vice Principal Curriculum and Quality and the Vice Principal Support Services presented their respective sections of the report.</p> <p>Points of note included good success rates for the first cohort of Young Apprentices in Health and Social Care. 81% gained Distinctions or Merits and over half the group progressed onto the College's post -16 mainstream provision in Health and Social Care or Child Care.</p> <p>In terms of enrolment, the College currently had 980 students enrolled so although still below target, good progress was being made towards the 1,009 learner funding target.</p>

	<p>The current College marketing material was distributed to governors for information.</p>
<p>6.</p>	<p><b>Exam Results and Student Achievements for 2008/09</b></p> <p>The Corporation received details of the examination results for 2008/2009 which were presented by the Vice Principal Curriculum and Quality.</p> <p>In headlines terms, Long Level 1 success rates were 55% compared to a national benchmark of 82%; Long Level 2 success rates were 83% which was on par with national benchmark; and Long Level 3 were at 67% compared to a national benchmark of 85%.</p> <p>The success rates for Long Level 1 and 3 courses were therefore very disappointing. These represented the largest College cohort. The AS, A2 and GCSE results had significantly contributed to the low overall success rates and there had been a 10% drop on the A- E pass rates compared to 2007/08.</p> <p>The Principal advised that neither the College nor the wider community would tolerate unsatisfactory performance. All AS, A2 and GCSE courses had been put on OfSTED special measures and regular teaching observations were being undertaken. The Chair requested confirmation of the mechanism by which the Corporation could be assured that action was being taken to address this situation. It was confirmed that a progress update would be reported at each meeting of the Curriculum and Quality Committee and that in turn this would be reported back to each Corporation meeting for monitoring purposes.</p> <p>Long level 2 courses had improved from 75% to 83% from 2007/08 and were now level with the national benchmark for success rates at 83%.</p> <p>The Corporation <b>resolved:</b>  <b>To receive the Exam Results and Student Achievements for 2008/09.</b></p>
<p>7.</p>	<p><b>Finance &amp; Personnel Committee</b></p> <p>The Corporation received the minutes of the meeting held on Tuesday 22nd September 2009; the financial commentary to the budget monitoring report for the period ending 31<sup>st</sup> July 2009; and the commentary to 2009/2012 Financial Forecast together with the LSC prescribed Three Year Financial Forecast.</p> <p>It was noted that the executive year end summary as at 31<sup>st</sup> July 2009 indicated that the College achieved an operating deficit of (£720.92k). The key areas of overspend were noted as being salary costs, compromise agreements that had not been budgeted, retention payment to staff and agency costs.</p>

	<p>The Corporation also noted the Budget Strategy for 2009/10 which had been put in place to achieve savings for 2009/10 and to achieve a break even position in 2010/11. Furthermore, members were advised that a Staffing Panel had been convened, the purpose of which was to monitor staffing costs to ensure that any proposed post to be filled was business critical.</p> <p>The Corporation <b>resolved:</b></p> <p><b>a. To receive the draft minutes of the meeting held on Tuesday 22<sup>nd</sup> September 2009;</b></p> <p><b>b. To receive the financial commentary to the budget monitoring report for the period ending 31<sup>st</sup> July 2009;</b></p> <p><b>c. To receive the commentary to the 2009/2012 Financial Forecast together with the LSC Three Year Financial Forecast.</b></p>
8.	<p><b>Governance Issues</b></p> <p>The Corporation <b>resolved:</b>  <b>To appoint Alec Stow, David Twigg and Jenny Adamson to the Special Committee for a period of one year.</b></p> <p>The Corporation reviewed its Standing Orders &amp; Board Procedures as part of the annual review of the effectiveness of the decision making process.</p> <p>It was agreed that the Standing Orders should be revised to include clarification of Chair's action, the inclusion of the Board's duty to promote equality and diversity and safeguarding and the recognition of the Board's previous decision that governors could only serve a maximum of three terms of office.</p> <p>For information purposes, the Corporation received a summary of training opportunities for governors.</p>
9.	<p><b>Sector Issues</b></p> <p>The Corporation noted the review of Governance across the FE system that had been undertaken by LSIS &amp; AoC and led by Allan Schofield. The review was due to report in Autumn 2009.</p> <p>Furthermore, the Corporation also noted the SFCF Machinery of Government Newsletter which included the issue of Sixth Form College Designation. All existing Sixth Form colleges would be requested to confirm whether they wished to designate or not by the end of December 2009.</p> <p>It was proposed that there should be an informed discussion on this issue at the forthcoming Governor Strategic Review Day on Saturday 14<sup>th</sup> November 2009 with formal ratification of the Corporation's decision on 7<sup>th</sup> December 2009.</p>

	<p>The Corporation also confirmed that in light of the new Vetting &amp; Barring Scheme (VBS) (undertaken by the Independent Safeguarding Authority) which was due to come into effect later in October 2009, all members should be formally CRB checked.</p> <p>It was suggested that the appropriate application forms could be circulated to governors and the necessary sign off by a member of staff undertaken before a Corporation meeting.</p>
<p><b>10.</b></p>	<p><b>Confidential</b></p> <p>The Corporation acknowledged that the minutes of the Remuneration Committee meeting held on Tuesday 22<sup>nd</sup> September 2009 were a confidential item at this moment in time and therefore it was agreed that this item would be minuted separately.</p>
<p><b>11.</b></p>	<p><b>Date and Time of Next Meeting</b></p> <p>It was agreed that the next meeting of the Corporation will take place on Monday 7<sup>th</sup> December 2009 at 7pm.</p>