

Ruskin College

GOVERNING EXECUTIVE

Minutes of the five hundred and sixty fifth meeting of the Governing Executive held on Friday 6th July 2012 at 9.30am at Ruskin College, Walton Street, Oxford (Raph Samuel Hall)

Present: Jane Dixon
John Fray
Roger McKenzie (part)
Jo Morris (part)
Audrey Mullender
David Norman (Chair)
Carole Orgell-Rosen
John Raftery
Pearl Ryall
Alan Shepherd
Marva Small
Colin Taylor

In attendance: Sally Courtney (part)
Helen Jeffries (minutes)
Chris Wilkes

PART A

- 1 Apologies for absence** Action
Apologies were received from Chris Baugh (after the meeting), Ann Hock (after the meeting), Liz Mathews, Des McDermott, Teresa Munby, Kieron Winters, Karl Gay and Geraldine Sherratt
Absent
Doug Nicholls was absent without apologies.
- 2 Declaration of interests**
Noted: that no member present declared any interest, financial or otherwise, relating to any item on the agenda.

The Chair proposed that as agenda items 14 and 15 would be heard at Council following the Executive meeting, they should be removed from the agenda.
Agreed
- 3 Minutes**
Confirmed: as a correct record the minutes of Part A of the Governing Executive meeting held on 11 May 2012.
- 4 Matters arising**
Noted: that there were no matters arising.
- Finance and Risk**
- 5 Finance Committee**
- 5.1 Received:** the minutes of the Finance Committee held on 15 June 2012

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The Chair of the Finance Committee praised the papers provided by the Finance Director and commented on the awareness of change shown by the College.

- 5.2 Received:** a report on the financial position to the end of April 2012.
The General Secretary noted that at the end of April the College was predicting a surplus of £59k, against a projected loss of £32k.

- 5.3 Received:** the draft budget for the year to 31 July 2013
The General Secretary introduced the draft budget. He reported that it was difficult to present a projected budget because of the large amount of unknowns. The SFA allocation was to be the same as FY 11/12, and HEFCE funding had been confirmed with a 17% cut. Owing to the possibility of in-year changes the budget was cautious on income from the funding councils and also from tuition fees. Expenditure would change with the move to one site in Headington. It was hoped that the budget before the Executive was the worst-case scenario and that it could be improved as the position became clearer.
Alan Shepherd asked if the College had concerns about the possible amount of clawback, and if the budget included the proposed Vice-Principal post.
The General Secretary replied that HEFCE had asked for an audit of student numbers in May, but that nothing further had been heard. If a clawback did occur, it would impact on both the current and next financial year. However the budget had incorporated a potential for clawback.
The Principal confirmed that the budget did include money for the post of Vice-Principal.
Pearl Ryall enquired about potential student numbers for next year. The Principal answered that perversely Social Work and Youth and Community Work (where students pay higher fees) were recruiting better than other courses, and that recruitment for CertHE's would continue throughout the summer.
Approved: the draft budget for the year to 31 July 2012.

6 Audit Committee

Received: the minutes of the Audit Committee meeting held on 8 June 2012.
The Chair of the Audit Committee introduced the minutes and drew the Executive's attention to item 5, which the College Auditors had flagged as a concern.
The General Secretary explained that an impairment exercise would look at the value of a new building, review the expenditure on the building, and make any necessary adjustments. The adjustments would be shown as an exceptional item in the 2011/12 accounts. The results of the impairment exercise would go through the Finance Committee and the Audit Committee before being presented to Governing Executive.

Governance

7 Policy Review

- 7.1 Received:** the revised Data Protection policy.
The General Secretary noted that this had been updated to include changes of names of various agencies and departments.
Agreed: the revised Data Protection policy
- 7.2 Received:** the Statement of Ethical Mission for Research
The Principal noted that this policy underpins research work, and had been through the AQSC. It had not needed to be updated.

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8 Search Committee

8.1 Received: a verbal report on the minutes of the Search Committee meeting held before the Governing Executive at 9.20 on July 6 2012.

The Clerk would circulate the full minutes for Executive information.

The Search Committee noted the nomination to the Council of Oshor Williams, by the GFTU.

The Search Committee approved the nomination of Oxford City Councillor Van Coulter to replace Wendy Dawson on Governing Executive.

8.2 Approved: Councillor Van Coulter as a new member of the Governing Executive.

9 Annual Governing Executive Self-Assessment Exercise

Received: the self-assessment form for completion by Governing Executive members.

10 Project Board

10.1 Received: the minutes of the final Project Board meeting held on 15 June 2012.

The Principal noted that the Project Board had been a very busy board, and had been useful for both staff and management.

The Chair gave his thanks to the members of the Governing Executive who had served on the Project Board.

Learning and Teaching

11 Academic Quality and Standards Committee

Received: the minutes of part A of the meeting held on 22 June 2012.

The Principal noted that an OFSTED inspection could now be expected in the new academic year, and that the College had received the full 5 year approval from the Open University subject to meeting some minor conditions.

The Principal also drew the Executive's attention to the work carried out with Oxford Brookes University on a joint Foundation Degree on social enterprise, which was an exciting development.

It was confirmed that the new Common Inspection Framework would begin in September and that it would focus on learner outcomes.

12 Draft Access Agreement 2013/14

Received: the draft access agreement for academic year 2013/14.

The General Secretary introduced this item. He noted that the Agreement had been updated from the one received at the last Governing Executive meeting. The Agreement would be submitted to OFFA. The fees remained the same at £7.5k. The student numbers had changed as the cap on new entrants had been reduced from 98 to 90.

The General Secretary pointed out that though, at the time of writing the draft agreement, there had been no allocations under the National Scholarship Programme, HEFCE had since allocated 8 to the College, and that the document would need to be adjusted accordingly.

Alan Shepherd praised the paper.

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The Finance Secretary joined the meeting at 10.05am

13 **Interim Widening Participation Strategic Assessment**

Received: the Interim Widening Participation Strategic Assessment.

The General Secretary introduced the Assessment by pointing out that it related to the Access Agreement and that HEFCE gave guidance on what they expected to see in the Assessment. The document justified the expenditure of HEFCE money for wider participation.

The Chair queried the position on overseas students.

The General Secretary confirmed that overseas students were charged the same fees as UK students, but that the situation was more complex because of the UK Border Agency. The College had to be able to ensure that the student can afford the course for which they had applied and that they would complete it.

The Chair noted that history showed that overseas students enriched the life of the College, and he hoped that other Governors shared his view that wherever possible the College should seek to make the Ruskin offer available to overseas students.

The Vice-Chair asked if the expiration of a student's visa would mean that the College would incur any penalties. The Principal replied that the College was certainly responsible for ensuring that a student returned home at the end of their studies.

John Raftery noted that a college can have its trusted sponsor status removed, which would remove a college's capacity to recruit overseas and thus remove an income stream.

Pearl Ryall asked about the lack of any mention of progression and impact in the added value statement. The General Secretary replied that the College was working on the provision of better statistics.

14 **Meeting dates for 2012/13**

Noted: the meeting dates for 2012/13.

There being no further business the meeting closed at 10.17am

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

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