**MEETING OF THE CORPORATION**

**OF FAREHAM COLLEGE**

13th December 2017 – 3.30 pm

## Large Conference Room

# A G E N D A

1. **Presentation/demonstration on Governance Portal/’Team App’** by Neil McQueen, Head of Technical Services

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 11th October 2017** – attached

4.1 Matters arising from the minutes of the special meeting held on the 11th October 2017

5. **Confidential Minutes of the special meeting held on the 11th October 2017** – attached

5.1 Matters arising from the confidential minutesof the special meeting held on the 11th October 2017

6. **Correspondence:**

1. **E&SFA Letter dated 18th October 2017**: Fareham College Financial Plan 2017-2019
2. **E&SFA letter dated 9th November 2017**: Early Intervention
3. **Letter dated 17th November 2017 from Peter Launer, CE and Accounting Officer of the E&SFA** to Chief Executives and Principals of colleges in the Further Education Sector

**7. CHIEF EXECUTIVE REPORTING:**

1. **The Principal’s Autumn Term Report** – **report attached**
2. **Progress review of Strategic Priorities & Quality Improvement Plan 2017/2018 –** attached

8. DEPUTY PRINCIPAL REPORTING:

1. **Curriculum & Quality Update: Autumn Term 2017** – paper attached
2. **The Self-Assessment Report 2016/2017** – Abridged version attached. The full document will be circulated electronically. The Deputy Principal will provide a presentation at the meeting;
3. **HE Executive Summary for Annual Quality Assessment Assurances –** paper attached
4. **English & Mathematics Strategy 2017-2018** – attached for approval
5. **Safeguarding Policy and Procedure** – attached for approval
6. **Policy for Preventing Extremism and Radicalisation** – attached for approval

9. FINANCE & RESOURCES:

1. Management Accounts at 31st October 2017 – **confidential paper attached**
2. HR Strategy Update – **paper attached**

**10. CORPORATION BUSINESS MATTERS:**

1. Membership Issues and Report of the Search Committee – **paper attached**
2. Annual Report on Safeguarding – Dec 2017 – **report attached**
3. Annual Report on Equality & Diversity: Dec 2017 – **report attached**
4. Attendance Statistics 2016/2017 – **paper attached**

**11. college risk management & audit matters:**

 **Risk Management:**

(i) Annual Report of the Risk Management Group – November 2017 – **report attached**

**12. Internal Audit:**

1. The Annual Report of the Audit Committee to the Corporation 2016/2017 – **report attached**
2. Internal Audit Annual Report 2016/2017 – **report attached for approval**

**13. External Audit:**

1. Report and Financial Statements: Year Ended 31st July 2017 – **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 2016/2017 – **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. Draft minutes of the MWG meeting from the 13th November 2017
5. Minutes of the Wellbeing Committee meeting held on 6th November 2017;
6. Meeting Notes from SLC (BRC) 27th September 2017;
7. Meeting Notes from SLC (CEMAST) 28th September 2017;
8. Meeting Notes from Student Board 16th October 2017;
9. Meeting notes from SLC (BRC) 29th November 2017;
10. Meeting notes from SLC (CEMAST) 30th November 2017.

**16. STRICTLY CONFIDENTIAL BUSINESS ITEMS:**

1. **Recruitment of the Principal & Chief Executive** – 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 2017/2018, the next full meeting of the Corporation is scheduled to take place on **Wednesday 28th March 2018 at 4.30pm.**