



CORPORATION MEETING

To be held on Tuesday 13 December 2016 at 5.00 p.m.
in M234, All Saints Building, Worcester

AGENDA

Item:	Start:		Page:	Lead:
18.1	5.00	Apologies		CC
18.2		Governance Issues		CC
i)		To appoint Amber Carrington as the nominated and elected Student Governor		
ii)		To accept the resignation of Paul McCunn and appoint Kevin Gaffney as Equality and Diversity Champion		
iii)		To accept the resignation of Neill Bucktin from the Remuneration Committee		
iv)		To appoint Kevin Gaffney (currently Vice Chair) as Chair of the Audit Committee		
v)		To appoint Louise Gresty (currently Chair) as Vice Chair of the Audit Committee		
18.3		Declarations of Interest		Chair
i)		Members are asked to declare any Interests, financial or otherwise, which they may have in any Agenda Item		
18.4	5.05	Minutes of the Last Meeting	1	Chair
i)		To approve the Minutes of the meeting held on 18 October 2016		
ii)		To approve the notes of the Corporation Away Event held on 25 – 26 November 2016	11	Chair
18.5	5.10	Matters Arising	25	CC
		To monitor action taken and remaining to be taken in respect of Matters Arising from the:		
i)		• Minutes of meetings		
ii)		• Notes of workshops		
18.6		Determination of any other Urgent Business		Chair
18.7	5.15	PRINCIPAL'S REPORT		
		Principal's Update		
i)		Principal's Update for Governors	31	P
ii)		Curriculum and Quality Key Performance Indicators	33	VPCQ
iii)		Financial Key Performance Indicators	36	VPCR

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		KEY STRATEGIC ITEM		
	5.25	Audit and Accounts		
18.8		Audit Committee Minutes and Recommendations	38	Audit Vice Chair
i)		<ul style="list-style-type: none"> To receive the Minutes of the Audit Committee meeting on 7 November 2016 noting the Audit Committee's advice 		
ii)		Audit Committee Annual Report To receive the Audit Committee's Report to the Corporation for the year ended 31 July 2016	51	Audit Vice Chair
iii)		Financial Statements Audit To approve the REVISED Financial Statements Auditor's Audit Findings Report and Audit Representation Letter (Approval of the original version was recommended by the Audit Committee)		DoF
		Audit Committee Recommendations To approve the following items, on the recommendation of the Audit Committee:		Audit Vice Chair
iv)		<ul style="list-style-type: none"> Internal Audit Annual Report 	61	
v)		<ul style="list-style-type: none"> Teachers' Pension Statement 	72	
vi)		<ul style="list-style-type: none"> Audit Committee Terms of Reference - Amended 	90	
vii)		<ul style="list-style-type: none"> Risk Management Annual Report 2015/16 	96	
viii)		<ul style="list-style-type: none"> Autumn Term 2016 Strategic Risk Register 	100	
ix)		<ul style="list-style-type: none"> Procurement Report for 2015/16 	115	
x)		<ul style="list-style-type: none"> KPMG Audit Report to the Skills Funding Agency 	121	
xi)		<ul style="list-style-type: none"> KPMG Audit Report to the Education Funding Agency 	134	
xii)		SFA Provider Financial Management & Assurance To approve the Funding Assurance Review Final report: Heart of Worcestershire College	148	VPCR
18.9		College Financial Statements	152	Audit Vice Chair/ DoF
i)		To approve the College Financial Statements for the year ended 31 July 2016 as recommended by the Audit Committee		
18.10		Subsidiary Company Financial Statements		
i)		To note that Molinna Limited and NEWCEL have not traded during the year, that the Annual General Meetings for these companies will be held on 13 December 2016 and the Financial Statements for the year ended 31 July 2016 were noted by the Audit Committee and are available on the Governor Portal		
18.11	5.40	Students' Union Annual Report		VPCR
i)		<ul style="list-style-type: none"> To approve the Students' Union Annual Report for the year ended 31 July 2016 	211	
ii)		<ul style="list-style-type: none"> To approve the Students' Union Financial Statements for the year ended 31 July 2016 	224	

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		TEACHING LEARNING AND ASSESSMENT		
18.12		Higher Education		
i)	5.45	Academic Board To receive a verbal report from the Academic Board meeting on 9 December 2016		FH Gov Member
ii)		Higher Education Self Evaluation Document To approve the Higher Education Self Evaluation Document	225	APHES
iii)		Higher Education Strategic Plan To approve the Higher Education Strategic Plan	259	APHES
iv)		Higher Education Improvement Plan To approve the Higher Education Improvement Plan	269	APHES
v)		Higher Education Annual Provider Review To approve the Annual Assurance Statement for the Higher Education Funding Council for England for signature by the Chief Accounting Officer and Corporation Chair	271	APHES
18.13		Teaching, Learning and Assessment		
i)	6.00	Accolades and Complaints To receive the Accolades and Complaints Report 2015/16	275	APHES
ii)	6.05	Observation of Teaching and Learning To monitor outcomes for the year to date	280	VPCQ
iii)		College Improvement Plan To note that progress against the College Improvement Plan was monitored by the Corporation at the 25 – 26 November 2016 Away Event		
18.14	6.10	Quality Group		QG Chair
i)		To receive the Notes of the Quality Group meeting held on 15 November 2016	283	
ii)		To approve the Terms of Reference of the Quality Group	290	
iii)		To approve the Governor Insight Scheme	292	
18.15		External Partnerships		
i)	6.15	Subcontracting Performance Report 2015/16 To monitor partner performance/ quality outcomes for 2015/16	295	VPCQ
ii)		Employer Satisfaction Survey To note that the Employer Satisfaction Survey Results were considered by the Quality Group		
18.16		PEOPLE		
i)	6.20	Staff Data - Turnover To monitor staff turnover data for 2015/16	299	VPCR
ii)	6.25	Staff Data – Sick Absence	310	VPCR

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		To monitor sick absence data for 2015/16		
iii)		Health and Safety To approve the revised Health and Safety Policy for 2016/17	319	VPCR
18.17	6.30	FINANCE AND MANAGEMENT INFORMATION Tender Committee	332	DoF
i)		To note the Tender Committee Report on the Special Educational Needs project at Worcester		
18.18		Skills Funding Agency Financial Health Review	335	DoF
i)		To review and challenge the Skills Funding Agency Financial Health Review and College Dashboard		

Sue Frost
Clerk to the Corporation