

## Ruskin College

### GOVERNING EXECUTIVE

#### Minutes of the meeting of the five hundred and sixty-sixth Governing Executive held on Friday 30<sup>th</sup> November at 11.00am in Room 2.09, Ruskin College, Headington.

#### Present:

Van Coulter  
Jo Morris  
Carole Orgell-Rosen (Chair)  
John Raftery (part)  
Alan Shepherd  
Marva Small  
Peter Dwyer  
Alan Irwin (part)  
Guy Langton  
Audrey Mullender  
Geraldine Sherratt  
Kieron Winters

#### In attendance:

Sally Courtney (part)  
Helen Jeffries (minutes) (part)  
Chris Wilkes

### PART A

- 1 Apologies for absence and welcome new members** Action  
Apologies for absence were received from Chris Baugh, Jane Dixon, John Fray, Ann Hock, Roger McKenzie, David Norman, Pearl Ryall, and Colin Taylor.  
Absent without apology were Doug Nicholls and Karl Gay.
- The Chair welcomed new staff members: Peter Dwyer, Alan Irwin and Guy Langton.  
The Chair then proposed a change to the order for the agenda, moving items 6 and 15.1-3 (taken as one item) above the other items. The change was agreed.
- 2 Declaration of interests**  
**Noted:** that Carole Orgell-Rosen declared an interest in agenda item 11, as the renewal of her co-option was in the minutes of the Search Committee.
- 3 Minute's silence following the death of Baron McCarthy of Headington, Honorary Fellow of Ruskin College, former student and formerly a long-standing member of Ruskin Council.**  
The Chair paid tribute to Baron McCarthy who was made an Honorary Fellow of the College when he stood down from the College Council. A one minute silence followed.
- 6 Election of new members**  
**Agreed:** The election of Peter Dwyer, Alan Irwin and Guy Langton as staff members.
- 15 Student data**  
**Agreed:** to take items 15.1-15.3 together.

### Ruskin College

**Proposed and seconded:** to invite a member of the external protest group to speak to the Governing Executive.

**Noted:** the Chair pointed out that it was not the policy of the Governing Executive to invite external speakers, and that the Governing Executive's responsibility lay in strategy and over-arching support and management, not in the day to day working of the College.

Two amendments were proposed and seconded.

**Agreed:** To invite a member of the external protest group to speak to the Governing Executive for five minutes, without precedent, and to hold a discussion after the speaker had left.

*The Clerk left the meeting to collect the speaker.*

Mr Toby Butler, an editor at History Workshop Journal spoke to the Governing Executive. He presented a petition requesting the halting of the destruction of the hard copies of past student records and requesting that the remaining material be transferred to "an institution committed to preserving the recorded experiences of working people".

**Noted:** that Mr Butler appreciated the chance to speak to the Governing Executive and that alongside the petition the group requested that the College establish a record retention policy that included not destroying student records six years after they have left the College.

Mr Butler formally presented the petition and then left the meeting at 11.27am

## 15.2

**Received:** a verbal report on the retention of student data by the College

The Chair asked the Principal to explain the College's position. The Principal made the following points:

- The College had been holding data on past students without the subject's permission.
- That the student records included some data that was deemed sensitive under the law, and other material that was personal or sensitive.
- That there were issues even when holding files of the deceased, including duty of confidentiality to their estate.
- That the College was in touch with and valued former students, noting the Web Alumnus database on which students may choose to register.
- That basic demographic information on the records had been digitised.
- That in the future the College was looking into using HEAR (the Higher Education Achievement Record), on which extra-curricular activities could be recorded.
- The Principal understood the very genuinely held motivation of those at the protest, but was distressed at the way it had been handled in particular the viral nature of the protest in the social networking media.
- The College had looked at the law before taking the decision to digitise the records.
- Student records from 1903-1950, and again from 1960 onwards had been digitised and hard copies destroyed.

The Chair asked the College's legal representative to speak.

## Ruskin College

**15.1 Received:** a paper on the legal position of the College in relation to data held on former students.

David Hughes of Eversheds, an expert in Data Protection and Freedom of Information law spoke to the paper.

**Noted:** the following points:

- That there are eight data protection principles and that, at any time information is processed, it must comply with those principles.
- All data processing must be done in a fair and lawful manner. The subject must know what the processor is doing with their data, and must be told in advance.
- Written consent must be given for the use of the subject's data
- Data cannot be kept for any longer than necessary without letting the subject know.
- It was important to make students aware of the information kept on them from the outset.

The Chair then asked each member of the Governing Executive to speak in turn.

**Noted:** The following points:

- That in the future broader discussion was needed and that the College should ensure that everyone was consulted.
- That the College needed a robust policy for the collection of personal information.
- That the College should recognise the need for qualitative as well as quantitative information.
- That the College needed to learn from what had happened and establish a records retention policy as soon as possible, and that it should be monitored on a regular basis.
- That often the history of the working classes was not well recorded.
- That it was important to gain subject permission to hold data, and that the College may need to review the wording of the College's Data Protection Policy under the heading of Subject Consent, and take advice on the re-wording of the section.
- The College was able to keep the records of deceased former students if it so chose, but that there was a duty of confidentiality to the estate.
- That the Governing Executive should take a role in repairing any damage done.
- That the College needed a clear statement on the retention of student records
- That the College needed to confirm that its first priority would be the security of said records.
- That the College needed a simple straightforward policy with broad categories.
- That the Governing Executive needed to be aware of cost implications.
- The College needed to consider that some of the students attending the College may be/have been classed as vulnerable adults whilst at the College and that the College had a duty to consider the feelings of their relatives.
- That if the College were to licence a third party to hold student data, the College would still be liable for the fair and lawful usage of that data.
- The Chair requested that a web link to the HEAR website be sent to members of the Governing Executive after Christmas

Clerk

## Ruskin College

The following proposal was voted upon by the members of the Governing Executive present and carried:

1. That the College prepare a clear brief that can be made public on what has happened to student records and the current status of student records held by the College.
2. That the brief needs to be clear on the difference between archives and records.
3. That the College convenes a working group with a view to drafting a clear records retention policy. The working group will review the College's records retention and archive policy and include a representative from the National Archives, and a legal advisor.

The Chair then proposed that, as the meeting may not be quorate after lunch, the Executive should now move on to agenda item 7.2

**7.2 Received:** the annual report and accounts for the year ended 31 July 2012 and the audit representations letter.

**Noted:** that the figure for net assets on page 8 should read £13,532,521 and that the page number for the notes on the Ruskin Fellowship listed on page 27 should read 25.

**Approved:** (subject to the two amendments noted above) the annual reports and accounts for the year ended 31 July 2012 and the audit representations letter.

*The meeting adjourned for lunch at 1.20pm.*

*John Raftery, Alan Irwin and Sally Courtney left the meeting at this point.*

*The meeting reconvened at 2.00pm.*

The Chair proposed taking the items that needed the approval of the Governing Executive first as the meeting was quorate at this point.

### 16 Academic Quality and Standards Committee

**16.1 Received:** the minutes of Part A of the of the meeting held on 24 September 2012

**16.2 Approved:** the Self-Assessment Report (SAR) grades

### 14 Policies

#### 14.1 Health and Safety Policy

**Noted:** that the Health and Safety Committee had deferred their review of this policy, and that it would be brought back to the Governing Executive before its time in the review cycle.

**Approved:** the Health and Safety Policy

**14.2 Approved:** the Safeguarding Children Policy

**14.3 Approved:** the Policy on Safeguarding Adults at Risk

**14.4 Approved:** the updated Student Drug Policy

*The Principal returned to the meeting, at which point the meeting became inquorate.*

**4 Received:** the minutes of Part A of the Governing Executive meeting held on 6 July 2012

## Ruskin College

**Noted:** that the minutes were approved.

### 5 **Matters arising**

**Noted:** a query regarding a regular staff report to the Governing Executive as well as a student report. The Chair replied that historically the student report had been taken so that the students were given a voice at the Governing Executive. It was requested that this matter be put forward to a later agenda.

### 7 **Annual report and accounts**

**7.1 Received:** the financial statement auditor's management letter for the year ended 31 July 2012, including the regularity audit.

**8 Noted:** that the College had received a clean audit and that the letter had been through the Audit Committee.

#### 8.1

##### **Audit Committee**

**Received:** the minutes of the Audit Committee meeting held on 9 November 2012

**Noted:** that the Audit Committee had expressed concern over the timeliness of reports received from the internal auditors, and that the Audit Committee would

**8.2** write to the internal auditors regarding this.

**Received:** the internal audit annual report for 2011/12

**8.3 Noted:** that this report was approved.

**Received:** the Audit Committee annual report for 2011/12

**8.4 Noted:** that this report was approved.

**8.5 Received:** the risk management annual report for 2011/12

**Received:** the risk management plan

**9 Noted:** that the risk management plan was approved.

#### 9.1

##### **Finance Committee**

**Received:** the minutes of the Finance Committee meeting held on 9 November 2012

**Noted:** that a question was raised regarding unbudgeted costs on premises. The General Secretary noted that these included a leaking roof in Biko residential accommodation.

#### 9.2

**Received:** the report on the financial position to the end of September 2012.

**9.3 Noted:** that the report was approved.

**Received:** a verbal report on the proposal for repayments on the Co-op bank loan

**Noted:** that it was favourable to the College to fix a proportion of the loan. The College needed to take advice from the Finance Chair and the Chair of Governing Executive over the length of time required for the fixed rate. The framework was in place. The agreement was to be finalised with the bank.

**Noted:** That capital repayment would begin in financial year 2013/14. The College was paying interest only until late summer 2013.

## Ruskin College

### 10 Strategic Action Plan

**10.1 Received:** the revised strategic action plan.

**Noted:** that aims 1-3 would go before the AQSC at the next meeting, and that they were subject to revision.

**Noted:** that the Strategic Action Plan was approved subject to the possible revisions noted above.

### 11 Search Committee

**11.1 Received:** the minutes of the Search Committee meeting held on 20 November 2012

**Noted:** the Committee's agreement of the nominations by Oxford City Council to Ruskin College Council.

**Noted:** the Committee's approval of the staff representatives to Council

**Noted:** the Committee's approval of a further term of office for all co-opted members of Council

**Noted:** the Committee's agreement on the choice of a new academic advisor

**Noted:** the Committee's approval of a further term of office on Governing Executive for Anne Hock

**Noted:** the Committee's approval of the staff nominations to Governing Executive.

**Noted:** the Committee's approval of the content of a retention schedule for Governance papers-to be brought to a future meeting of the Governing Executive.

**Noted:** the Committee's approval of the results of the Skills Audit-a report to be brought to the next meeting of the Governing Executive.

**Noted:** that the minutes were approved.

### 12 Annual Governing Executive self-assessment exercise

**12.1 Received:** feedback from the annual self-assessment exercise

### 13 Annual update of Governing Executive members' register of interests

**Received:** the Governors' register of interest forms.

**Noted:** the Chair's comment that the forms should be completed and returned to the Clerk as soon as possible.

### 17 Ofsted Inspection

**17.1 Received:** a verbal report on the recent Ofsted Inspection of the College.

**Noted:** that the Principal reported that the College gained grade 2 "Good" grades in all areas. The Inspectors had reported that "good" grades were not easily given under the new inspection format.

**Noted:** the Principal proposed a vote of thanks to Guy Langton, the College's Quality Officer, and to Eamonn Deeley, the College's Management Information Officer for their work during the inspection. The vote was carried unanimously.

**Noted:** that the Chair thanked both the staff and students, particularly those who had been very helpful during the inspection. Alan Irwin seconded.

**Noted:** that both Jo Morris and Van Coulter commented on the work that Ruskin was doing and could do in the fields of increasing capacity and confidence amongst refugees and other under-represented groups, particularly in basic numeracy and literacy.

### 18

#### Principal's report

**Received:** a report from the Principal

**Noted:** the following points:

- The new building has raised morale within the College
- The grand opening served many purposes in showing what the College can do and provide.

### Ruskin College

- The capital project came in on time and almost exactly on budget. The College will need to take the maximum loan offered by the Bank.
- Permission had not been given by the Planning Inspector to build on Ruskin Fields. The Inspector said that the land was important as part of the Conservation Area. The College would continue to talk to the City Council.
- Current College demographics were good and there was a radical strand of students in the new cohort.

**Noted:** that Councillor Coulter recommended that rejection by the Planning Inspector did not prohibit the College from submitting a planning application. Councillor Coulter informed the meeting that the Barton Area Action Plan would provide 374 units of social housing, but that the waiting list for social housing contained 6,224 families.

**Noted:** Peter Dwyer's comment that Ruskin UCU would like consultation with all staff on the Ruskin Fields project if building were ever able to go ahead.

19

#### Student representative's report

**Noted:** that no report was received from the RSU representative at this meeting

*The Clerk and Geraldine Sherratt left the meeting at 2.45p.m. Minutes were taken by Audrey Mullender from this point.*

20

#### Meeting dates for 2012/13

**Noted:** the meeting dates for this academic year, all at 11.00am apart from 5 July (9.30am) in Headington.

- 1 March 2013
- 17 May 2013
- 5 July 2013

**Noted:** that Governing Executive and Council would again be on the same day in the summer-5<sup>th</sup> July.

Signed by the Chair of the meeting succeeding that to which these minutes pertain

.....