

GOVERNING BODY

MINUTES

of the meeting of the Governing Body of Richmond Adult and Community College held at 10:30 am on Saturday, 28th November 2009 at the Manor House Hotel, Godalming, Surrey

- Present
- Mr Geoff Varrall, Chair
 - Ms Sally Field, Vice Chair
 - Dr Tim Woolmer, Vice Chair
 - Ms Siân Bates MBE
 - Councillor Sally Cole
 - Ms Christina Conroy OBE, Principal & Chief Executive
 - Mr Kevin Finnigan
 - Ms Louise Fluker
 - Mr Robin Jowit OBE
 - Mr Manoj Nanda
 - Mr Sylvester Olutayo
 - Ms Cindy Rampersaud
 - Mr Sebastian Scotney
 - Mr David Sidonio
 - Dr Michael Sevitt
 - Ms Helen Szyra
 - Mr Chris Williams
- Apologies
- Ms Rohini Bhattacharya
 - Mr T. C. Lim
 - Ms Judith Potter, Vice Principal (Finance & Corporate Services)
 - Ms Anna Brekkeflat, Director of Finance and Information Services
- In attendance
- Ms Gabrielle Flint, Vice Principal (Curriculum & Quality)
 - Mr Paul Coveney, Clerk to the Governing Body and College Secretary

1. DECLARATIONS OF INTEREST

Helen Szyra declared an interest in item 2.

Christina Conroy, Gabe Flint and Paul Coveney declared an interest in item 4.

2. GOVERNOR APPOINTMENTS

[Helen Szyra left the room.]

The Governing Body decided that Helen Szyra's term of office as a Student Governor should terminate on 31st July 2013.

[Helen Szyra re-joined the meeting.]

3. STAFF CHRISTMAS PAYMENT

The Principal reminded the Governing Body that it had, at its meeting on 23rd September 2009, decided that there should be no cost of living pay increase for the College staff in 2009/10, but that it would consider some form of Christmas payment, dependent on the College's financial performance at that stage.

She reported that the accounts for 2008/09 now showed a much larger surplus (c. £160K) than had been expected (c. £50K). In the light of this, she proposed that the College should make a once-off Christmas payment to the staff. This would be calculated as 1% of salary for those staff who had been employed throughout 2008/09, were still in the College's employment as at 1st December 2009, and had not been subject to any disciplinary proceedings since 1st August 2008. She estimated that the cost of this payment would be c.£60K, and hoped that the College would be able to show this cost in its 2008/09 accounts. She proposed that the Chair should, on behalf of the Governing Body,

thank the staff for their contribution and commitment in 2008/09.

The Governing Body approved the proposed Christmas payment to the staff.

4. **SENIOR POSTHOLDERS CHRISTMAS PAYMENT**

[Christina Conroy, Gabe Flint and Paul Coveney left the room.]

The Governing Body decided that the College should make a Christmas payment to the Senior Postholders, on the same basis as that made to the staff.

[Christina Conroy, Gabe Flint and Paul Coveney re-joined the meeting.]

5. **ANY OTHER BUSINESS**

The Governing Body considered that the establishment of joint governor/management working groups should be considered for the Capital Project and the future of RBS. The Principal said that she would make proposals to the December meeting of the Governing Body for these working groups, having consulted the Clerk on the terms of reference.

The meeting closed at 10:45 am

CHAIR