

STAFFORD COLLEGE CORPORATION

**MEETING OF THE RESOURCES COMMITTEE TO BE HELD ON  
WEDNESDAY 23 NOVEMBER 2011 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. Membership: To welcome (HE Student) to his/her first meeting of the Committee
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 of the Resources Committee held on 29 June 2011:
  - (a) Minutes
  - (b) Matters arising

**Item from College Management:**

5. Staff Survey: Miss E Reed, Quality Manager, to present the results of the Staff Annual Questionnaire for 2010, including National Benchmark Data
6. Staff Monitoring: Mrs J Pountney, Head of Corporate Services, to present the Annual Staff Monitoring Report for 2010/11
7. Capital Project: To receive an update from Mr C Riding, Head of Capital Development

**Items for Recommendation to the Corporation:**

8. Financial Statements:
  - (a) Vice Principal (Resources) to present the Financial Statements for 2010/11 for recommendation to the Corporation
  - (b) Vice Principal (Resources) to report on variances between the Management Accounts and the Financial Statements for 2010/11
9. Annual Pay Award 2011/12: Principal to present for recommendation to the Corporation the annual pay award to staff, other than Senior Postholders, for 2011/12

**Items for Discussion/Decision:**

10. Management Accounts: Vice Principal (Resources) to present the Management Accounts for October 2011

11. Student Council Accounts: Vice Principal (Resources) to present the Students Council's Accounts for 2010/11
12. Sustainability: Vice Principal (Resources) to present the annual report of the College's Sustainability Group, to include a review of the Environmental/Sustainability Policy

***Clerk's Items:***

13. Committee Self-Assessment - *Clerk to report*
14. Committee Standing Orders - Clerk to present proposed amendments to the Committee's Standing Orders, for recommendation to the Corporation in December 2011
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 - Wednesday 21 March 2012 at 5.30 pm

**PART II**

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

17. Meeting held on 29 June 2011:
  - (a) Part II Minutes
  - (b) Matters Arising
18. Staffing Matters - *Principal to report*