

**MINUTES OF CORPORATION MEETING,
CORPORATION 90, HELD ON 8 JULY 2009**

Present: Pam Blackman, Gail Burrows, George Coyle, Jim Darmody, Cayleigh Galloway, Jackie Goodman, Mary-Rose Hardy, Sarah Kimemia, Richard Smith (Principal), Neil Telfer, Richard Welton, John Wilson (Chair of Corporation), Daniel Wood, Philip Wright

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

90.1 Apologies for absence

Corporation members: Sarah Cheesmond, Rory Clarke, Richard Heseltine, Mike Noddings (Vice-Chair of Corporation), Sarah Smythe, Julian Stern

It was noted that the meeting had been preceded by a site visit to the Oak Building, the third building in the College's three stage re-development project.

90.2 Declarations of interest

Councillor Mary-Rose Hardy asked that her membership of East Riding of Yorkshire Council should be a standing declaration of interest for each meeting.

Councillor Richard Welton asked that his membership of Kingston upon Hull City Council should be a standing declaration of interest for each meeting.

90.3 Committee reports, presentations and recommendations I

(i) Recommendation on appointment of Student Corporation members

John Wilson, as Chair of Corporation, reported that:

- Student members of Corporation, Matthew Hunt and Jenny Wong, had retired as Corporation members on 13 May 2009 to concentrate on their exams;
- Cayleigh Galloway and Daniel Wood, members of the Student Association Executive, had been nominated for appointment as Student members of Corporation and were eligible to be appointed.

Corporation approved the appointment of Cayleigh Galloway and Daniel Wood as Student members of Corporation from 8 July 2009 for a period of 4 years or until they left the College, whichever was the sooner.

Action: Clerk

(ii) Report on terms of office of Parent members of Corporation

The Clerk reported that:

- Parent members of Corporation were appointed for 4 years or until the end of the academic year in which their child left the College, whichever was the sooner;
- Sarah Cheesmond's daughter would be leaving the College at the end of the current term.

Corporation noted that Sarah Cheesmond's term of office as a Parent member of Corporation would end on 31 August 2009 and that an election to fill the vacancy so created would be held in autumn term 2009.

90.4 Governance issues: I

(i) Election of Chair and Vice-Chair

The Clerk reported that the following written nominations had been received for Chair and Vice-Chair of Corporation for the 2009/10 academic year:

- John Wilson had been nominated as Chair of Corporation;
- Mike Noddings had been nominated as Vice-Chair of Corporation.

(John Wilson left the meeting).

John Wilson was elected unopposed as Chair of Corporation for the 2009/10 academic year.

(John Wilson returned to the meeting).

Mike Noddings was elected unopposed, and in his absence, as Vice-Chair of Corporation for the 2009/10 academic year.

90.5 Minutes of Meeting held on (i) 13 May 2009 and (ii) of the Strategy Event held on 3 June 2009

Corporation approved the minutes of Corporation meeting 88 held on 13 May 2009 and of the Corporation Strategy Event (Corporation meeting 89) held on 3 June 2009, with the following amendment to the former:

- **on page 5, the first word of the second paragraph under (ii) Review of Statement of Aims should be amended to read "Members considered" rather than "Member considered".**

Action: Clerk

90.6 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).

(i) Actions arising from Corporation 88 held on 13 May 2009

- 1 Mike Noddings had been re-appointed as a Corporation member for a further term of 4 years, as agreed (88.3).
- 2 The February 2009 minutes had been amended, as agreed (88.5).
- 3 The Chair and Clerk had yet to convene the Governance Working Group (88.5).
Action: Clerk/Chair
- 4 Corporation had agreed that the Chair of Corporation and the Principal should sign routine documents relating to building project as required and that the Chair should be able to delegate signing, if necessary, to another Corporation member, with documents being sealed where this was a requirement or to the College's advantage (88.5).
Action: Clerk/Chair/RTS
- 5 Building contracts for phase 2 of the College re-development project, which had been let to Hobson and Porter, had been executed as a deed, sealed and signed by the Chair of Corporation and the Principal shortly before the current meeting (88.5).
- 6 The Chair and Principal would invite officers from Kingston upon Hull City Council and East Riding of Yorkshire Council to attend a Corporation meeting in 2009/10 (88.5).
- 7 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. (88.5)
Action: Clerk
- 8 The Strategy Event had been held on 3 June 2009, as agreed (88.6).
- 9 The second NorVlc benchmarking report (on income streams) would be presented to the F&GP Committee and Corporation during autumn term 2009 (88.8).
- 10 The disability equality scheme action plan was on the agenda (88.9).
- 11 The Clerk would send audit of skills forms to members to review (88.11).
Action: Clerk
- 12 The June 2009 Search Committee meeting had been re-arranged for September 2009, as agreed (88.12).
- 13 The July 2009 Corporation meeting had been re-arranged from 1 July to 8 July 2009, as agreed (88.15).
- 14 The July 2009 Remuneration Committee meeting had been re-arranged from 1 July to 8 July 2009, as agreed (88.15).

(ii) Actions arising from Corporation 89 held on 3 June 2009

- 1 A Statement detailing the outcome of discussions arising from the Corporation Strategy Event (Corporation 89) was on the agenda, as agreed, at item 90.7.
- 2 It was noted that the Chair of Corporation and the Principal would consider themes arising from the Corporation Strategy Event which it had been agreed should be considered further at a later date e.g. how the College could best support the Northern Academy.
- 3 It was noted with reference to a query concerning the need for growth in student numbers at the College to be considered in conjunction with general demographic trends, that it was part of the College's established practice to consider annually a transitions matrix which analysed demographic trends in school cohorts from Year 7 upwards.

90.7 Strategy Event Statement

John Wilson, as Chair of Corporation, presented the Strategy Event Statement.

Corporation agreed that the Strategy Event Statement accurately depicted the outcome of Corporation's June 2009 Strategy Event and agreed that its achievement should be reviewed annually in February as part of Corporation's Development Plan review.

Action: Clerk

90.8 Committee reports, presentations and recommendations II

(a) Audit Committee

(i) Recommendation on College risk management plan and disaster planning procedures

In the absence of Richard Heseltine, the Chair of the Audit Committee, Philip Wright, an Audit Committee member, reported that:

- until July 2006, the Learning and Skills Council (LSC) required all colleges to submit annually by 31 July their risk and disaster management plans with their 3-year financial plans;
- as noted last year, the LSC's Financial Planning Handbook removed this requirement but noted that colleges were still required to update and approve risk management plans and disaster procedures to comply with the guidance on risk management contained in the Turnbull Report on Corporate Governance;
- the Audit Committee considered the College's risk management plan and disaster procedure at its June 2009 meeting and were recommending them to Corporation for approval.

Members noted in discussion that:

- the Finance Manager was developing the College's disaster recovery plan further for consideration by the Audit Committee during autumn 2009;
- the Committee had considered swine 'flu as a new risk and the College's 'flu response statement would be considered later on the agenda;
- the College had worked to reduce the higher graded risks through mitigating actions but it was accepted that there were some risks that could not be reduced e.g. risks that were largely outside the College's control such as changes to the funding system;
- with reference to the management of IT risks, that the College's IT disaster recovery systems had been tested when the College had to deal with the Conficker worm and were considered to have worked well, with the network re-instated within a week and useful lessons learned.

Corporation approved, on the recommendation of the Audit Committee, the College's risk management plan and disaster planning procedure and agreed that the top ten key risks should be submitted to the Learning and Skills Council (LSC) with the 3-year financial plans.

Action: SR

(ii) Report on re-appointment of financial and regularity auditors, including agreement of fees and letter of engagement

Philip Wright reported that:

- the May 2009 meeting of the Corporation had approved, on the recommendation of the Audit Committee, the re-appointment of Baker Tilly as financial statements and regularity auditors for the audit for the financial year ending 31.7.09, subject to agreement of their fees and receipt of a satisfactory letter of engagement;
- the Committee considered Baker Tilly's proposed fees at its June 2009 meeting, considering they offered satisfactory value for money;
- the Committee had also noted at its June 2009 meeting that, as the LSC had not issued a new engagement letter for 2009, Baker Tilly would not be issuing a new letter for the audit for the year ending 31 July 2009 and agreed that the College should therefore issue a letter confirming that re-appointment would be on the same terms and conditions as for the audit for the year ended 31 July 2007.

Corporation noted that the Audit Committee considered that Baker Tilly's proposed fees for the financial statements and regularity audit for the year ending 31 July 2009 and work relating to the Teachers' Pension Scheme (TPS) certificate offered value for money.

Corporation agreed that a letter, signed by the Chair of the Audit Committee, should be issued to Baker Tilly confirming that their re-appointment for the audit for the year ending 31 July 2009 would be on the same terms and conditions as that for the audits for the years ended 31 July 2007 and 31 July 2008.

Action: Clerk/RH

(iii) Recommendation on Baker Tilly's audit strategy

Philip Wright reported that:

- the Audit Committee were recommending for approval Baker Tilly's audit strategy for the audit for the year ending 31 July 2009.

Corporation approved, on the recommendation of the Audit Committee, Baker Tilly's audit strategy for the audit for the year ending 31 July 2009, including the proposed fees.

(b) Finance and General Purposes (F&GP) Committee

(i) Student numbers and funding report

John Wilson, as Chair of the Finance and General Purposes (F&GP) Committee, introduced the student numbers and funding report for June 2009, which had been considered at the June 2009 meeting of the Committee, and invited the Finance Manager to speak to it.

Members noted in discussion that:

- the College's projected outturn against its LSC funding allocation was 107.1%;
- although the College had not been funded for taking on students above its agreed funding allocation in 2008/09, the numbers had been consolidated into the College's funding allocation for 2009/10;
- level 3 retention for 16-18 year old students for June 2009 was 92.6%, against 89.9% in June 2009.

The Corporation considered the Student Numbers and Funding Report for 2009/10, noting that the College had exceeded its 2008/09 LSC funding allocation and that it appeared likely that there would be a significant improvement in retention at level 3 for 16-18 year old students, which was the College's core business.

(ii) Monthly Accounts, including review of financial performance indicators

John Wilson reported that the F&GP Committee had considered the May 2009 management accounts at its June 2009 meeting and invited the Finance Manager, Steve Rogers to speak to them.

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

- the operating deficit for the 10 months was £29,400, compared with the budgeted deficit of £116,200, and the historical cost surplus for the 10 months was £67,400, compared with a budgeted deficit of £49,500;
- there was a reasonable expectation that the year-end deficit could be below the budgeted deficit of £177,100;
- with reference to the 12 month rolling cash-flow report, the actual balance in the bank account was £29,000 lower than projected in April 2009;
- with reference to the performance of key performance indicators (KPIs) and ratios, that the year-end figures gave a better indication of outturn against budget than the monthly figures, noting in particular the effect of the College re-development project.

The Corporation received the monthly accounts for May 2009, noting that after 10 months it appeared likely that the deficit at the end of the year would be lower than forecast.

(iii) Recommendation on Fees Policy for 2009/10

John Wilson reported that the F&GP Committee had considered the College's fees policy for 2009/10 at its June 2009 meeting. It was noted that ESOL fees for 2009/10 had been approved, under Chair of Corporation's action, prior to the June 2009 F&GP Committee meeting as the College needed to have earlier confirmation of these fees to allow overseas students sufficient time to meet new visa requirements.

Corporation noted that John Wilson, as Chair of Corporation, had approved the College's English for Speakers of Other Languages (ESOL) fees for 2009/10 under Chair of Corporation's action. Corporation approved a minor amendment to the approved ESOL fees to correct a typographical error i.e. Corporation agreed that part-time fees (6 hours) for term 2 should be £325 from September 2009 rather than £225.

Action: SR

Corporation approved, on the recommendation of the F&GP Committee, tuition fees for 2009/10.

(iv) Recommendation on draft budget for 2009/10 and

John Wilson invited the Finance Manager to speak to the draft budget for 2009/10, which had been considered at the June 2009 meeting of the F&GP Committee.

Members noted in discussion that:

- budget assumptions included pay and non-pay inflation of 2.3% from September 2009;
- LSC recurrent funding had been set in line with the information provided by the local LSC office, which included consolidation into funding of growth in student numbers achieved in 2008/09 and funding for an additional 40, 16-18 year old full-time equivalent (FTE) students for 2009/10;
- the budget assumed a deficit of £96,791 for 2009/10 which was, however smaller than the deficit of around £180,000 for 2009/10 included in the 10-year forecasts approved by Corporation and submitted to the LSC in support of the College re-development project;
- the improvement on the budget originally forecast for 2009/10 was as a result of strong growth in student numbers and low interest rates;
- growth in student numbers also involved increased expenditure on resources in some areas, which was reflected in the budget;
- the budget assumed that interest rates, although currently low, would increase to just under 4% and the Finance Manager had tried to ensure that the budget profile for drawing down of the loan to finance the re-development project was realistic;
- income from ESOL fees had been forecast conservatively, as it was not yet clear what impact the new visa requirements would have on recruitment.

Members noted in discussion of student applications for 2009/10 that:

- the College was continuing to grow significantly and currently had 823 applicants for the next academic year compared to 747 at this stage in 2008;
- as noted above, the College was currently forecast to achieve 107.1% of its 2008/09 funding allocation, with the 7.1% above the allocation agreed with the LSC unfunded;
- had the College been funded for all the growth achieved in student numbers in 2008/09, it would have received approximately an additional £300,000 from the LSC;
- given the strong growth in applications for 2009/10, the College was also likely to have unfunded students in 2009/10 and the deficits forecast for 2008/09 and 2009/10 had to be seen in that context i.e. that the College would produce a historical cost surplus rather than a deficit if the College received full funding for growth;
- with reference to 2008/09, that the Ofsted Desk-based Monitoring Report to be considered later on the agenda noted that a deficit had been approved for 2008/09 because of a need for additional borrowing related to the re-development project but was not considered a cause for concern as financial management at the College was judged to be tight.

Members noted that:

- the deficit for 2009/10 was a planned deficit which reflected the fact that the College was in a transitional period, as it re-developed the College and increased student numbers as agreed in the 10-year financial forecasts undermining the College's property strategy.

Corporation approved, on the recommendation of the F&GP Committee, the budget for 2009/10, noting that it included a planned deficit of £96,700.

- (v) Recommendation on draft 3-Year Financial Plan, including capital projects & budget for 2009/10

John Wilson invited the Finance Manager to speak to the draft 3-year financial plan, including capital projects and budget for 2008/09, noting that the plan was being presented directly to Corporation.

Members noted in discussion:

- that the financial plan 2009-2012 had been produced in line with the strategic and development plan approved by the Corporation;
- that the deficit shown for 2008/09 was £179,000 (cf £177,000 in the management accounts, the difference being due to rounding up);
- that the deficit shown for 2009/10 was £111,000 (cf £96,000 approved in the budget above, the difference being due to inclusion of FRS17 liabilities in the 3-year plan figures);
- that a deficit of £65,000 was shown for 2010/11 and a historical cost surplus of £96,000 for 2011/12;
- the income and expenditure assumptions in the plan, noting in particular that baseline LSC funding for 2010/11 and 2011/12 had been projected in line with LSC guidance of an increase of 1.5% for students aged 16-18 and 1% for students aged 19+;
- the plan assumed growth in student number of 80 FTEs in each of 2010/11 and 2011/12, in accordance with the College Development Plan approved by Corporation;
- the College's financial health had been assessed as satisfactory.

Corporation approved the 3-year financial plan and agreed that it should be submitted to the Learning and Skills Council.

Action: SR

- (vi) Recommendation on financial performance indicators (PIs) & objectives for inclusion in the commentary to be submitted to the LSC with the 3-year Financial Plan

John Wilson reported that Corporation considered for approval annually financial performance indicators (PIs) (*included in the monthly management accounts report*) and financial objectives and invited the Finance Manager to present his proposals, which were discussed.

Corporation approved the financial performance indicators (PIs) and objectives for 2009/10 presented by the Finance Manager and agreed that the objectives should be included in the commentary to be submitted to the LSC with the 3-year financial plans.

Action: SR

- (vii) Borrowing update – verbal report

John Wilson invited the Finance Manager to give a verbal update on borrowing to fund the College re-development project.

The Finance Manager reported that:

- the College had currently drawn down £1.1. million of the loan to finance the College re-development project and would keep borrowing as low as possible although there would be an increase in invoices from the contractors as the re-development project approached completion;
- the College was saving on interest rate charges, which were currently 0.9 of 1%.

Corporation received a verbal report from the Finance Manager on borrowing to finance the College re-development project.

(viii) Swine 'Flu Response Statement

John Wilson reported that the June 2009 meeting of the F&GP Committee had considered the College's swine 'flu response statement and were presenting it to the Corporation for information.

Members noted that:

- the response statement had been formulated taking into account recent guidance for colleges from the Department for Children, School and Families (DCSF) and the Department for Business, Innovation and Skills (BIS) on swine 'flu;
- the College's had already had occasion to test the response statement during the visit of a school which had informed the College on arrival that it had recently had a confirmed swine 'flu case.

Corporation received the College's swine 'flu response statement.

(c) Curriculum and Quality (C&Q) Committee

In the absence of Mike Noddings (the Chair of the C&Q Committee), John Wilson, a member of the Committee, introduced the above items which had been considered at the Committee's June 2009 meeting and asked the Principal to speak to them.

(i) Ofsted Desk-based Monitoring Report

Members considered the Ofsted Desk-based Monitoring Report, noting in discussion that:

- the monitoring had been undertaken in February 2009 and the evidence base had included the College's Self-Assessment Reports (SARs) for 2006/07 and 2007/08, the 2008 Ofsted inspection report, and value-added data;
- the report noted that the College's current category was grade 2 (Good), which would be used to determine the date of the College's next full inspection;
- the report noted that the College's self-assessment processes were systematic but lacked sufficient "bite", stating that not all identified weaknesses were addressed quickly enough and citing in particular a weakness noted in the biology self-assessment which had occurred in both the 2006/07 and 2007/08 SARs;
- the College considered that one of the weaknesses of the desk-based monitoring system was the fact that it was based on written reports and data which could be out of date at the time the monitoring was undertaken and that it could not take into account recent developments, citing, with reference to biology, the fact that there had been a change in staffing, curriculum and accommodation since the 2007/08 SAR had been produced.

Corporation received Ofsted's Desk-based Monitoring Report for February 2009.

(ii) Every Child Matters (ECM) Report

Members considered the ECM report, noting in discussion that:

- the report was based on the version produced for inspection in February 2008, which had been well-received by inspectors;

- the reference to the Independent Safeguarding Authority scheme on page 4 should be revised to show that the scheme was now expected to be in operation from October 2010;
- the *Be Healthy* section of the report could be enhanced by the inclusion of references to tutorial sessions on drugs and alcohol;
- the *Making a Positive Contribution* section could be enhanced by the addition of more details about student fund-raising;
- the *Achieve Economic Well-Being* section of the report could be enhanced by the inclusion of information and data on student placements and work experience.

Action: MWR

Corporation received the Every Child Matters Report.

(Ian Taylor and Mark Rothery joined the meeting).

(d) Personnel Committee

(i) Staff pay update

Mary-Rose Hardy, as Chair of the Personnel Committee, reported that the Committee had received a report on pay negotiations for 2009 at its June 2009 meeting and invited the Principal to update Corporation on any developments since the meeting.

Members noted that:

- pay negotiations between the Sixth Form Colleges' Forum (SFCF) and the trade unions and professional associations were continuing, the suggestion that the 2009 award should be a staged award having recently been rejected;
- it was likely that the award for teaching staff would be in line with that awarded to school teachers and that the award for support staff would be similar i.e. within the 2.3% approved by the Corporation in the 2009/10 budget above.

Members received a progress report on negotiations relating to the 2009 staff pay award.

(ii) Recommendation on revised Disciplinary and Grievance Procedures

Mary-Rose Hardy reported that:

- the June 2009 meeting of the Personnel Committee had considered revised Disciplinary and Grievance Procedures, which had been produced by the College to simplify the College's existing procedures and to take account of the revised ACAS Code of Practice in force from April 2009;
- the Committee were recommending the procedures to Corporation.

Members noted in discussion that:

- the Vice-Principal (Student and Staff Support) had submitted the revised procedures to the College's trade union and professional association representatives and had received no comments within the deadline set.

Corporation approved, on the recommendation of the Personnel Committee, the College's revised Disciplinary and Grievance Procedures.

(iii) Staff equality and diversity report: (a) staff profile and (b) review of disability and gender action plans (c) development of Single Equality Scheme

Mary-Rose Hardy reported that:

- the June 2009 meeting of the Personnel Committee had considered the annual staff profile report, the College's disability and gender action plans and had received a progress report on the development by the College of a Single Equality Scheme

Members noted in discussion:

- with reference to actions being taken to address the gender imbalance in management positions, opportunities for female staff to undertake management training;
- the College was developing a Single Equality Scheme for implementation in 2009/10.

Corporation received the June 2009 staff equality and diversity report.

(e) Search Committee

(i) Recommendation on revision to Corporation performance indicators

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

- Corporation had approved a set of Corporation performance indicators against which Corporation's performance was reviewed annual;
- the Search Committee were recommending that the performance indicator which required vacancies for Business and Co-opted members to be filled within 6 months should be revised to reflect the abolition of these categories of membership in the Instrument of Government in force from 1 January 2008.

Corporation approved, on the recommendation of its Search Committee, the revision of its performance indicator relating to recruitment to Corporation vacancies to state that Corporation vacancies, other than vacancies for Parent, Staff or Student Governors, should be filled within 6 months.

Action: Clerk

90.9 Management Report

The Principal, Richard Smith, presented the Management Report.

Members noted that:

- Wyke Start had been successful and the final Year 10 Challenge would take place during the current week;
- a sponsored silence by 20 students, arranged by Cayleigh Galloway for Save the Children has raised £1,500 and been reported in the Hull Daily Mail;
- Matthew Hunt, a former Student member of Corporation and talented javelin thrower, had been picked for the GB team;
- the College Summer Recital on 25 June 2009 had gone well, with the College having some very talented first year musicians;
- local and regional discussions relating to local authorities taking over funding from the LSC from autumn 2010 were continuing;
- NorVlc , the network of sixth form colleges in Yorkshire, the Humber and the North-East , would meet during autumn 2009 to review its memorandum of understanding and how to proceed to the next stage of its development, taking into account organisational changes at the LSC, including the appointment of David Igoe as its Chief Executive.

Members noted that the Principal had been approached by a number of West Hull partner schools concerning the formation of a "soft" federation and approved the College's participation in such discussions.

Action: RTS

90.1 Governance issues II

(i) Monitoring of Corporation targets: Corporation attendance

The Clerk reported that Corporation attendance year to date was 75%, against a target of 75% set.

(ii) Review training/briefing schedules for 2008/09 and 2009/010

Members noted that:

- the Search Committee considered Corporation's training and briefing schedule at each of its meetings and last reviewed Corporation's training/briefing schedule for 2008/09 at its April 2009 meeting;
- the following briefing topics have been covered during 2008/09: retention, UCAS and student destinations, recruitment and marketing;
- some pre-Corporation briefing sessions had been replaced with other activities e.g. Corporation members had been given the opportunity to mix with potential students, parents and staff at the February 2009 Open Evening and to undertake a site visit of the Oak Building at the July 2009 meeting of Corporation.

Corporation agreed that the following topics should be included as pre-Corporation briefing sessions or included in the Management Report during 2009/10, as appropriate:

- ***changes in sector representation***
- ***Building Schools for Future (BSF) updates, with particular reference to the re-development of Kelvin Hall School***
- ***Academies updates***
- ***14-19 diploma and/or Machinery of Government updates***
- ***a briefing on the LSC's Framework for Excellence (FfE)***
- ***a briefing on Ofsted's revised inspection framework in force from Sept. 2009***
- ***the College's new tutorial arrangements (to be given spring term 2010)***
- ***the Good Governance Practice Guide (GGPG) website and other governance websites, to fit in with the rest of the schedule as appropriate***

Action: RTS/Clerk

90.11 Committee minutes and annual reports

(a) Annual Committee Reports

It was noted that there were no annual Committee reports to receive under this item.

(b) Committee minutes April - June 2009

The minutes of the following Committee meetings were received, reports and recommendations arising from the meetings having been considered above at item 90.8:

- ***Audit Committee minutes of 15.6.09***
- ***F&GP Committee minutes of 28.04.09***
- ***Personnel Committee minutes of 8.6.09***

It was noted that the minutes of the C&Q Committee meetings of 16.6.09 and the F&GP Committee meeting of 23.06.09 would be presented to the September 2009 meeting of the Corporation.

Action: Clerk

90.12 Any Other Business

It was noted that there was no other business.

90.13 Date of next year's meetings

90.14 Risk management – items identified at the meeting

There were no new items of risk identified at the meeting.

90.15 Reserved Business agenda: senior post-holder remuneration

(Gail Burrows (Support Staff member of Corporation), Jim Darmody (Teaching Staff member of Corporation), Cayleigh Galloway and Daniel Wood (Student members of Corporation), Steve Rogers (Finance Manager), Mike Rogerson (Vice-Principal, Staff and Student Support), Mark Rothery (Assistant Principal), Ian Taylor (Vice-Principal, Performance Improvement), Alan Woodcock (Director of Resources) left the meeting).

Corporation considered the Reserved Business agenda and agreed their discussion should be kept in a confidential minute, as they related to named individuals.

Fiona Bagchi
Clerk to the Corporation
10.8.09

ACTIONS ARISING FROM CORPORATION 90 HELD ON 8.7.09

NO	ACTION FOR	ACTION	STATUS OF ACTIONS
1	Clerk	Issue letters of appointment to C Galloway & D Wood – <u>Sept. 2009.</u>	Done.
2	Clerk	Amend minutes of Corp. 88 – <u>July 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>	Convened by Chair following Search Committee, 14.9.09.
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>during 2007/08 & ongoing.</u>	
5	RTS	Invite officers from KHCC and ERYC to speak to a Corp. meeting – <u>2009/10.</u>	Done.
6	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>	On the agenda.
7	Clerk	Send 2009/10 audit of skills form to members – <u>Sept. 2009.</u>	
8	Clerk	Strategy Event Statement to be reviewed annually with Development Plan – <u>Feb. 2010 & ongoing – a long-term action.</u>	
9	SR	Submit top 10 key risks to LSC <u>July 2009.</u>	Done.
10	Chair of Audit	Send letter of re-appointment to Baker Tilly – <u>July 2009.</u>	Done.
11	SR	Amend error in ESOL fees, as agreed – <u>July 2009.</u>	Done.
12-13	SR	Submit 3-year financial plan to LSC with financial objectives & PIs – <u>July 2009.</u>	Done.
14*	MWR	Amend ECM report as agreed to go to C&Q – <u>Oct. 2009.</u>	
15	Clerk	Amend Corp. PIs, as agreed – <u>July 2009.</u>	Done.

NO	ACTION FOR	ACTION	STATUS OF ACTIONS
16	RTS	Undertake discussions with W. Hull partner schools re federation – <u>July 2009 & ongoing.</u>	
17	RTS/Clerk	Implement Corp. training/briefing schedule for 2009/10 – <u>2009/10.</u>	
18	Clerk	June 2009 minutes of C&Q & F&GP to Corp. – Sept. 2009.	On agenda.

Fiona Bagchi
Clerk to the Corporation
24.9.09