**MEETING OF THE CORPORATION**

**OF FAREHAM COLLEGE**

7th December 2016 – 3.30 pm

## Large Conference Room

# A G E N D A

*Presentation of Principal’s Commendation to Callum Stephens for outstanding contribution and service to the Uniformed Services Department.*

1. **Presentation/demonstration on Social Media** by Sarah Nunn, Digital Marketing Officer & Gill Sommers, Director Students & Recruitment

2. **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

3. **Apologies for absence and welcome to new members** – Members will receive and consider for approval the apologies for absence of members from the meeting.

4. **Minutes of the special meeting held on the 5th October 2016** – attached

4.1 Matters arising from the minutes of the special meeting held on the 5th October 2016

5. **Confidential Minutes of the special meeting held on the 5th October 2015** – attached

5.1 Matters arising from the confidential minutesof the special meeting held on the 5th October 2016

6. **Correspondence:**

1. **SFA Letter dated 7th November 2016**: Fareham College Financial Plan 2016-2018

**7. CHIEF EXECUTIVE REPORTING:**

1. **The Principal’s Autumn Term Report** – **report attached**
2. **Progress review of Strategic Priorities & Quality Improvement Plan 2016/2017 –** attached

8. DEPUTY PRINCIPAL REPORTING:

1. **The Self-Assessment Report 2014/2015** – Abridged version attached. The full document will be circulated electronically. The Deputy Principal will provide a presentation at the meeting;
2. **HE Self**-**Evaluation Document –** Executive Summary attached
3. **Apprenticeship Strategy** – paper attached
4. **CPD Strategy** – paper attached

9. FINANCE & CAPITAL PROJECTS:

1. Management Accounts at 31st October 2016 – **confidential paper attached**
2. Pay & Remuneration Position Paper: December 2016 – **confidential paper attached**

**10. CORPORATION BUSINESS MATTERS:**

1. Membership Issues and Report of the Search Committee – **paper attached**
2. Outcomes of the Governance Self-Assessment **– paper attached**
3. Annual Report on Safeguarding – Dec 2016 – **report attached**
4. Annual Report on Equality & Diversity: Dec 2016 – **report attached**

**college risk management & audit matters:**

**11. Risk Management:**

(i) Annual Report of the Risk Management Group – November 2016 – **report attached**

**12. Internal Audit:**

1. The Annual Report of the Audit Committee to the Corporation 2015/2016 – **report attached**
2. Internal Audit Annual Report 2015/2016 – **report attached for approval**

**13. External Audit:**

1. Report and Financial Statements: Year Ended 31st July 2016 – **attached for approval**
2. Self-Assessment of Compliance with Regularity and Propriety Requirements – **attached for approval**

(iii) Audit Findings Report – **attached for approval**

(iv) Letter of Representation – **attached for approval**

**14. HEALTH & SAFETY**

1. Approval of the Annual Health and Safety Report 2015/2016 – **report attached for approval**

**15. termly reports of corporation committees & Items for information:**

These items will be circulated electronically:

1. Termly Report of the TSC&Q Committee;
2. Termly Report of the Finance & Resources Committee;
3. Termly Report of Audit Committee;
4. Minutes of the MWG from the following meetings:  
   - (a) 21st September 2016;  
   - (b) 16th November 2016;
5. Minutes of the Wellbeing Committee meeting held on 23rd November 2016;
6. Meeting Notes from SLC (BRC) 5th October 2016;
7. Meeting Notes from SLC (CEMAST) 6th October 2016;
8. Meeting Notes from Student Board 4th November 2016;

**16. STRICTLY CONFIDENTIAL BUSINESS ITEMS:**

1. Review of Pay and Remuneration of Senior Postholders and the Clerk – **strictly confidential paper for Governors who are not Staff and Student only.**

**17. Date of the next meeting** – In accordance with the approved Corporation Calendar 2016/2017, the next full meeting of the Corporation is scheduled to take place on **Monday 5th April 2017 at 4.30pm.**