

STRATFORD-UPON-AVON COLLEGE CORPORATION
CORPORATION MEETING
THURSDAY 15 DECEMBER 2011 AT 1.15PM IN GF11 COMMITTEE ROOM

AGENDA

PRESENTATION ON NEW INSPECTION FRAMEWORK 1.15

PART ONE - ROUTINE BUSINESS

1. APOLOGIES / WELCOME TO NEW GOVERNORS 1.45
Apologies have been received from Martin Penny

2. DECLARATIONS OF INTEREST
Members are invited to declare any interest in business to be discussed at the meeting.

3. MINUTES OF LAST MEETING
The minutes of the Corporation meeting held on 13 October 2011 are enclosed as **Appendix A**.
It is recommended **THAT:**
The minutes of the Corporation meeting held on 13 October 2011 be regarded as correct and signed by the Chair of the Corporation.

4. MATTERS ARISING
There are no matters arising that are not dealt with elsewhere on the agenda as substantive items

5. COMMITTEE REPORTS / MATTERS ARISING
Please note that the minutes of the Committee meetings will be taken as read. The Chair will invite the Committee Chair to bring to the attention of the meeting significant matters discussed prior to moving to the associated recommendation/s:

5.1 Search Committee 1.50
Enclosed as **Appendix B** are the minutes of the Search Committee meeting held on 7 November 2011.
It is recommended **THAT:**
The minutes of the Search Committee be received by the Corporation and the action endorsed, in particular, Alice Broadfield and Kevin Dimmelow be appointed to the Corporation until 14 December 2015.

5.2 Standards and Performance Monitoring Committee 1.55
Enclosed as **Appendix C** are the minutes of the Standards and Performance Monitoring Committee meetings held on 7 November and 21 November 2011 together with the following documents:
Appendix D (to follow) – Summary of the College Self-Assessment Report and Action Plan 2010/11 which highlights the grade profiles, key strengths and weaknesses, and actions from last year's Action Plan. A hard copy of the full report will be available for viewing at the Corporation meeting. Electronic copies will be issued to Committee members.
Attention is drawn to the discussions in both meetings regarding success rates and the actions being taken by College Management.
It is recommended **THAT:**
a) The minutes of the Standards and Performance Monitoring Committee meetings held on 7 November and 21 November 2011 be received by the Corporation and the action endorsed;
b) The 2010/11 College Self-Assessment Report and Action Plan be agreed.

5.3 General Purposes Committee

2.10

Enclosed as **Appendix E** are the minutes of the General Purposes Committee meeting held on 15 November 2011 together with the following documents:
Appendix F – Health and Safety Annual Report 2010/11 and Safeguarding Report.

It is recommended **THAT:**

- a) The minutes of the General Purposes Committee be received by the Corporation and the action endorsed;
- b) The Health and Safety Annual Report for 2010/11 be received and 2011/12 targets agreed.

5.4 Audit Committee

2.25

Enclosed as **Appendix G** are the minutes of the Audit Committee meeting held on 29 November 2011 together with the following documents:

Appendix H for Baker Tilly's Audit Findings Report and Letters of Representation.

Appendix I Audit Committee Annual Report to the Chief Executive and Corporation;

Appendix J Risk register

It is recommended **THAT:**

The minutes of the Audit Committee be received by the Corporation and the action endorsed, in particular:

- a) The Corporation accept the Audit Findings Report
- b) Letters of Representation be approved from an audit perspective and the Letters of Representation signed;
- c) The Corporation receive the Annual Report of the Audit Committee, including risk management.
- d) The Risk Register be agreed

5.5 Finance Committee

2.40

Enclosed as **Appendix K** are the minutes of the Finance Committee meeting held on 6 December 2011 excluding Item 17 which is classified as confidential and together with the following documents:

Appendix L – Report and Financial Statement for 2010/11 (these to be read in conjunction with the Baker Tilly Audit Findings Report and Letters of Representation;

Appendix M – Management Accounts for October 2011, period 3.

It is recommended **THAT:**

The minutes of the Finance Committee meeting held on 6 December 2011 be received by the Corporation and the actions endorsed, in particular:

- a) The Report and Financial Statements for 2010/11 be approved by the Corporation, signed and forwarded to the Skills Funding Agency;
- b) Baker Tilly's Audit Findings Report be approved by the Corporation for release to the Skills Funding Agency together with Letters of Representation and recommend their approval and signature.
- c) The Management Accounts for October 2011, period 3, be approved by the Corporation;

6. FEEDBACK FROM AOC CONFERENCE

The Chair will report to the meeting on any significant issues arising from the AOC annual conference that has recently taken place in Birmingham

It is recommended **THAT:**

7. DATE OF NEXT MEETING

It is recommended **THAT:**

The Corporation meet again on:

Thursday 29 March 2012, Monday 2 July 2012 and Monday 15 October 2012 from 1.15pm to 4.00pm at the College (please note revised dates)

In addition please note that there is a Learner Conference for International Students on 25 January 4.30pm to 6.30pm and one of Rugby Students on 5 March 10.00am to 12.30pm at the Rugby Centre.

8. ANY OTHER BUSINESS

Any Corporation Member wishing to raise an item under Any Other Business is invited to notify the Clerk to the Corporation by 1pm on 13 December 2011.

PART TWO – STRATEGIC ISSUES

8.1 STRATCAST PRESENTATION 3.00
Andy Tyers will give a brief presentation to the Corporation on a new initiative.

8.2 STUDIO SCHOOL 3.15
Enclosed as **Appendix N** is an update, prepared by the Deputy Principal on proposals to establish a Studio School.
It is recommended **THAT**:

8.3 Principal's Up-date 3.30
The Deputy Principal will present the Principals up-date for the Autumn Term and discuss with the Corporation current and future issues.

PART THREE – CONFIDENTIAL MATTERS 3.45
Staff and Student Members may be asked to withdraw for this item of confidential business.

CLOSE OF MEETING 4.00