

## MEETING OF THE CORPORATION OF FAREHAM COLLEGE

8<sup>th</sup> December 2010 – 5.30 pm  
Large Conference Room

### A G E N D A

1. **Declaration of interests** – Members are reminded of the need to declare any personal or financial interest in any item of business to be discussed during the meeting
2. **Apologies for absence and welcome to new members** – Members will receive and consider for approval the apologies for absence of members from the meeting
3. **Minutes of the special meeting held on the 5<sup>th</sup> October 2010** – attached
  - 3.1. **Matters arising from the minutes** of the special meeting held on the 5<sup>th</sup> October 2010
4. **Confidential Minutes of the special meeting held on the 5<sup>th</sup> October 2010** – attached
  - 4.1. **Matters arising from the confidential minutes** of the special meeting held on the 5<sup>th</sup> October 2010
5. **Correspondence:**
  - (i) Letter dated 1<sup>st</sup> November 2010 from Buckingham Palace following HRH Princess Royal opening ceremony of Sixth Form Centre – to note

#### 6. CHAIRMAN'S REPORTING AND CORPORATION BUSINESS MATTERS:

- (i) Chairman's liaison with other colleges – **verbal report to be provided**
- (ii) Membership Issues and Report of the Search Committee – **paper attached**
- (iii) Review of Appointment of Acting Principal – **strictly confidential paper for Governors who are not staff or students**
- (iv) Report on Performance Review of the Clerk – **confidential paper attached**
- (v) HR Strategy Update – November 2010 – **attached for approval**
- (vi) 14-19 F&G Consortium Revised Terms of Reference – **attached for approval**

#### 7. CHIEF EXECUTIVE REPORTING:

- (i) The Principal's Autumn Term Report – **confidential report to follow**
- (ii) Progress Review of Strategic Objectives L&M – **paper to follow**

#### COLLEGE RISK MANAGEMENT & AUDIT MATTERS:

#### 8. Risk Management:

- (i) Annual Report of the Risk Management Group – November 2010 – **report attached**

#### 9. Internal Audit:

- (i) The Annual Report of the Audit Committee to the Corporation 2009/2010 – **report attached**
- (ii) Internal Audit Annual Report 2009/2010 – **report attached for approval**
- (iii) Strategic Internal Audit Plan 2010-2013 and Annual Internal Audit Plan 2010/2011 – **attached for approval**

#### 10. External Audit:

- (i) Report and Financial Statements: Year Ended 31<sup>st</sup> July 2010 – **attached for approval**
- (ii) Audit Management Letter – **attached for approval**
- (iii) Letter of Representation – **attached for approval**

#### 11. COLLEGE FINANCIAL MATTERS:

- (i) The Management Accounts at 31<sup>st</sup> October 2010 – **confidential paper attached**
- (ii) Report on Sources of all Funding – **paper attached**
- (iii) Financial Management and Control Evaluation – **attached for approval**
- (iv) Annual Review of Financial Regulations – **attached for approval as recommended by the F&R Committee**

#### 12. STUDENTS, CURRICULUM, QUALITY & STANDARDS

- (i) Self-Assessment Report 2009/2010 – **report provided at Governors' Training**
- (ii) Quality Improvement Plan 2010/2011 – **report to be provided at the meeting**
- (iii) Annual Report on Equality & Diversity – Dec 2010 – **report attached**
- (iv) Annual Report on Safeguarding – Dec 2010 – **report attached**
- (v) Learner Involvement Strategy Update – Nov 2010 – **paper attached**
- (vi) Annual Review of Curriculum Strategy 2010 – **paper attached**
- (vii) Outcome of QAA Summative desk-based Review – review scheduled to take place w/c 6<sup>th</sup> December 2010. Verbal report on outcome to be provided at the meeting

#### 13. HEALTH & SAFETY

- (i) Approval of the Annual Health and Safety Report 2009/2010 and Plan for 2010/2011 – **report attached for approval**

#### 14. TERMLY REPORTS OF CORPORATION COMMITTEES & ITEMS FOR INFORMATION:

- (i) Termly Report of the SC&Q Committee – **attached to note**
- (ii) Termly Report of the Finance & Resources Committee – **attached to note**
- (iii) Termly Report of Audit Committee – **attached to note**
- (iv) Staff Liaison Committee – minutes of the 23<sup>rd</sup> June 2010 meeting **attached**
- (v) Staff Liaison Committee – minutes of the 22<sup>nd</sup> September 2010 meeting **attached**
- (vi) Staff Liaison Committee – minutes of the 10<sup>th</sup> November 2010 meeting **attached**
- (vii) Student Liaison Committee – minutes of the 24<sup>th</sup> November 2010 meeting **attached**

15. **Date of the next meeting** – In accordance with the approved Corporation Calendar 2010/2011, the next full meeting of the Corporation is scheduled to take place on **Wednesday 30<sup>th</sup> March 2011.**