

MINUTES OF CORPORATION MEETING, CORPORATION 93, HELD ON 24 FEBRUARY 2010

Present: John Wilson (Chair of Corporation), Jim Darmody, George Coyle, Cayleigh Galloway, Glynis Hamlett, Mary-Rose Hardy, Richard Heseltine, Mike Noddings (Vice-Chair of Corporation), Grace Richardson, Richard Smith (Principal), Sarah Smythe, Julian Stern, Daniel Wood, Philip Wright

In attendance: College staff: Fiona Bagchi (Clerk to the Corporation), Steve Rogers (Finance Manager), Mike Rogerson (Vice-Principal, Student and Staff Support), Mark Rothery (Assistant Principal), Carolyn Salt (Personnel Officer), Ian Taylor (Vice-Principal, Performance Improvement)
Local authority representatives: Judith Harwood (Hull City Council Head of Learning, Leisure and Achievement) and John F Wilson (East Riding of Yorkshire Council Assistant Director, Children & Young People)

93.1 Apologies for absence:

Management: Alan Woodcock (Director of Resources)
Corporation members: Gail Burrows, Jackie Goodman, Sarah Kimemia, Neil Telfer, Richard Welton.

Pre-Corporation briefing on safeguarding children

The meeting began with a briefing update from Mike Rogerson (Vice-Principal Student & Staff Support) and Carolyn Salt (Personnel Officer) on safeguarding children.

Members noted that:

- The College had a statutory duty to make arrangements to safeguard and promote the welfare of children under the Children Act 2004.
- Work had been undertaken to raise awareness of safeguarding amongst all staff, staff training was underway, and the senior management team (SMT) regularly reviewed the College's safeguarding action plan.
- All adults working at the College were recruited in line with safer recruitment procedures and Criminal Record Bureau (CRB) checks carried out, with a recent internal audit review of the process resulting in a grade of significant assurance.
- A single central record of all checks carried out was in place.
- The College was ready to implement the Independent Safeguarding Authority (ISA) registration process which required all new staff and all new Corporation members to be ISA registered from 1.11.10.
- Corporation's responsibilities included ensuring that the College had child protection policies and procedures in place which were reviewed annually, a senior member of staff had responsibility for child protection, and appropriate safeguarding training was undertaken by staff and the designated Corporation member.
- It was noted that the above responsibilities were monitored by Corporation's Personnel Committee, which presented the College's annual report on safeguarding children and vulnerable adults to Corporation together with recommendations on any changes required to the College' safeguarding policies and procedures.
- Revised guidance on the need to CRB check host families for students on exchange visits had recently been issued to educational institutions.

- The College was considering safeguarding issues in relation to contractors and visitors to the College e.g. a new system for logging the presence of visitors to the College.

Corporation noted:

- Mary-Rose Hardy, nominated Corporation member with responsibility for safeguarding in relation to allegations against senior post-holders, had recently attended a safeguarding training course.
- Some Corporation members had undertaken safeguarding training in relation to their employment or voluntary responsibilities.

It was agreed that an update on the College's safeguarding action plan should be presented to the March 2010 meeting of the Corporation's Finance and General Purposes (F&GP) Committee, which should also review the need for further safeguarding training for Corporation members.

Action: Clerk/MWR

Corporation thanked Mike Rogerson and Carolyn Salt for presenting the briefing on safeguarding.

(Carolyn Salt and Mike Rogerson left the meeting).

Pre-Corporation discussion with local authority representatives

Mary-Rose Hardy declared that she was a Councillor with East Riding of Yorkshire Council during this item.

Judith Harwood (Hull City Council Head of Learning, Leisure and Achievement) and John F Wilson (East Riding of Yorkshire Council Assistant Director, Children & Young People) joined the meeting to discuss the College's contribution to local and sub-regional educational priorities and were welcomed to the meeting by the Chair of Corporation, John Wilson.

Ian Taylor, Vice-Principal (Performance Improvement) gave a presentation on the College profile and performance e.g.

- Students entered the College with lower than average scores for sixth form sector.
- Average points score per student in A levels and equivalent qualifications of 832.5, higher than any state-funded school or college in Hull and the travel-to-learn area of the East Riding villages and the towns to the west and north of the city and better than the national average.
- Value-added in the outstanding category for A Level for the last 4 years.
- Wide-range of courses.
- New College buildings.
- Good pastoral support.
- Large increase in student applications for 2010/11.

Nigel Richardson (Hull City Council Director of Children and Young People's Services) joined the meeting and was welcomed by the Chair of Corporation

Priorities for the local authorities (LAs) as the funding and commissioning bodies for 16-18 year old students were discussed, noting that these included:

- Learner choice
- Learner need
- Appropriate guidance on educational opportunities
- Support for learners
- High quality teaching and learning
- Progression pathways

- Flexibility of offer
- The importance of 14-19 partnerships

Appropriate advice and guidance available on educational options at age 16 were discussed, with the Student members of Corporation discussing the guidance they had received from schools, Connexions, and parents and their reasons for choosing Wyke. It was noted that they considered that the College had increased their confidence and was a good preparation for university.

Funding issues were discussed and, in particular, the fact that the College had had unfunded growth in students numbers in recent years and that funding for students aged 19, which included second chance students, would come through the Skills Funding Agency (SFA) rather than Young People's Learning Agency(YPLA)/LAs.

The Chair of Corporation thanked Judith Harwood, Nigel Richardson, and John F Wilson for attending the meeting.

(Judith Harwood, Nigel Richardson and John F Wilson left the meeting).

The Chair of Corporation, John Wilson, welcomed Glynis Hamlett to her first Corporation meeting as a Parent member of Corporation.

93.2 Declarations of interest

Mary-Rose Hardy asked for her standing declaration that she was a Councillor with East Riding of Yorkshire Council to be recorded.

93.3 Minutes of Meeting 92 held on 17 December 2009

The minutes of meeting 92 held on 17 December 2009 were approved with the following amendment: the minute at item 92.6(b)(i) on page 5 should record that John Wilson was the Chair of the F&GP Committee.

Action: Clerk

93.4 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 The Clerk had written to the Department for Children, Schools and Families (DCSF) to inform them of Corporation's decision to designate as a sixth form college, as agreed (92.3).
- 2 Corporation had agreed that the Chair of Corporation and the Principal should sign routine documents relating to the 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 (92.5).

Action: Clerk/Chair/RTS

- 3 The annual review of the Strategy Event Statement was on the agenda (92.5).

- 4 A review of Corporation's training/briefing schedule was on the agenda (92.5).
- 5 An update on completion of the annual review of the register of interests and audit of skills forms was on the agenda (92.5).
- 6 The Principal had signed the Financial Management Control Evaluation (FMCE), as agreed, and it had been submitted to the Learning and Skills Council (LSC) (92.6).
- 7 The internal audit service (IAS) Annual Report 2008/09 and financial statements/regularity auditors' report 2008/09 had been submitted to the LSC, as agreed (92.6).
- 8 The Chair of Corporation and the Principal had signed the letters of representation to the financial statements and regularity auditors, Baker Tilly, as agreed, and they had been sent to Baker Tilly (92.6).
- 9 The Chair of Corporation and the Principal had signed the approved Members' Report and Financial Statements for the y.e. 31.7.09, as agreed, and a copy signed by Baker Tilly had been submitted to the LSC (92.6).
- 10 The Finance Manager would repeat the NorVIC benchmarking exercise in the future, as appropriate (92.6).
- 11 The Financial Regulations had been amended, as agreed (92.6).
- 12 The College's policies and procedures for safeguarding children and vulnerable adults had been amended, as agreed (92.6).
- 13 It was agreed that the Chair would discuss with Mark Rothery, Assistant Principal, what support Corporation could give to the planned student trip to South Africa (92.7).
- 14 The Vice-Chancellor of University of Hull had been invited to open the Oak Building and had accepted (92.7).
- 15 Letters of appointment to Corporation had been sent to Glynis Hamlett and Grace Richardson, with appointment subject to a satisfactory Criminal Records Bureau (CRB) check, as agreed. Alastair Connell had been appointed as the co-opted external member of the Audit Committee, as agreed (92.8).
- 16 College and Corporation procedures including an appeal to the LSC had been amended, as agreed (92.8).
- 17 The Reserved Business minutes of the December 2009 meeting of Corporation had been kept confidential, as agreed, as they related to identifiable individuals (92.13).

93.5 Management Report, including property strategy

The Principal presented the management report, which was discussed.

(i) Student Activity and Events

Members noted the following events:

- Media Studies students had taken part in a successful trip to New York and overseas trips to Spain and to South Africa were planned for March 2010 and summer term 2010 respectively.
- The College choir had been invited to perform at the Queen Elizabeth II Conference centre in Westminster at the Sixth Form Colleges Forum (SFCF) launch to mark the formal designation of sixth form colleges from 1.4.10.

- Students completed responses to the LSC's Framework for Excellence learner voice questionnaire in the week before half term.

(ii) Re-development

Members noted that:

- Progress on the Oak Building was proceeding on schedule.
- There had been several meetings between the College, Kelvin Hall School, the Building Schools for the Future (BSF) team and Balfour Beatty to achieve the best possible solutions for the completion of the College re-development project and the commencement of the Kelvin Hall re-building programme.

Sarah Smythe, Corporation member and Headteacher of Kelvin Hall School confirmed that initial work on the Kelvin BSF project was expected to begin after Easter 2010, be fully underway by autumn 2010 and take 2 years.

(iii) Planning

Members noted that:

- The dissolution of the LSC would take place at the end of March 2010 and local authorities (LAs) would take on responsibility for commissioning and funding 16-18 education from 1.4.10;
- The College was awaiting a response to its second business case for growth i.e. a request for a further 51 full-time students aged 16-18 in addition to the growth of 66 already agreed.
- 1,055 applications for 2010/11 had been received to date, with growth continuing at a rate far in excess even of the recent years of growth.
- The Principal had attended for the first time a meeting of the East Riding 14-19 strategic group on 11.2.10, representing sixth form colleges from neighbouring LAs.
- Extensive discussions and a large number of meetings were currently taking place regarding the northern academy, attended by either the Principal or the Director of Resources..
- Nationally, all but one sixth form college had decided to be designated from 1.4.10.
- Regionally, the key area of development was the operation of the sub-regional group of local authorities in resolution of planning issues regarding funding and commissioning across LA boundaries.

The Management report was considered and received.

93.6 College Development Plan: (i) College Plan 2009-12: outcomes & (ii) College Plan: 2010-13

Ian Taylor, Vice-Principal (Performance Improvement) gave a report on outcomes against the College Plan 2009-12 and spoke to the draft plan for 2010-13.

Members considered outcomes against the targets in the Plan for 2009-12, noting that many had been achieved or were ongoing. The draft Plan for 2010-13 was reviewed. It was noted that the Plans had been considered at the February 2010 meeting of the Curriculum and Quality (C&Q) Committee.

Members noted in discussion that:

- The target of maintaining a whole College value added (VA) score that was significantly better than baseline for a range of VA measures including ALIS, ALPS and the LAT had been met while that for increasing the proportion of courses achieving positive value added had been met in part.
- The C&Q Committee considered that the target of 80% for 2013 for the percentage of courses at or above the outcome grade trend for ALPs A Level proposed in the draft Plan was appropriate.

- Targets relating to safeguarding and guidance had been promoted to the front of the Plan for 2010-13, to emphasis their significance.
- The stretch target for increasing success rates had been exceeded at level 2 (2009: 86.2% actual against a stretch target of 84%) but not at level 3 although rates had improved year on year since 2007 (2009: 83.1% actual, target 84%)
- Student attendance had risen although the target was not achieved (2009: 88.68% actual, target 89.5%), with the target set at 90% for 2013 in the Plan for 2010-13.
- Achievement of targets in the curriculum section was good.
- Under increasing capacity, almost all the targets for exploring and developing optimal cooperation for the benefit of learners had been met and developing the skills, experience and capacity of the full staff through training, recruitment and support had been met in part, with further development to be undertaken.
- Increased enrolment demonstrated targets for developing and improving the reputation of the College were being met through a high pass rate at A2 although further improvement of high (A-B) grades at A2 was required (2008: 43.3% A&B grades, 2009; 42.4% A&B grades, excluding General Studies).

Members discussed in detail the target for enhanced employer engagement relating to the development of industrial links in partnership with 11-16 schools and collaborating in organisation of conferences for local companies, noting that:

- The target had been partially met, as although the College had limited links with local companies, it had some involvement through vocational courses and an improvement in partnership industrial links with schools, with further development work under consideration.
- The potential difficulties of increasing engagement with local companies in a time of economic recession.
- The importance of developing this area further given the continuing high level of young people who were NEETs (Not in Employment Education or Training) in the Haltemprice area.

Corporation reviewed outcomes for 2009 against the College Plan for 2009-12 and considered the draft Plan for 2010-13.

93.7 Review of Strategy Event Statement

John Wilson, as Chair of Corporation, invited the Principal to speak to the Strategy Event Statement approved at the July 2009 meeting of Corporation, noting that it had been agreed that it should be subject to annual review at the spring term meeting at which the College Plan was reviewed.

Corporation agreed that the Strategy Event Statement still represented an appropriate strategy for the College, based as it was on growth in student numbers. It was noted that there could be, however, significant future risks for the sector particularly in relation to funding although it was also noted that funding for students aged 16-18 was currently protected.

93.8 Committee reports, presentations & recommendations

(a) Finance & General Purposes (F&GP) Committee

(i) Student numbers and funding report

John Wilson, as Chair of the F&GP Committee invited the Principal to speak to the Student numbers and funding report, which had been considered at the January 2010 meeting of the F&GP Committee.

Members noted in discussion that:

- The College had exceeded its funding target for 2008/09 and was on target to exceed its allocation for 2009/10, with reported numbers now expected to be fairly static.
- Retention for level 3 students aged 16-18 had fallen compared to this point in the previous year i.e. it was 95.2% compared to 97% in 2009.
- Although the census date was now 6 weeks from the start of the student's course, the table still calculated retention from 1 November to allow comparison with previous years but the new census date would be added to future updates of the table

The Committee received the Student Numbers and Funding Report for January 2010, noting a drop in retention for level 3 students aged 16-18 compared to the same point in the previous year, which the College and the F&GP Committee would keep under review.

(ii) Monthly management accounts, including report on performance indicators (PIs) and cashflow

John Wilson reported that the F&GP Committee had considered the accounts for December 2009 at its January 2010 meeting and invited the Finance Manager, Steve Rogers, to speak to the management accounts for January 2010, including the key performance indicators (KPIs) and ratios.

Members noted in discussion that:

- The budgeted deficit for the year was £96,700.
- After the first 6 months of the year the College was performing ahead of budget, with a historical cost surplus of £105,300 against a budgeted surplus of £22,300.
- That the first stage of the pay award for both teaching and support staff had been processed, with the second stage due in April 2010.
- That, as result of low interest rates, there had been a saving in budgeted interest payable on the loan to support the re-development of the College re-development project.

The Committee considered the management accounts for January 2010, noting that the College was currently performing ahead of budget and would seek during the remainder of the year to minimise the year-end budgeted deficit of £96,700, if possible.

(iii) Borrowing update

John Wilson reported that the Committee had considered a borrowing report at its January 2010 meeting and invited Steve Rogers to present an updated report on interest rate movements to Corporation.

A report on interest rate movements was received and it was agreed that it was not appropriate at this stage to fix a further portion of the loan taken out to support the College re-development project. It was noted that the F&GP Committee would continue to keep interest rate movements under regular review, as previously agreed.

(iv) Recommendation from Finance Manager on ESOL fees

John Wilson invited Steve Rogers to speak to the recommendation on fees for 2010/11 for courses in English for Speakers of Other Languages (ESOL).

Members noted that:

- It was noted that recommendation was being made by the Finance Manager and had not been previously considered by the F&GP Committee
- It was necessary to agree annual fees earlier than had traditionally been the case because of a change in immigration rules.
- Although an increase in fees was proposed, fees still remained competitive.

Corporation approved the proposed ESOL fees for 2010/11.

(v) Code of Practice on Freedom of Speech

John Wilson reported that Eversheds updated draft Code of Practice on Freedom of Speech had been considered at the January. 2010 meeting of the F&GP Committee and was being recommended to Corporation for approval.

It was agreed following discussion that advice need to be sought on the following issues before the draft Code of Practice on Freedom of Speech could be approved:

- ***The number of people attending a meeting to be specified at section 3.2***
- ***Whether the wording of the list of reasonable grounds on which permission to hold a meeting could be refused at section 3.5 should be interpreted as implying that only where a criminal offence was likely to be committed could permission be refused.***

Action: Clerk/GC

(b) Curriculum & Quality Committee

Development Plan

It was noted that the above item, which had been considered at the February 2010 meeting of the C&Q Committee, had already been considered earlier on the agenda at item 93.6.

(i) LSIS/AoC consultation on governance review

It was noted that the above item, which had been considered at the February 2010 meeting of the C&Q Committee, would be considered at item 93.9 later on the agenda.

(c) Personnel Committee

(i) Personnel: equality and diversity report: staff recruitment

(ii) Single Equality Scheme (SES) action plan

(ii) Learning & Skills Improvement Service (LSIS) guide on Equality & Diversity & Governance

Mary-Rose Hardy, the Chair of the Personnel Committee, reported that the above documents were considered at the February 2010 meeting of the Personnel Committee and were being presented to Corporation for information.

(iv) Senior post-holder procedures

Mary-Rose Hardy presented the Personnel Committee's recommendation on senior post-holder procedures. Members noted that:

- Corporation had last approved senior post-holder disciplinary and grievance procedures in July 2007.

- Since the approval of the above procedures, the statutory dispute resolution procedures had been repealed, ACAS had produced a statutory Code of Practice on discipline and grievance, and the Articles of Government had been revised to remove the detailed guidance on procedures for the suspension and dismissal of senior post-holders.
- The senior post-holder disciplinary and grievance procedures had therefore been revised and a capability procedure produced taking into account SFCF model procedures and guidance.
- Senior post-holders had been consulted on the draft procedures.

Corporation approved the senior post-holder capability procedure, the revised disciplinary procedure, and revised grievance procedure on the recommendation of the Personnel Committee.

Action: Clerk/CS

93.9 Governance issues

(a) External consultations:

(i) SFCF response to LSIS/Association of Colleges (AoC) governance consultation.

Corporation noted that the C&Q Committee had considered the SFCF response to the LSIS/AoC governance consultation at its February 2010 meeting and were recommending that Corporation should endorse it as its response to the consultation.

Corporation agreed to endorse the SFCF response to the LSIS/AoC governance consultation.

Action: Clerk

(ii) Revisions to Instrument & Articles of Government

The Clerk reported that:

- The DCSF were consulting with SFCF on a draft order for modifications to the Instrument and Articles of Government for sixth form colleges (I&A) in line with the Machinery of Government changes and the dissolution of the LSC from 1.4.10.
- It was expected that the new I & A would be issued to corporations shortly.
- SFCF advised that the modifications would need to be agreed by each corporation and in place by 1.4.10.

Corporation received the briefing from the SFCF on the proposed modifications to the I&A for sixth form colleges and agreed that, if Corporation were required to adopt them before 1.4.10, an Extraordinary meeting of the Corporation should be held just before the F&GP Committee meeting scheduled for 23 March 2010.

Action: Clerk

(b) Policies: minor updating revisions to procedure where Corporation is acting inappropriately or beyond its powers

Corporation approved, on the recommendation of the Clerk that the above procedure be updated as follows:

- ***In the introductory paragraph “(FEFC Circular 99/48)” should be replaced with “(December 2006)”***

- ***At para. 2 the reference to the “Department for Education and Skills” should be replaced with the “Department for Children, Schools and Families”, and the reference to the “Learning and Skills Council” should be amended to read “Learning and Skills Council (or any appropriate successor body)”.***

Action: Clerk

(c) Report on Corporation and Committee vacancies

Corporation noted that Pam Blackman had resigned from Corporation due to external work commitments and that the vacancies for a Corporation member and a member of each of the C&Q and Student Committees so created would be considered by the Search Committee at its April 2010 meeting.

Action: Clerk

Members noted that the Chair of Corporation had written to Pam Blackman to thank her for her work for the Corporation.

(c) Corporation and Committee performance indicators 2008/9 & year to date

Corporation received, for information, a report on Corporation and Committee performance indicators 2008/9 which had been considered by the February 2010 C&Q Committee. It was noted that overall Corporation attendance year to date was 73% against a target of 75% set.

(e) Progress reports on the updating of register of interest, audit of skills forms, Corporation self-assessment 2009

It was noted that the updating of the register of interest, and audit of skills forms, and completion of the Corporation self-assessment 2009 was largely complete.

(f) Report on Corporation briefing and training schedule 2008/09

Then Clerk reported that Corporation had agreed at its July 2009 meeting a schedule of topics to be included as pre-Corporation briefing sessions or included in the Management Report during 2009/10, as appropriate.

The following briefings had been given during 2009/10 to date:

- Briefing on the College’s new tutorial system
- Safeguarding children and vulnerable adults

The following were items on which regular updates are provided in the Management Report:

- 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 or Machinery of Government updates

The following briefings remained to be given:

- Equality and diversity
- LSC’s Framework for Excellence (FfE)
- Ofsted’s new inspection framework in force from September 2009

The report on Corporation’s training and briefing schedule was received.

93. 10 Committee minutes and annual reports

(a) Annual Committee Reports

The annual report of the Remuneration Committee for 2008/09 was received.

(b) Committee minutes: Dec. 2009 – Feb. 2010

Corporation received the following Committee minutes, with Committee reports and recommendations having been received as noted at items 93.8 above:

- F&GP Committee meetings, 26 Jan. 2010

It was noted that the minutes of the following meetings would be presented to Corporation 94, Committee reports and recommendations having been received as noted at items 93.8 above:

- C&Q Committee meeting, 9 Feb. 2010
- Personnel Committee meeting, 1 Feb. 2010

It was noted that the following minutes would be considered under the reserved business agenda at item 93.14:

- Remuneration Committee meeting, 15 Dec. 2009

(c) Dates of forthcoming Committee meetings

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

- Audit Committee, Mon. 15 Mar. 2010 at 4.30pm
- F&GP Committee, Tues. 23 Mar. 2010 at 4.30pm
- Student Committee, Fri. 12 Mar. 2010 at 12.45pm

93.11 Any Other Business

It was noted that there was no other business.

93.12 Risk management – to consider risks associated with items on the agenda

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

93.13 Date of next meeting: 12 May 2010 at 5.00pm

93.14 Reserved Business agenda: Corporation Reserved Business minutes of 17 December 2009 & Remuneration Committee minutes of 15 December 2009

Under Instrument of Government 14, where required by the other members present, staff members of Corporation, including the Principal, are required to withdraw from that part of any Corporation meeting at which staff matters relating solely to that member of the staff are to be considered, staff matters relating to any member of staff holding a post senior to that member's are to be considered, and student members are required to withdraw from any part of a Corporation meeting at which staff matters relating to a current or prospective member of staff are to be discussed.

In line with Corporation's practice, it was agreed that the following Corporation members should leave the meeting before the above item was discussed: Jim Darmody (Teaching Staff member), Cayleigh Galloway (Student member of Corporation), Daniel Wood (Student member of Corporation), .

In line with Corporation's practice, it was also agreed that the following staff members/senior post-holders should leave the meeting before the above item was discussed: Steve Rogers (Finance Manager), Ian Taylor (Vice-Principal, Performance Improvement), Mark Rothery (Assistant Principal).

It was agreed that the discussion of the items on the reserved business agenda should be kept in a confidential minute as they related to identifiable members of staff.

Action: Clerk

Fiona Bagchi
Clerk to the Corporation

ACTIONS ARISING FROM CORPORATION 93 HELD ON 24.2.10

NO	ACTION FOR	ACTION	STATUS OF ACTIONS
1	Clerk/MWR	Updated safeguarding action plan to F&GP & F&GP to decide whether Corp. requires further safeguarding training – <u>Mar. 2010.</u>	Done. F&GP recommended access to on-line/paper safeguarding training for Corp. members which is underway for those who have not undertaken recent training elsewhere.
2	Clerk	Amend Dec. 2009 Corp. Minutes, as agreed – <u>Feb. 2010.</u>	Done.
3	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 2009/10 & ongoing.</u>	
4	Clerk/GC	Code of Practice on Freedom of Speech: seek advice on sections 3.2 & 3.5 before approval – <u>May 2010.</u>	GC: confirmed that concern about the restrictive nature of clause 3.5 is met by clause 3.6.3.
5	Clerk/CS	Note approval of approved senior post-holder procedures for new capability, & revised grievance & disciplinary - <u>Feb. 2010.</u>	Done.
6	Clerk	Submit SFCF response to LSIS/AoC governance consultation as the College's endorsed response – <u>Mar. 2010.</u>	Done.
7	Clerk	Advise Corp. members if Extraordinary meeting of Corp. required in Mar. 2010 to adopt modification to Instrument & Articles of Government – <u>Mar. 2010.</u>	Extraordinary meeting of Corp. not required in Mar. 2010. DCSF has advised that consultation on modifications to Instrument & Articles of Government will be undertaken by YPLA after 1.4.10.
8	Clerk	Revise procedure for use where Corp. acting inappropriately or beyond its powers, as agreed – <u>Feb. 2010.</u>	Done.

NO	ACTION FOR	ACTION	STATUS OF ACTIONS
9	Clerk	Search to review vacancies on Corp. & Committees arising from PB's resignation – <u>Apr. 2010.</u>	Done. See Search Committee recommendations & minutes on the agenda.
10	Clerk	Reserved Business minutes of Corp. 93 to be kept confidential – <u>Feb. 2010.</u>	Done.