

STAFFORD COLLEGE CORPORATION

**MEETING OF THE STAFFORD COLLEGE CORPORATION TO BE HELD ON  
THURSDAY 22 APRIL 2010 AT 5.30 pm IN ROOM T323**

**AGENDA**

**Note:**            *Any member wishing to discuss any of the following items prior to the meeting is asked to contact the Clerk.*

**PART I**

1. Apologies for absence
2. Declaration of Interests: Members are reminded of their duty to declare an interest, financial or otherwise, in any item on the Agenda

**Governor Briefing:**

3. Vice Principal (Curriculum and Quality) to brief members on the College's higher education provision delivered in partnership with Staffordshire University

**Item from College Management:**

4. Mrs J Pountney, Head of Corporate Services, to present for approval the following revised draft procedures:
  - Disciplinary Procedure for Senior Postholders
  - Grievance Procedure for Senior Postholders
  - Recruitment and Selection of Senior Postholders
5. Meeting held on 10 December 2009:
  - (a) Part I Minutes
  - (b) Matters Arising:
    - Minute 1660 (b)(i) - Financial Statements 2008/09:
    - Clerk to confirm future arrangements regarding consideration of the draft letter of representation on the Financial Statements by the Audit Committee
6. Summary Reports from Committees: Committee Chairs to report on the following:
  - (a) Curriculum Standards and Performance Committee, 1 March 2010 (*Mr I Mason*)
  - (b) Search and Governance Committee, 8 March 2010 (*Mr I Mason*)
  - (c) Part I Audit Committee, 9 March 2010 (*Mr M R Bagguley*)
  - (d) Parts I and II Resources Committee, 17 March 2010 (*Mr G M Humby, Vice Chair*)

**Items for Information:**

7. College Financial Health: Principal to report the LSC's agreement with the College's self-assessed grade of "Outstanding" for its Financial Health Category for the year ending 31 July 2009.
8. Accommodation Strategy: To receive an update on progress from the Head of Capital Development

9. Applications 2010/11: Vice Principal (Curriculum and Quality) to present a report on applications received to date for full-time FE courses
10. Management Accounts, March 2010: Vice Principal (Resources) to present  
*(Note: These Accounts have already been distributed and members are asked to bring their copy to the meeting) - or to be distributed in time for the meeting? Check with Helen*
11. Funding: Principal to report on the College's funding allocation for 2010/11

#### **Corporation Updates:**

12. Governor Training: Mr I Mason/Mr G Davies Marshall to report on their attendance at the LSIS Annual Governance Conference, 18-19 March 2010
13. Chair's Report
14. Principal's Report
15. Clerk's Report:
  - (a) Corporation Performance Indicators October 2009 - March 2010
  - (b) Corporation Standing Orders
  - (c) Governor Link Scheme - feedback on visits made during Autumn/Spring terms
16. Any Other Business  
*(Note: Any member wishing to raise for discussion an item that is not already included in this agenda is requested to inform the Clerk at least two working days before the meeting)*
17. Date and Time of Next Meeting: Thursday 8 July 2010 at 5.30 pm in Room T323

#### **PART II**

*Under paragraph 17(2)(d) of the Instrument of Government, the following items are to be dealt with on a confidential basis:*

18. Meeting held on 10 December 2009:
  - (a) Part II Minutes
  - (b) Matters Arising
19. Summary Report of Part II Audit Committee Meeting, 9 March 2010 - *Mr M R Bagguley*

*Paragraphs 14(5) and 14(9) of the Instrument of Government apply to the following item of business in respect of the Staff and Student Members:*

20. Restructuring - Principal to report

***Paragraphs 14(5) and 14(9) of the Instrument of Government also apply to the following item of business in respect of the Principal and paragraphs 14(5) and 14(10) apply in respect of the Clerk: Members of the Corporation will be required to appoint a member to act as Clerk for this item of business***

21. Summary Report of Part II Remuneration Committee Meeting, 25 February 2010 -  
*Mr S Birkin*):

Remuneration of Senior Postholders - The Corporation is requested to consider the Remuneration Committee's recommendations in respect of the remuneration of:

- (i) the Vice Principal (Curriculum and Quality)
- (ii) the Vice Principal (Resources)
- (iii) the Principal
- (iv) the Clerk to the Corporation