

Ruskin College

Minutes of a meeting of the Search Committee held by telephone conference on Thursday 16 June 2011 at 9.00am

Consulted: David Norman (Chair), Audrey Mullender, John Fray, Liz Mathews

Also involved: Chris Wilkes, Rebecca Cox (Clerk)

- 1. Organisation of the meeting** **Action**

Agreed: that, due to the limited time available for the meeting, the issue of Governing Executive vacancies would be considered first as this was the most urgent item.

- 2. Governing Executive – vacancies**
- 2.1 Replacement for Ruth Hunt**

Noted: the Principal’s proposal that Wendy Dawson, Director of The Ley (a drug rehabilitation centre), be considered. Ruskin and The Ley had a long-standing outreach link through literacy and numeracy courses and there was a clear overlap in the mission of both organisations. Wendy Dawson had previously worked at Ruskin, had a good understanding of adult learning, and – being local – was likely to be able to attend meeting regularly.

Agreed: that she sounded like an excellent candidate and the Principal should ask whether she would be able to join. AM
- 2.2 Replacement for Pam Johnson**

Noted: that, as agreed at the previous meeting, the Principal had contacted John Raftery as a possible replacement for Fiona Sloman. He was willing to become a Governing Executive member, but would only be available from November 2011. Since the agenda had been drawn up for this meeting, Pam Johnson had tendered her resignation, effective from November. The Principal therefore suggested that John Raftery be the replacement for Pam instead.

Agreed: that John Raftery should replace Pam Johnson on Governing Executive.

Agreed: that, following Pam Johnson’s resignation, it would be important to ensure a continued link with UNISON. The Clerk reported that Pam’s successor would be contacted in due course regarding election to Council. Clerk
- 2.3 Replacement for Fiona Sloman**

Noted: that a discussion regarding possible members took place. John Fray suggested Derek Addison, a semi-retired local resident with a union background who was keen to become involved with Ruskin. There was, however, currently no vacancy on Council for a co-opted member.

Agreed: that John should enquire whether Derek Addison could be nominated by an appropriate organisation. He should also be invited to the summer buffet. JF/AM

Noted: the Principal’s suggestion that Colin Taylor of Oxford City Football Club could be a good possible replacement. It was being proposed on the agenda for this meeting that he become a member of the College’s Council and in the past members had been elected to Council and Governing Executive simultaneously.
- 2.4** Oxford City Football Club had once again won the award for outreach club of the year. They provided invaluable publicity for Ruskin in programmes and on hoardings, paid for Ruskin students to use the gym next door to their ground and offered them free coaching. Colin Taylor was very enthusiastic about Ruskin and was a local resident and therefore more likely to be a good attendee.

Agreed: that Colin Taylor had a lot to offer and the Principal should approach him about joining both the Council and the Governing Executive. AM

Ruskin College

3. Apologies for absence

Apologies for absence were received from Carole Orgell-Rosen who had recently undergone surgery.

Agreed: that flowers should be sent on behalf of the College.

Clerk

4. Minutes of last meeting

The minutes of the last meeting of the Search Committee held by telephone conference on 22 September 2010 were approved as an accurate record.

5. Matters arising not covered elsewhere on the agenda

5.1 Membership of Council

Noted: that Steve Gillan, General Secretary of the POA, was now a member.

Noted: that Richard Munro could not remain on Council and the College was awaiting a nominated replacement from Oxfordshire County Council.

Noted: that Mark Dickinson, General Secretary of Nautilus International, was now a member.

Noted: that the Fire Brigades Union had not been in contact.

Agreed: that this would not be pursued but, should they make contact regarding involvement in Ruskin's Council at any point in the future, this could be taken forward.

Noted: that Wendy Dawson, Director of The Ley, was now a member.

Noted: that the references to the Co-operative Union and the Club and Institute had been removed from the Articles.

5.2 Replacement for Fiona Sloman on Finance Committee

Noted: that John Fray was now a member of the Finance Committee.

5.3 Update on Governing Executive training

Noted: that a training session on inspection had taken place on 3 December 2010. The Principal reported that it was proposed that training on equality take place after the next Council meeting in December. This would link in with the new Equality Act, Equality Duty and the College's revision of its Single Equality Scheme. A trainer had been identified and the invitation would be extended to some staff members, such as team leaders and those with key roles in quality and marketing.

6. Membership of Council

6.1. Agreed: that Colin Taylor should become a member of Council representing Oxford City Football Club (see item 2.4 above)

6.2. Noted: that Andy Bain was longer President of the TSSA and was therefore stepping down from Ruskin's Council and the Audit Committee. The Clerk had already been in contact with his replacement, Harriet Yeo, who would take Andy's place on Council.

7. Governing Executive – attendance

Noted: that Jan Etienne had not attended a meeting since October 2009.

Agreed: that the Principal would write a letter to Jan thanking her for her service to Ruskin and stating that she had been deemed to have withdrawn from the Governing Executive.

AM

Noted: that Anne Hock's attendance during this academic year had been poor. The Clerk reported that Anne had been in touch to explain and to apologise and had indicated that she would be in a position to attend meetings regularly from

Ruskin College

now on.

Agreed: that Anne should remain a member, particularly as she made very helpful contributions to Finance Committee meetings.

Noted: that Jo Morris had not attended a meeting so far this year, though her attendance last year had been good.

Agreed: that Jo's continued membership would be welcomed and the Principal telephone her.

AM

8. Vacancies on other committees

8.1 Replacement for Ruth Hunt on Search Committee

Noted: that, as Search was held by teleconference, this would be an ideal opportunity for a Governing Executive member who was not local to sit on a committee. It was suggested that Mike Bradley of the GFTU would be an ideal candidate.

Agreed: that the Principal should approach Mike.

AM

8.2 Replacement for Andy Bain on Audit Committee

Noted: that members of the Audit Committee need not be Governing Executive members, so consideration could be given to Council members. It was suggested that Tim Lamport of the Robert Addy Hopkinson Educational Trust would be a good possibility, as he was dependable, thorough, calm and sensible.

Agreed: that the General Secretary should approach him.

CW

8.3 Replacement for Jane Dixon on Project Board

Noted: the suggestion that Jane Aldgate, one of the College's Academic Advisers, would be a good potential member. Her experience in higher education would be helpful with regard to planning for teaching and learning and the library in the new buildings and she was keen to do more for Ruskin. She was retired and lived locally so attendance should not be a problem.

Agreed: that the Principal should approach Jane.

AM

9. Attendance at other committees

Noted: that the Audit Committee was currently held in London. It had been moved from Oxford in an attempt to improve attendance, but this had not been successful. The Audit Committee was meeting tomorrow and would be discussing the future location of the meetings and the possibility of holding some meetings by teleconference in a further attempt to improve attendance.

Noted: that, in the light of discussions at the meeting today, there would be two further vacancies on Audit Committee (replacements for Jan Etienne and Pam Johnson).

Agreed: that Gordon Beesley had been attending in a consultancy role and he would make an excellent member, particularly as the personal circumstances which had led him to resign from the Governing Executive were no longer applicable. David Norman agreed to approach him.

DN

Noted: that Mike Parker, a Council member representing Webb Memorial Trust, was moving to Oxfordshire. He had previously run organizations and would be familiar with company accounts.

Agreed: that Mike Parker should be approached to ask whether he would become a member of the Audit Committee.

AM

10. Date of next meeting

Agreed: that a meeting should take place in the Autumn Term, date to be arranged nearer the time.

Ruskin College

There being no further business, the meeting finished at 9.50am