

**MINUTES OF THE MEETING OF THE CORPORATION HELD 08 DECEMBER
2014**

Present: Mr R Hails (Chair)
Mr M Jones
Mr S Oxlade (Executive Principal)
Mr D Attah
Mrs J Tindle
Mr P Brightly-Jones
Mr I Fortune
Cllr C Wright
Mr M Coleman
Mr P Ofori
Ms P Belfon

In Attendance: Mr J Allen (Clerk)
Mr B Freeman (Principal)
Mr R Beales (Assistant Principal)
Ms K Saw

APOLOGIES, QUORACY & DECLARATION OF INTERESTS

32. Apologies were received from Mrs Y White. The Clerk confirmed the meeting was quorate. Mr I Fortune, Mr M Jones, Mrs J Tindle, Mr M Coleman, Mr S Oxlade and Mr R Hails declared an interest in their capacity of being members of the Corporation of Reigate College. Mr J Allen declared an interest in being the Clerk to the Corporation at Reigate College. Councillor C Wright declared his interest of being an elected member of Croydon Council.

MINUTES

33. It was **RESOLVED** that the minutes of the Coulsdon Corporation meeting held 16 September 2014 be approved as an accurate record of the meeting and to authorise the Chair to sign the minutes.

34. It was **RESOLVED** that the confidential minutes of the Coulsdon Corporation meeting held 16 September 2014 be approved as an accurate record of the meeting and to authorise the Chair to sign the minutes.

MATTERS ARISING

35. The one action point from the last meeting – the Data Dashboard – was confirmed an agenda item.

FEDERATION UPDATE

36. The Executive Principal provided Members with an update on the Federation. The update was **NOTED** and welcomed by Members.

DATA DASHBOARD

37. The College report '*Data Dashboard*' was received (Paper 2). It was confirmed that the '*Data Dashboard*' would be a standing agenda item at all Corporation meetings and, in future reports, a RAG rated assessment would be used to enable governors to monitor performance against agreed targets.

38. It was **RESOLVED** to note the '*Data Dashboard*'.

REPORT FROM THE PLANNING & PERFORMANCE COMMITTEE

39. The Chair of the Committee presented the draft minutes/report from the meeting of the Committee meeting held 03 November 2014 (Paper 3). The Committee reviewed the following:

- Recruitment Update
- Success Report
- College SAR
- College Quality Improvement Plan
- Attendance Report
- Teaching, Learning & Assessment
- Staff/Student Surveys
- Staff Development Plan

College Self Assessment Report 2013/14 & Quality Improvement Plan 2014/15

40. The Corporation reviewed the '*College's Self Assessment Report (SAR)*' (Paper 4) and the '*Quality Improvement Plan 2014/15*' (QIP) (Paper 5).

41. Following review of the SAR, the Corporation **RESOLVED** to approve the '*College SAR 2013/14*' and the following overall grade profile:

Overall Judgments	Grade
Overall effectiveness of the provision	2
Outcomes for learners	2
Quality of teaching, learning and assessment	2
Effectiveness of leadership and management	2

42. The QIP addressed areas for improvement identified through the self assessment process.

43. It was **RESOLVED**:

- (i) To note the minutes of the meeting of the Planning & Performance Committee meeting held 03 November 2014;
- (ii) To approve the College Self Assessment Report 2013/14; and
- (iii) To approve the Quality Improvement Plan 2014/15.

REPORT FROM THE AUDIT COMMITTEE

44. The Chair of the Committee provided an oral update on the meeting of the Audit Committee that was held immediately prior to the Corporation meeting. The Committee reviewed in detail the following:

- Financial Statements and Annual Report for the Year-Ended 31 July 2014 (Paper 6)
- Audit Findings Report from the Financial Statement & Regularity Auditor
- Letters of Representation for both the accounts and regularity audit
- Annual Report 2013/14 from the Audit Committee to the Corporation and Chief Accounting Officer (the Executive Principal) (Paper 7).

45. The Corporation noted that the financial statement auditor confirmed unqualified opinions on both the financial statements and regularity.

46. The Audit Committee confirmed the following opinion:

Based upon the work and professional opinions made available to the Committee from the Internal Audit Service and the Financial Statement Auditors, and in particular after considering the Audit Findings Report and the report from the internal audit service, the Committee is satisfied that the College's whole system of internal control are adequate and effective. The Committee is satisfied that where weaknesses have been identified they have been responded to in an appropriate and timely manner.

47. After discussion it was **RESOLVED**

- (i) To note the 'Financial Statement & Regularity 'Audit Findings Report for 2013/14';
- (ii) To note the 'Audit Committee's Annual Report 2013/14' on the College's whole system of internal control;
- (iii) To approve the 'Financial Statements and Year-end Accounts 31 July 2014' and to authorise the Chair and Chief Accounting Officer to sign the accounts;
- (iv) To authorise the Chair and Chief Accounting Officer to sign the 'Letters of Representation'.

REPORT FROM THE FINANCE & GENERAL PURPOSES COMMITTEE

48. The Chair of the Committee presented the draft minutes/report from the Committee meeting held 17 November 2014 (Paper 8). The Committee reviewed the following:

- Financial Statement & Annual Report 2013/14
- Management Accounts to September 2014 (Paper 9)

49. Following a review of the Management Accounts, the Corporation noted:

- The year-end forecast of an operating deficit before non-cash items of £804k;
- The retained deficit (after deduction of depreciation and release of capital grants) is forecast at £1,040m as budgeted;
- Projected cash balances at 31st July 2015 are £2,418k against the budget of £2,279k; and
- The SFA Financial Health assessment is forecast to be 'Good' at the year-end.

50. It was **RESOLVED** to note the draft minutes/report from the Finance & General Purposes Committee meeting held 17 November 2014.

ANY OTHER BUSINESS

51. Circulated for information purposes was the consultation document '*Coulsdon College Proposed Restructure 2014-15*'.

DATES OF NEXT MEETING

52. Strategic Board Meeting Tuesday 10 March 2015 @1730
Board meeting Monday 16 March 2015 @ 1800

Signed: _____ Date: _____