



CORPORATION MEETING

To be held on Tuesday 5 December 2017 at 5.00 p.m.
in Peakman Building, Redditch

AGENDA

Item:	Start:		Page:	Lead:
26.1	5.00	Apologies and Appointments		CC
i)		To note apologies		
ii)		To appoint Susannah Twigg as the nominated and elected Student Governor for Redditch and Bromsgrove for the year to 31 July 2017		
iii)		To accept the resignations of: Karen Lowe, with effect from 10 November 2017 Angela Snow, with effect from 14 November 2017		
26.2		Declarations of Interest		Chair
i)		Members are asked to declare any Interests, financial or otherwise, which they may have in any Agenda Item		
26.3		Minutes of the Last Meeting		Chair
i)		To approve the Minutes of the meeting held on 7 November 2017	6	
ii)		To approve the notes of the Corporation Away Event held on 24 – 25 November 2017	Paper to follow	Chair
26.4	5.05	Matters Arising	18	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		
26.5		Determination of any other Urgent Business		Chair
		PRINCIPAL'S REPORT		
26.6	5.10	Principal's Update		
i)		Principal's Update for Governors	22	P
ii)		Letter from Peter Lauener, Education and Skills Funding Agency	23	P
iii)		FE Commissioner Visit	29	P
iv)		Curriculum and Quality Key Performance Indicators	32	VPCQ
v)		Financial Key Performance Indicators	35	VPCR

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		To receive the Principal's Update and monitor progress against targets		
		STRATEGIC FOCUS		
26.7	5.25	Audit and Accounts		
i)		Audit Committee Minutes To receive the Minutes of the Audit Committee meeting on 21 November 2017 noting the Audit Committee's advice	37	Audit Chair
		Audit Committee Recommendations To take action in respect of the following items, on the recommendation of the Audit Committee:		Audit Chair
ii)		To approve changes to the Audit Committee Terms of Reference (Full copy in Supporting Papers)		
iii)		To receive the Audit Committee's Report to the Corporation for the year ended 31 July 2017	50	
iv)		To approve the Financial Statements Auditor's Audit Findings Report and Audit Representation Letter as recommended by the Audit Committee	59	
v)		To approve the Internal Audit Annual Report 2016/17 from RSM	88	
vi)		To approve the Risk Management Annual Report 2016/17	98	
vii)		To approve the Risk Management Plan 2017/18	102	
viii)		To approve the Autumn Term 2017 Strategic Risk Register	115	
ix)		To monitor the Procurement Report for 2016/17 (Supporting Papers)	-	
x)		To approve changes to Appendix 10 of the Emergency Management and Business Continuity Plan (Prince's Trust) (See Supporting Papers)	-	
26.8		College Financial Statements	128	Audit Chair/DF
i)		To approve the College Financial Statements for the year ended 31 July 2017 as recommended by the Audit Committee		
ii)		Teachers' Pension Statement To review and approve the Teachers' Pension Statement from Grant Thornton	Paper To follow	DF
26.9		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 5 December 2017 and the Financial Statements for the year ended 31 July 2017 were noted by the Audit Committee (See Supporting Papers)		
26.10		Students' Union Annual Report	188	VPCR
i)		To approve the Students' Union Annual Report for the year ended 31 July 2017	189	
ii)		To approve the Students' Union Financial Statements for	200	

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		the year ended 31 July 2017 as recommended by the Audit Committee		
26.11	5.40	Engineering Development Estates Task and Finish Group	201	
i)		To receive the Notes of the Estates Task and Finish Group meeting held on 13 November 2017		
ii)		To note that due to a change of circumstances some of the Estates Task and Finish Group recommendations are no longer relevant		
		TEACHING LEARNING AND ASSESSMENT		
26.12		Self Assessment Report	203	VPCQ
i)		To approve the final Self Assessment Report		
26.13	5.55	Strategic Plan	248	VPCQ
i)		To note the detailed objectives for 2017/18		
ii)		To approve the Statement of Strategic Intent	256	P/APIEL
25.14		Quality Group	263	QG Chair
i)		To receive the Notes of the Quality Group meeting held on 2 November 2017, verbally reported on 7 November 2017		
26.15	6.00	External Partnerships Subcontracting	264	VPCQ
i)		<ul style="list-style-type: none"> To monitor final partner performance/ quality outcomes for 2016/17 To approve final subcontracting contracts for 2017/18 		
ii)	6.05	Employer Satisfaction Survey	269	VPCQ
		To monitor Employer Satisfaction		
26.16	6.10	PEOPLE Human Resource Report 2016/17	270	VPCR
i)		To monitor : <ul style="list-style-type: none"> Staff turnover Sick absence data Gender pay gap reporting Performance management 		
26.17	6.20	Equality and Diversity	289	VPCQ
i)		To monitor the Equality and Diversity Impact Measures (EDIMs) Action Plan for 2016/17		
ii)		To approve the Equality and Diversity Impact Measures Action Plan for 2017/18	291	VPCQ
		FINANCE AND MANAGEMENT INFORMATION		
26.18	6.25	Skills Funding Agency Financial Health Review	293	DF
i)		To review the Education and Skills Funding Agency Provider Review and Assurance Team's Financial Plan		

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ii)		and Financial Health Review and College Dashboard To note the Education and Skills Funding Agency Intervention Team Feedback on the Heart of Worcestershire College Financial Plan 2017 to 2019		DF
26.19		Corporation Training Update		
i)		To monitor progress in updating core training	297	CC Staff Governors
ii)		To receive feedback from the Staff Governor Conference on 1 December 2017		
iii)		To note that David Ash will be attending AoC Midlands Region Training for Governors on 12 December 2017		
26.20	6.30	CONFIDENTIAL AUDIT ITEMS See separate Agenda and papers		
26.21		Any Other Urgent Business	-	Chair
26.22	6.35	Meeting Reflection	-	Chair
i)		To review the meeting and consider Governor "impact"		
26.22		Date and Time of Next Meeting	-	Chair
i)		Tuesday 6 February 2017, 5pm for 5.30pm, The Source, All Saints Building, Worcester		
		<i>In accordance with Instrument 13 of the Instrument and Articles of Government, if the Corporation so resolve, the Staff and Student Governors will leave the meeting at this point</i>		
26.23	6.40	RESTRICTED CONFIDENTIAL ITEMS		
- 24		See separate Agenda and papers		
	6.45			

Sue Frost
Clerk to the Corporation