**MEETING OF THE CORPORATION**

**OF FAREHAM COLLEGE**

12th December 2018 – 3.30 pm

## Large Conference Room

# A G E N D A

1. **Presentation: GDPR Implementation Progress Update and reminder demo on Governance Portal** 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 10th October 2018** – attached

4.1 Matters arising from the minutes of the special meeting held on the 10th October 2018

5. **Confidential Minutes of the special meeting held on the 10th October 2018** – attached

5.1 Matters arising from the confidential minutesof the special meeting held on the 10th October 2018

6. **Correspondence:**

1. **E&SFA Letter dated 15th October 2018**: Fareham College Financial Plan 2018-2020
2. **ESFA Letter dated 9th November 2018:** Early Intervention and Prevention
3. **OfS Letter** **dated 26th November 2018**: Application to Register with the OfS
4. **WPCT Letter** **dated 26th November 2018**: General Educational Grants

**7. CHIEF EXECUTIVE REPORTING:**

1. **The Principal’s Autumn Term Report (including SOR Update & presentation on Funding)** – report to follow
2. **Strategic Plan Update 2019-2021** – paper to follow
3. **Progress review of Strategic Priorities & Quality Improvement Plan 2018/2019 –** attached

8. DEPUTY PRINCIPAL REPORTING:

1. **Curriculum & Quality Update: Autumn Term 2018** – paper attached
2. **The Annual Report (SAR) 2017/2018** – report attached
3. **HE SED Executive Summary for Annual Quality Assessment Assurances –** paper attached
4. **Safeguarding Policy and Procedure** – attached for approval
5. **Careers & Personal Development Strategy** – attached for approval
6. **Facts and Figures ‘Pocket Brief’** – attached for information

9. FINANCE & RESOURCES:

1. Management Accounts at 31st October 2018 – **confidential paper attached**
2. The Finance Record – **confidential paper attached**
3. Annual Review of Financial Regulations – **paper attached**
4. HR Strategy Update: Position Statement November 2018 – **paper attached**

**10. CORPORATION BUSINESS MATTERS:**

1. Membership Issues and Report of the Search Committee – **paper attached**
2. Annual Report on Safeguarding – Dec 2018 – **report attached**
3. Annual Report on Equality & Diversity: Dec 2018 – **report attached**
4. Attendance Statistics 2017/2018 – **paper attached**

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

 **Risk Management:**

(i) Annual Report of the Risk Management Group – November 2018 – **report attached**

**12. Internal Audit:**

1. The Annual Report of the Audit Committee to the Corporation 2017/2018 – **report attached**
2. Internal Audit Annual Report 2017/2018 – **report attached for approval**
3. Outcomes of the Internal Audit Tender – **paper attached**

**13. External Audit:**

1. Report and Financial Statements: Year Ended 31st July 2018 – **attached for approval**
2. Self-Assessment of Compliance with Regularity and Propriety Requirements – **attached for approval**

(iii) Audit Findings Report (inc. Letter of Representation & Regularity) – **attached for approval**

**14. HEALTH & SAFETY**

1. Approval of the Annual Health and Safety Report 2017/2018 – **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. Meeting Notes from SLC (BRC) 19th September 2018;
5. Meeting Notes from SLC (CEMAST) 27th September 2018;
6. Meeting Notes from Student Board 17th October 2018;

**16. STRICTLY CONFIDENTIAL BUSINESS ITEMS:**

1. Performance Review of the Deputy Principal 2017/2018 – **strictly confidential report attached (for Governors who are not Staff and Student only);**
2. Senior Postholder Private Medical Insurance Renewal 2019 – **strictly confidential paper to follow (for Governors who are not Staff and Student only);**

**17. Date of the next meeting** – In accordance with the approved Corporation Calendar 2018/2019, the next full meeting of the Corporation is scheduled to take place on **Wednesday 27th March 2019 at 4.30pm.**