



A G E N D A

**Corporation Meeting to be held on
Tuesday 13 December 2016 commencing at 4.00pm**
To be held in the Principal's Office, Hereford Campus, Hereford

2.45pm Governors' Workshop – Quality Assurance: Principal and Deputy Principal

NO	ITEM	STATUS OF PAPER
		4.00pm-4.10pm
1.	I. Apologies for Absence and Chair's Remarks II. Declaration of Interest (<i>To declare interests at any time during the meeting</i>) III. Process Review	
2.	I. Approval of the Minutes of the last Meeting: 18 October 2016 II. Action list and matters arising from the Minutes III. Notes from Governors' Workshop: October 2016 <i>Aim: To approve and discuss the minutes (minutes will be received unless comments have been raised with the Clerk to the Corporation before the meeting)</i>	Enclosed Enclosed Enclosed
DISCUSSION		
3.	Report from Principal: - I. Principal's Report II. KPIs III. Learner Destinations 2015/16 whole College summary IV. Skills Funding Agency letter: 11 November 2016: Herefordshire and Ludlow College Financial Plan 2016/18 V. Rt Hon Robert Halfon MP correspondence: October 2016 VI. Area Review (Please use link to access report) "https://www.gov.uk/government/collections/post-16-education-and-training-area-reviews"	4.10pm-4.40pm Enclosed Enclosed Enclosed Enclosed Enclosed Verbal
DECISION		
4.	Finance: - I. Annual Report and Financial Statements for the year ended 31 July 2016 a. Herefordshire and Ludlow College b. Keith St Peters Ltd II. Management Letter including Regularity Audit (reviewed by Audit Committee)	4.40pm-5.00pm Enclosed -

	III. Letter of Representation IV. JACOP Annex C: Self-assessment of compliance with regularity and propriety requirements	Enclosed Enclosed
5.	Quality: - I. Self Assessment Report	5.00pm-5.15pm To follow
6.	Governance: - I. Revisions to Corporation's Standing Orders and Terms of Reference 2016/17 II. RSM Internal Audit Service Annual Report 2015/16 III. Audit Committee's Annual Report 2015/16 IV. Risk Management Policy	5.15pm-5.20pm Enclosed Enclosed Enclosed Enclosed
7.	Personnel: - I. Single Equality Scheme 2015/16	5.20pm-5.30pm Enclosed
FOR INFORMATION		5.30pm-5.40pm
8.	Management Accounts to 31 October 2016	Enclosed
9.	Minutes from Committees I. Audit Committee: 22 November 2016 II. Search and Governance: 23 November 2016 III. Quality and Standards: 23 November 2016 IV. Finance and Employment: 7 December 2016	Enclosed Enclosed Enclosed To follow
10.	Reports discussed by Audit Committee I. Risk Register II. Risk Management Annual Report 2015/16 III. Value for Money Annual Report 2015/16	Moodle
11.	Reports discussed by Quality and Standards Committee I. Equality and Diversity Annual Report 2015/16 II. Child Protecting and Safeguarding Annual Report 2015/16	Moodle
12.	Reports discussed by Finance and Employment Committee I. Health and Safety Annual Report 2015/16 II. Staff Annual Report 2015/16 III. Staff Development Annual Report 2015/16	Moodle
13.	Reports from Search and Governance Committee I. Feedback from Benchmarked Governors' Self Assessment	Enclosed
14.	Press Coverage	Moodle
15.	Events 2016	-
16.	Process Review <i>Aim: To receive an update from the Governor conducting process review</i>	5.40-5.45pm Verbal
17.	Date and time of next meeting: <u>Away Day: Tuesday 7 February 2017 commencing at 12.30 pm</u>	

