

STAFFORD COLLEGE CORPORATION

**MEETING OF THE STAFFORD COLLEGE CORPORATION TO BE HELD ON THURSDAY 9 DECEMBER 2010 AT 5.30 pm IN ROOM T323**

**AGENDA**

- Note:***
- (i) *Any member wishing to discuss any of the following items prior to the meeting is asked to contact the Clerk.*
  - (ii) *An asterisk denotes those items that either have previously been discussed in detail at Committee/Board level or are provided for members' information. Supporting papers are attached and the items may be opened up for further discussion, if required*

**PART I**

1. Membership: To welcome the following to their first meeting of the Corporation:
  - (a) Lt Col Sharon Nesmith, following her appointment as an Associate Governor on 14 October 2010
  - (b) Miss Sophie Kenny, following election as a Student Member by the Student Council
2. Apologies for absence
3. Declaration of Interests: Members are reminded of their duty to declare an interest, financial or otherwise, in any item on the Agenda
4. Meeting held on 14 October 2010:
  - (a) Part I Minutes
  - (b) Matters Arising

**Part I Committee Summary Reports**

6. Committee Chairs to report as follows:
  - (a) Curriculum Standards & Performance Committee Meeting, 8 November 2010 - *Mr I Mason*
    - Student Members' update
  - (b) Audit Committee Meeting, 16 November 2010 - *Mr M R Bagguley*
    - FMCE Return 2010\*
    - Review of Financial Statements/Regularity Auditors for 2010/11\*

***Note: Those items relating to the Financial Statements 2009/10 considered by both the Audit and Resources Committees have been bound separately and will be considered under Item 10 below***

- (c) Resources Committee Meeting, 24 November 2010 - *Mr S Birkin*
  - Staff Disciplinary Procedure\*
  - Pay Award 2010/11\*

### ***Items presented by College Management:***

7. Self Assessment: Mr P Baker, Quality Manager, to present for approval the College Summary Self-Assessment Report for 2009/10 for submission to the SFA
8. Accommodation Strategy:
  - (a) To receive an update from the Director of Capital Development and MIS, including the appointment of Consultants for Stage E of the Capital Project
  - (b) To request approval to proceed with demolition of the Link and Workshop Blocks, subject to receipt of planning permission and main contractor appointment

### ***Items for Approval/Action:***

9. Equality and Diversity: Vice Principal (Curriculum and Quality) to present the updated Equality and Diversity Code of Practice and Action Plan
10. Financial Statements: The Corporation is requested to approve the Financial Statements for the year ended 31 July 2010, for submission to the SFA - *Vice Principal (Resources) to report*

*Note: The Corporation is required to have all of the following reports available before approving the Financial Statements for 2009/10 and the statements contained therein on Corporate Governance, Responsibilities of Members of the Corporation and the System of Internal Control:*

- (i) Financial Statements Audit Management Letter for the year ended 31 July 2010 and Management's Letter of Representation as Appendix 1
- (ii) Learner Number Funding Assurance Report for 2009/10
- (iii) Internal Audit Service Annual Report 2009/10
- (iv) Annual Report of the Audit Committee to the Corporation and Principal
- (v) Risk Management Annual Report from Management to the Corporation (including the Risk Management Policy for 2010/11)

### ***Items for Information/Discussion:***

11. Corporation Updates:
  - (a) Chair's Report
  - (b) Principal's Report
  - (c) Clerk's Report
    - Appointment of Chair of the Corporation
    - Governance SAR
12. Any Other Business
13. Dates and Times of Next Meetings:

Annual General Meeting:	Wednesday 12 January 2011, 7.00 for 7.30 pm in Room E416
Planning Session/Meeting:	Thursday 10 February 2011, 4.30 pm in Room T323
Scheduled Ordinary Meeting:	Thursday 7 April 2011, 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:*

14. Meeting held on 14 October 2010:
  - (a) Part II Minutes
  - (b) Matters Arising

### **Part II Committee Summary Reports**

15. Committee Chairs to report as follows:
  - (a) Audit Committee Meeting, 16 November 2010 - *Mr M R Bagguley*
  - (b) Resources Committee Meeting, 24 November 2010 - *Mr S Birkin*
    - Update on Bank Loan Agreement with Barclays Corporate