

**MINUTES OF CORPORATION MEETING,
CORPORATION 88, HELD ON 13 MAY 2009**

Present: John Wilson (Chair of Corporation), Gail Burrows, George Coyle, Jim Darmody, Richard Heseltine, Matthew Hunt, Mike Noddings (Vice-Chair of Corporation), Richard Smith (Principal), Sarah Smythe, Julian Stern, Neil Telfer, Richard Welton, Jenny Wong

In attendance: Fiona Bagchi (Clerk to the Corporation), Steve Rogers (Finance Manager), John Hamlin (Liaison Manager), Mike Rogerson (Vice-Principal, Staff and Student Support), Ian Taylor (Vice-Principal, Performance Improvement), Mark Rothery (Assistant Principal)

88.1 Apologies for absence:

Management: Alan Woodcock (Director of Resources)

Corporation members: Pam Blackman, Sarah Cheesmond, Rory Clarke, Sarah Kimemia, Jackie Goodman, Mary-Rose Hardy, Philip Wright

Mike Rogerson, Vice-Principal (Student and Staff Support) and John Hamlin, Liaison Manager, gave a briefing on recruitment and marketing.

Members considered the student applications table, noting that:

- 772 applications had been received to date, against a final total for 2008/09 of 747.

Members considered the marketing report, noting in discussion that:

- the College made use of a wide variety of media to market the College, with more now being spent on on-line than print media, reflecting students own preferences;
- the College had animated advertising on the Hull Daily Mail website;
- Open Evenings and Saturday Open mornings had been successful;
- advertisements had been placed on Viking FM, KCFM and on the Karoo homepage;
- the College had a YouTube channel embedded in the College website which had had 8,000 hits;
- the College advertised on AA signs;
- the College used bus advertising during the summer, was advertising at Hull Interchange and would be advertising on buses travelling to the Beverley area;
- the College had registered the www.wyke.tv and www.wykecollegetv URLs;
- the College would allocate funds to update its website in 2009/10.

Members discussed, in response to members' queries, the following issues:

- the possibility of allowing outside bodies to advertise in Wyke publications to offset marketing costs, noting that it would have to be the right sponsor and noting also the possibility that outside advertising could detract from the College's advertising of its own brand;

- the extent to which the College's marketing campaign was profile-raising rather than attracting new business, noting that with partner schools marketing was more an issue of refreshing a known brand but that in general the College's market was always moving.

Members also noted in discussion that:

- there had been a doubling of applications from non-partner schools during the 4 years covered by the report, noting that applications from partner schools had also increased over the same period;
- with reference to the destinations of pupils from partner schools who continued in education but did not go to Wyke, that Hull College and Bishop Burton College offered specific courses to some school pupils aged 14 and above which could encourage them to continue at a particular college after leaving school.

Members received the student recruitment report, noting that the applications to date were in excess of the final total for 2008/09, and congratulated the College on its successful marketing campaign.

Corporation thanked Mike Rogerson and John Hamlin for their reports.

(John Hamlin left the meeting).

88.2 Declarations of interest

Mike Noddings declared an interest in item 88.3

88.3 Search Committee

(i) Recommendation on the re-appointment of Mike Noddings

(Mike Noddings left the meeting).

John Wilson, as Chair of the Search Committee, reported that:

- the Search Committee considered at their meeting on 20 April 2009, the re-appointment of Mike Noddings as a Corporation member, noting that his second 4-year term of office as a Business member of Corporation had ended on 5 May 2009;
- the Committee had also noted that, while limiting Corporation membership to 2 terms of 4 years was considered to be best practice, Corporation's approved appointment policy was, however, to aim for a balance of experienced and newer members and only 4 members of Corporation's membership of 20 members had currently served for more than 2 terms of 4 years;
- the Committee had noted that, as the Business category of Corporation membership had been abolished under the Instrument of Government in force from 1 January 2008, any appointment to the vacancy created by the ending of Mike Noddings' term of office would be in Corporation's designated "Corporation member" category;
- the Committee had noted that to qualify for consideration for appointment in the above category of membership, candidates must have "the necessary skills to ensure that the Corporation carries out its functions under Article 3 of the Articles of Government" (Instrument of Government 2(1)(a));
- the Committee were agreed that Mike Noddings had the necessary skills required for appointment in the above category and that, with reference to his expertise and experience as demonstrated by Corporation's skills audit, particular areas of strength

were in education, equality and diversity, quality assurance and property and resource management;

- the Committee also noted that Mike Noddings was until, the ending of his term of office, Vice-Chair of Corporation, Chair of the Curriculum and Quality Committee and a member of the Finance and General Purposes, Remuneration, Search, and Student Committees;
- the Committee had noted that his performance against Corporation's re-appointment criteria was excellent.

Corporation agreed, on the recommendation of the Search Committee, to re-appoint of Mike Noddings as a Corporation member for a further term of 4 years.

Action: Clerk

(Mike Noddings returned to the meeting).

88.4 Minutes of Meeting 87 held on 25 February 2009

Corporation approved the minutes of the meeting held on 25 February 2009 with the following amendments:

- **Grace Richardson name had been included in the attendance list in error and should be removed from the list;**
- **Neil Telfer should be shown as in attendance.**

Action: Clerk

88.5 Matters arising and actions

(Actions shown below are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of each item).

- 1 A Governance Working Group meeting had still to be arranged (87.4).

Action: Chair/Clerk

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It had been agreed by Corporation that the Chair of Corporation and the Principal would sign routine documents relating to the building project, as required, and that the Chair would delegate signing, if necessary, to another Corporation member, with documents being sealed where this was a requirement or to the College's advantage. The Principal reported that it was now expected that signing would take place shortly (87.4).

Action: AW/Clerk/Chair/RTS

- 3 The annual review of the Statement of Aims was on the agenda (87.4).

- 4 The building contract for phase 2 of the College re-development project had been let to Hobson and Porter and would be executed as a deed, sealed and signed by the Chair of Corporation and the Principal, as agreed - see also action 2 above (87.4).

Action: Clerk/Chair/Principal

- 5 It was agreed that officers from Kingston upon Hull City Council and East Riding of Yorkshire Council should be invited to address the Corporation in the Corporation briefing session slot once further details of the Machinery of Government changes were known (87.4).

Action: Clerk/RTS

- 6 A confidential paper presented to Corporation 84 would remain confidential until the next review of confidential minutes and papers in autumn 2009, as it related to a negotiating position (87.4). **Action: Clerk**
- 7 The annual review and completion by Corporation members of audit of skills forms had been completed (87.4).
- 8 The Financial Regulations had been amended, as agreed (87.5).
- 9 The final draft of the Development Plan was on the agenda (87.6).
- 10 A report from the Search Committee on the search for a member of Student Committee and an external co-opted member of Audit Committee was on the agenda (87.8).
- 11 The minutes of the January 2009 Finance and General Purposes (F&GP) Committee meeting and the February 2009 Curriculum and Quality (C&Q) Committee meeting were on the agenda, as agreed (87.9).

88.6 Strategic Planning

(i) Corporation strategy review

John Wilson, as Chair of the Search Committee, reported that:

- it had been agreed at the Search Committee meeting held on 20 April 2009 that the Chair would consult Corporation on the desirability of a strategy event to be held separately from Corporation's scheduled meetings;
- he had therefore, as Chair of Corporation, prepared a strategy review document in consultation with the Principal which had been sent to members to inform the discussion.

Members discussed the Chair's strategy review document, noting that:

- as the College building project would be completed in 2010, the current year was a good time to review strategy to ensure the best use of the College's improved facilities and to deal with potential risks and opportunities in relation to funding and student numbers.

Corporation agreed that the questions posed by the Chair in the strategy review document should form the basis of Corporation's discussion at Corporation's strategy event e.g.

- ***What should be the educational priorities of the College in order to continue to serve the needs of the students and employers of west Hull and the surrounding areas of the East Riding?***
- ***How should the College respond if the College continues to receive insufficient income to fully fund all the students who want to come to the College?***
- ***Are further managerial changes required to enhance performance in achievement or retention?***
- ***Should the College review its partnerships and relationships with other educational institutions?***

Corporation agreed that the Clerk should consult with Corporation members on holding the Corporation strategy event on Wednesday 3 June 2009 at 5.00pm.

Action: Clerk

(ii) Development Plan

John Wilson, as Chair of Corporation, reported that:

- Corporation had received draft versions of the College Development Plan 2009-12 at its December 2008 and February 2009 meetings;
- a final draft of the Plan was being presented to members for consideration on approval.

Ian Taylor, Vice-Principal (Performance Improvement) spoke to the draft Development Plan and drew members' attention to the main changes, with particular reference to the section on Learning and the College's targets for improving student success rates.

Corporation approved the College Development Plan 2009-12.

(iii) Review of Statement of Aims

John Wilson, as Chair of Corporation, reported that under Corporation's standing agenda item list, Corporation reviewed the College's statement of aims annually at its May meeting.

Member considered the College's Statement of Aims:

- The staff and governors of Wyke are dedicated to excellence in one endeavour: **to educate**; to develop understanding, skill, ability to learn, knowledge and integrity in those who study here and to support and care for them throughout this process.

Member discussed the appropriateness of using the term "governors" rather than "Corporation" in the Statement, noting that "governors" was a term which was better understood by the College's stakeholders e.g. parents and students.

Corporation completed its annual review of the College's Statement of Aims, noting that the wording was still appropriate but agreed that the College should have the flexibility to substitute "The staff and Corporation" or "Wyke College", should they wish for the first phrase of the Statement.

88.7 Management Report including Student Activities Report and Property Strategy

The Principal, Richard Smith, spoke to the Management Report.

(i) Student Activity and Events

Members received the Student Activities report prepared for the Student Committee meeting held in March 2009 and an update on activities, noting that the College newsletter would be published shortly.

Members also noted that:

- the elections for posts in the Student Association had now taken place and a shadow Executive of first year students had been established;
- as the current meeting was Matthew Hunt and Jenny Wong's last Corporation meeting, two new student members of Corporation would be sought from the new Executive.

Corporation thanked Matthew Hunt and Jenny Wong for their contribution to the work of the Corporation,

(ii) College Re-development

Members noted that:

- the construction of the Oak Building was slightly ahead of schedule as a result of good weather and the co-operation of the sub-contractors e.g. two-thirds of the blockwork and brickwork was in place and the floor beams would go in shortly;
- as the rugby season was now over, work was beginning on the rugby pitch to install the ground source heat pumps for the Oak Building;
- borrowings for the project currently stood at £1m but would begin to rise again during the financial year but interest rates were favourable.

The Principal, as a member of the governing body of Kelvin Hall School, and Sarah Smythe, as Headteacher of Kelvin Hall School and a Corporation member, provided an update on the re-development of the school under Building Schools for the Future (BSF), with members noting that:

- the design for the project should be ready by October 2009 and building was expected to begin in March 2010;
- similar sized projects had taken about 21 months to build;
- building was expected to begin behind the current school building;
- the school's new building would not be far from the College's north-east face but should not impinge on the view.

(iii) Planning: LSC

Members noted that:

- a report on the College's LSC grant allocation for 2009/10 had been received above;
- with reference to future funding, there had been a warning in the Budget of 1% efficiency gains in 2010/11.

(iv) Planning: Local

Members noted that:

- the implementation of the Machinery of Government changes was continuing, with the relevant Act of Parliament having completed committee stages a little ahead of schedule;
- locally, discussions were continuing at sub-regional level though there was a pause in activity in the 14-19 Partnership, as certain key milestones had yet to be reached;
- a consultation on the revised planning proposal for the proposed northern Academy co-sponsored with the University of Hull on Princess Elizabeth Playing Fields was underway, with the North Area Committee of the Local Authority having approved it by a majority vote, the planning application expected to be heard at Planning Committee in August 2009 and the Expression of Interest expected to be submitted to the Department of Children, Schools and Families (DCSF) shortly.

(v) Regional and National events

Members reviewed a copy of the latest Sixth Form Colleges Forum (SFCF) prospectus noted that:

- NorVlc would be holding a Learning Exchange Day on 3 June 2009 on the theme of "Transitions" at York University, involving contingents from all member colleges;
- the Sixth Form Colleges Forum (SFCF) had appointed David Igoe, currently Principal of Cadbury SFC in Birmingham as Chief Executive;
- the Principal, as an SFCF Council member, had attended the launch of the latest SFCF prospectus at the House of Commons on 12 May 2009;
- Wyke's redevelopment project, staff and students were featured in the prospectus.

(vi) Progress against Development Plan

Members noted that:

- the College Development Plan had been considered earlier on the agenda;

- tutor appointments for the College's revised tutorial system had taken place and appointed staff would be under-taking preparatory training during the second half of the summer term, including attendance by some of the tutors at the NorVlc Learning Exchange Day in York.

Corporation received the Management Report.

88.8 Monitoring of targets: student numbers and finance

(i) Student numbers and funding report

John Wilson, as Chair of the Finance and General Purposes (F&GP) Committee reported that the Committee considered a student numbers and funding report at each of its meetings and had considered the April 2009 report at its last meeting. The Principal was invited to speak to the updated report for May 2009 prepared for the Corporation meeting.

Member noted that:

- the Director for Network and Information Services was forecasting that the College would achieve 107.3% of its LSC grant allocation target;
- retention at level 3 was 92.8% compared with 90.3% in May 2008;
- retention at level 2 was still slightly below the figure for May 2008;
- some caution needed to be exercised when comparing the figures in the report with May 2008, however, as the May 2009 update presented to Corporation had been conducted earlier in the month.

Corporation consider and received the student numbers and funding report for April 2009 and an updated report for May, noting that:

- ***the College was expected to exceed its 2008/09 LSC funding target and***
- ***retention at level 3, the College's core business, was currently showing an improvement on 2008.***

(ii) LSC letter re financial health and FMCE categories

John Wilson spoke to a letter from the LSC dated 19 March 2009 relating to the College's financial health and financial management control which had been considered at the April 2009 meeting of the F&GP Committee and which was being presented to Corporation for information.

Members noted that:

- during 2008/09, as part of the implementation of the LSC Framework for Excellence, the LSC had introduced both a new method of classifying colleges financial health and a Financial Management Control Evaluation (FMCE) questionnaire which was to be completed annually by colleges;
- the LSC's letter of 19 March 2009 confirmed that the College's financial health category was "satisfactory" and its FMCE grade was "good";
- both the above grades were in line with the College's own self-assessment.

In response to members' questions as to how the College's financial health grade of "satisfactory" could be improved, it was noted that:

- the grade reflected the College's financial commitment to its current capital development programme and could be expected to improve over the period of the 10-year financial plan supporting the capital development project;
- the FMCE grade indicated that the College's financial management and control were good, which was especially important during a period of capital development.

Corporation received an LSC letter confirming the College's financial health and Financial Management Control Evaluation (FMCE) grades as respectively "satisfactory" and "good", noting that the grades were in line with the College's own self-assessment.

(iii) NorVic Questionnaire results: benchmarking report on staff costs to income ratios

John Wilson invited the Finance Manager to speak to the NorVic benchmarking questionnaire results, which had been considered at the March 2009 meeting of the F&GP Committee and which was being presented to Corporation for information.

Members noted in discussion that:

- following a recommendation arising from the LSC's Provider Financial Management (PFM) team at inspection in February 2008, a benchmarking questionnaire relating to staff pay in relation to college income had been developed by the Finance Manager for use by the NorVic network of sixth form colleges in the North-East, Yorkshire and the Humber;
- the outcome of the survey showed that:
 - while the College's teaching staff costs were slightly above average, its support staff costs were below average and overall its staff costs were below average for the NorVIC colleges,
 - the College's income per staff full-time equivalent (FTE) was, however, significantly lower than that of other NorVic colleges and accounted for the College's staff costs to income ratio being above average for the sector.

Corporation considered the NorVic benchmarking questionnaire report on staff costs to income ratios, noting that:

- **as the analysis showed that the College's income per staff full-time equivalent (FTE) was significantly lower than that of other NorVic colleges, the Finance Manager was designing another questionnaire for use by the NorVic colleges which would look at this area in more detail and**
- **a further report would be made to the F&GP Committee and Corporation in due course.**

Action: SR

(iv) Monthly management accounts including report on PIs and cash flow

John Wilson invited the Finance Manager to speak to the monthly management accounts for March 2009, which had been considered at the April 2009 meeting of the F&GP Committee.

Members considered the March 2009 management accounts, including the cash-flow forecast, capital expenditure, key performance indicators and ratios, noting the following points in discussion:

- after 8 months the College continued to remain within its budgeted deficit, with a historical cost deficit of £220,300 against a budgeted deficit of £362,300;
- the LSC had notified the College that, under new in-year reconciliation arrangements for 19+ funding, the College's allocation would be reduced by £3,000 in the current year due to under-recruitment of this age group;
- trading income continued to be ahead of budget and savings had been made on budgeted interest charges although falling interest rates and low cash flow would mean that bank interest would only be about 50% of the budgeted figure at the year end;
- there was an overspend of £15,000 on non-pay expenditure and the Director of Development and Catering Manager were reviewing the expected year end overspend on premises and catering;

- there was an overspend of £6,900 on pay expenditure although it was hoped that pay costs for the year would be close to budget;
- key performance indicators (KPIs) and ratios were affected by the re-development project, with performance expected to return to normal in 2011.

Corporation considered the monthly accounts for March 2009, noting that after 8 months the College remained within the budgeted deficit.

(v) LSC grant allocation 2009/10

John Wilson invited the Finance Manager to speak to his report on the LSC's 2009/10 grant allocation to the College.

Corporation received a report from the Finance Manager's on the College's LSC grant allocation for 2009/10, noting that:

- **funding would increase by £502,000 overall in 2009/10 to £5,303,979 and**
- **the College had been allocated a total of 93 additional learner numbers i.e. an increase of 53 learner numbers consolidating growth in numbers during 2008/09 plus an additional 40 learner numbers to allow for expected growth in learner numbers in 2009/10.**

(vi) Progress report on 2009/10 budget

The Finance Manager reported that:

- work on the College's 2009/10 budget was continuing;
- a final draft would be presented to the June 2009 meeting of the F&GP Committee which would take into account the LSC final grant allocation for 2009/10 considered above and pay costs associated with the new tutorial system.

Corporation received a verbal progress report from the Finance Manager on the development of the College budget for 2009/10, noting that the final draft would be considered at the June 2009 meeting of the F&GP Committee for consideration on recommendation to the July 2009 meeting of Corporation.

88.9 Monitoring reports: equality and diversity

(i) Student Committee: student equality and diversity report

Matthew Hunt, as Chair of the Student Committee spoke to the Student Equality and Diversity report, which had been considered at the Committee's March 2009 meeting.

Members noted in discussed that:

- the analysis showed that 8.98% of the student population in 2008/09 were classified as Black and Minority Ethnic (BME), above the figure for the city which was currently estimated at around 6.6% of the population.
- the student gender split for 2008/9 was 38% male and 62% female, reflecting the inclusion of Newland School for Girls in the College catchment area and the greater willingness of female students to move from school to College at age 16;
- the marketing group had been working to ensure that marketing would be attractive to male applicants and applications for 2009/10 were currently showing that the gender balance gap was narrowing, although applications remained to be converted to enrolments.

The Committee considered the Annual Student Equality and Diversity report.

It was noted in response to members' queries that the College's disability equality scheme action plan was considered by the Personnel Committee and would be presented to the July 2009 meeting of Corporation.

Action: Clerk/MWR

(Jim Darmody left the meeting).

88.10 Compliance: Audit Committee recommendation

(i) Audit Committee: recommendation on appointment of financial statements and regularity auditors

Richard Heseltine, as Chair of the Audit Committee reported that at its March 2009 meeting the Audit Committee had:

- reviewed the cost of the financial statements and regularity audit for the year ended 31.7.08, noting that the cost was as agreed in Baker Tilly's annual audit plan and that the cost of additional non-audit work undertaken was within the limits specified in the Learning and Skills Council (LSC) Audit Code of Practice (ACOP) and the College's Financial Regulations,
- reviewed the performance of Baker Tilly as financial statements and regularity auditors for the year ended 31.7.08, noting that it was good.

Corporation approved, on the recommendation of the Audit Committee, the re-appointment of the Baker Tilly as financial statements and regularity auditors for the audit for the year ending 31.7.09, subject to satisfactory agreement of their fees and receipt of a satisfactory letter of engagement.

88.11 Governance issues

(i) Monitoring of Corporation targets: Corporation attendance

The Clerk reported that:

- Corporation reviews attendance at each meeting and receives a report on Corporation performance indicators annually;
- the performance indicator for overall Corporation attendance was 75%.

Members noted that Corporation attendance year to date was 76% against a target of 75% set.

(ii) Report on Corporation and Committee vacancies

The Clerk reported that:

- the Search Committee had noted at its April 2009 meeting that there was currently a vacancy for a member of the Student Committee and a vacancy for an external co-opted member of the Audit Committee with expertise in accountancy;
- the Audit Committee vacancy had been advertised on the Institute of Chartered Accountants in England and Wales (ICAEW) *Everybody Counts* website for accountants seeking voluntary positions and on the volunteer section of the ICAEW jobs website and the Clerk had also asked the College's financial statements auditors to advertise the vacancy with their professional association locally but without success;
- the Chair of the Search Committee had reported to the April 2009 meeting of the Committee that he would follow up an initial contact with an accountant known to him professionally concerning their interest in the vacancy.

Corporation noted that there remained a vacancy for an external co-opted member of the Audit Committee.

Corporation agreed, on the recommendation of the Search Committee, that Sarah Smythe, Headteacher of Kelvin Hall School, should be appointed as a member of the Student Committee.

(iii) Annual updating of register of interests, audit of skills

The Clerk reported that:

- Corporation members review, and where necessary update, their register of interests and audit of skills forms annually.

Members reviewed the audit of skills form with particular reference to the section on partnership working and agreed that the form should remain unchanged for use in 2009/10. It was agreed that the Clerk would send audit forms to members after the meeting for review, updating (if necessary) and return.

Action: Clerk

Register of interest forms were distributed to members for review, updating (if necessary) and return.

(iv) Distribution of nomination forms for election of Chair and Vice-Chair

The Clerk reported that:

- the Chair and Vice-Chair of Corporation for the next academic year were elected annually at Corporation's July meeting .

Nominations forms for Chair and Vice-Chair of Corporation were distributed at the meeting for return no later than 23 June 2009.

88.12 Committee annual reports, minutes, meeting dates

(a) Annual Committee Reports

It was noted that there were no Annual Committee Reports to receive.

(b) Committee minutes: January – April 2009

Corporation received the following Committee minutes, with Committee reports and recommendations having been received as noted at items 88.3, 88.8, 88.9 and 88.10 above:

- **Audit Committee minutes, 9 March. 2009**
- **Curriculum & Quality (C&Q) Committee minutes, 10 February 2009**
- **Finance & General Purposes (F&GP) Committee minutes, 27 January and 31 March 2009**
- **Search Committee minutes, 20 April 2009**

(c) Dates of forthcoming Committee meetings

Corporation noted that the following Committee meetings would take place during the summer term and that Corporation members were welcome to attend as observers if they were not members of the Committee specified:

- **Audit Committee, 15 June 2009 at 4.30pm**
- **C&Q Committee, 16 June 2009 at 4.30pm**

- *F&GP Committee, 23 June 2009 at 4.30pm*
- *Personnel Committee, 8 June 2009 at 4.15pm*

It was noted that the Search Committee scheduled to take place on 1 June 2009 had been cancelled and would be re-scheduled to take place during September 2009.

Action: Clerk

88.13 Any Other Business

It was noted that there was no other business.

88.14 Risk management: to consider risks associated with items on the agenda

It was noted that no items of risk had been identified at the meeting.

88.15 Date of next meeting

It was agreed that the date of the next Corporation meeting should be changed from 1 July 2009 to 8 July 2009, to permit the Principal to attend the Sixth Form Colleges' Forum annual conference.

Action: Clerk

It was noted that the Remuneration Committee meeting scheduled to take place on 1 July at 4.00pm would also be cancelled and re-scheduled for 8 July 2009.

Action: Clerk

Fiona Bagchi
Clerk to the Corporation
30 June 2009

ACTIONS ARISING FROM CORPORATION 87 HELD ON 13.5.09

NO	ACTION FOR	ACTION	STATUS OF ACTIONS
1	Clerk	MN to be re-re-appointed as a Corp. member for a further term of 4 years – <u>May 2009.</u>	Done.
2	Clerk	Amend Feb. 2009 minutes as agreed – <u>May 2009.</u>	Done.
3	Clerk/Chair	Clerk to consult with Chair concerning a Governance Working Group meeting early in autumn term 2008 – <u>autumn 2008.</u>	
4	Clerk/Chair/RTS	Chair and Principal to sign routine documents relating to building project as required and Chair to delegate signing, if necessary, to another Corp. member, with documents being sealed where this a requirement or to the College's advantage – <u>early summer term 2009.</u>	
5	AW/Clerk/Chair/RTS	Building contract for phase 2 of the College re-development project to be let to Hobson and Porter, noting that, as previously agreed, it would be executed as a deed, sealed and signed by the Chair of Corporation and the Principal – <u>early summer term 2009.</u>	
6	RTS	Invite officers from KHCC and ERYC to speak to a Corp. meeting – <u>2008/09.</u>	
7	Clerk	Corp. agreed a confidential paper presented to Corporation 84 should, however, remain confidential until the next review as it related to a negotiating position - <u>autumn 2009 – along-term action.</u>	
8	Clerk	To consult with Corp. members on Wed. 3 June at 5.00pm as the date and date for the Strategy Event – <u>May 2009.</u>	Done. Strategy Event held on 3 June 2009.
9	SR	Second NorVlc benchmarking report to be present to F&GP & Corp. – <u>July 2009.</u>	Second NorVlc report to be presented autumn 2009.
10	Clerk/MWR	Disability equality scheme action plan to Corp. – <u>July 2009.</u>	On agenda.
11	Clerk	Send 2009/10 audit of skills form to members – <u>July 2009.</u>	

NO	ACTION FOR	ACTION	STATUS OF ACTIONS
12	Clerk	Re-arrange June 2009 Search Committee meeting for Sept. 2009 – <u>July 2009.</u>	
13	Clerk	Re-arrange July Corp. meeting date from 1 July to 8 July – <u>May 2009.</u>	Done.
14	Clerk	Re-arrange July Remuneration Committee meeting date from 1 July to 8 July – <u>May 2009.</u>	Done.