

**MEETING OF THE STAFFORD COLLEGE CORPORATION TO BE HELD ON
THURSDAY 14 JULY 2011 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.*

- *Prior to the start of the meeting Governors' Certificates of Merit will be presented to 8 students in recognition of their individual significant achievements during their course of study at the College*
- *This meeting will be observed by Mr Gary Phillips from Burton and South Derbyshire College as part of a work shadowing exercise*

PART I

1. Apologies for absence
2. Membership:
 - (i) To report the resignation of Mrs H Haroon-Iqbal with effect from 6 June 2011
 - (ii) To report the completion of term of office on 31 July 2011 of Miss S Kenny, Student Member
 - (iii) To report the resignation of Dr T Ramgopal, Associate Governor, with effect from 31 July 2011
3. Declaration of Interests: Members are reminded of their duty to declare an interest, financial or otherwise, in any item on the Agenda

Items from College Management:

4. Equality and Diversity: Mr T Guest, Equality & Diversity Co-ordinator, to present the draft Single Equality and Diversity Policy for approval

Governor Briefing:

5. Principal to update members on the implications for the College of the Wolf Review of vocational 14-19 education - "The Wolf Report"

6. Meeting held on 7 April 2011:
 - (a) Part I Minutes
 - (b) Matters Arising
7. Part I Summary Reports from Committees - Committee Chairs to report:
 - (a) Curriculum Standards and Performance Committee, 6 June 2011 - *Mr I Mason*
 - Student Governor update on Learner Voice
 - (b) Audit Committee, 21 June 2011 - *Mr M R Bagguley*
 - (c) Resources Committee, 29 June 2011 - *Mr S Birkin*

Item for Information:

8. *Capital Development: Mr C Riding, Director of Capital Development/Vice Principal (Resources) to present a progress report

Items for Approval/Action:

9. Three-Year Financial Plan, 2011/12 - 2013/14: Vice Principal (Resources) to present the following for the Corporation's approval, for submission to the Skills Funding Agency:
 - (a) Initial Budget for 2011/12
 - (b) Three-Year Financial Forecast 2011/12 - 2013/14
10. Bursary Fund: Vice Principal (Curriculum and Quality) to present the updated Bursary Fund Policy 2011/12 for approval
11. Application of the Corporation Seal: Clerk to request approval to use the Corporation seal for signing the following contracts:
 - (i) Project Management contract with GVA Grimley Limited
 - (ii) M&E Services contract with Couch Perry & Wilkes LLP
 - (iii) Quantity Surveyor and CDM Coordinator Services contract with AA Projects Limited
 - (iv) Main Contractor contract with BAM Construction
 - (v) Section 106 Agreement with Stafford Borough Council/Staffordshire County Council: to report Chairman's Action regarding use of the seal

Corporation Updates:

12. Chair's Report
13. Principal's Report
14. Clerk's Report:
 - (a) Membership: To consider an application for Board Membership from Cllr P E Jones
 - (b) Composition of the Corporation: To request members to consider suggestions for a reduction in the size of the Board
 - (c) Governor Link Scheme: Members to report on recent link visits

15. 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)
16. Date and Time of Next Meeting:
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| Planning/Training Event: | Thursday 22 September 2011 <i>(further details to be announced nearer the time)</i> |
| Ordinary Scheduled Meeting: | Thursday 13 October 2011 at 5.30 pm |

PART II

17. *Capital Project: Chair of the Accommodation Strategy Working Group/Vice Principal (Resources) to report on the outcome of interviews for the appointment of a Main Contractor held in May 2011
18. Meeting held on 7 April 2011:
- (a) Part II Minutes

Under paragraph 17(2)(d) of the Instrument of Government, the following items are to be dealt with on a confidential basis and paragraphs 14(5) and 14(9) shall apply to Staff and Student Members:

- (b) Part II Minutes - Clerk to the Corporation
- (c) Matters Arising
19. Part II Summary Report of the Resources Committee Meeting held on 29 June 2011 - *Mr S Birkin, Committee Chair, to report*

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

20. Summary Report of the Remuneration Committee Meeting held on 21 March 2011: *Remuneration of the Principal - Chair of the Corporation to report*