



CORPORATION MEETING

To be held on Tuesday 4 December 2018 at 5.30 p.m.
in the Function Room, Peakman Building, Redditch

AGENDA

Item:	Start:		Page:	Lead:
32.1	5.30	Apologies and Appointments	–	Chair
i)		To appoint Sara Finch as the nominated and elected Student Governor for Malvern and Worcester campuses to 31 July 2019 subject to receipt of a satisfactory CRB check		
ii)		To appoint Members to the Corporation Appeal Committee Pool: <ul style="list-style-type: none"> • Fiona Hellowell • Gary Woodman 	–	
32.2		Declarations of Interest		Chair
i)		Members are asked to declare any Interests, financial or otherwise, which they may have in any Agenda Item		
32.3		Minutes of the Last Meeting	7	Chair
i)		To approve the Minutes of the meeting held on 9 October 2018		
ii)		To approve the notes of the Corporation Away Event held on 23 – 24 November 2018	19	Chair
iii)		To consider the Away Event and agree action points	–	
32.4	5.45	Matters Arising		CC
i)		To monitor action taken and remaining to be taken in respect of Matters Arising from the Minutes of meetings and the Notes of workshops	27	
32.5		Determination of any Other Urgent Business	–	Chair
32.6	5.50	PRINCIPAL'S REPORT		
i)		Principal's Update	31	
ii)		Principal's Update for Governors	32	P
iii)		Curriculum and Quality Key Performance Indicators	35	VPDCE
iv)		Financial Key Performance Indicators	TO	VPDCE
			FOLLOW	
		Learner Number Update	39	DF

Item:	Start:		Page:	Lead:
		To receive the Principal's Update and monitor progress against targets		
32.7		EXTERNAL PARTNERSHIPS		
i)	6.10	Subcontracting 2017/18	40	DEER/VPDCE
		To monitor partner performance/ quality outcomes for 2017/18		
		To approve final subcontracting contract Maximum Contract Values for 2018/19	44	
ii)	6.20	Employer Satisfaction Survey	45	DEER/VPDCE
		To monitor Employer Satisfaction		
32.8		STRATEGIC FOCUS		
i)	6.25	AUDIT AND ACCOUNTS		
		Audit Committee Minutes	47	Audit Chair
		To receive the Minutes of the Audit Committee meeting on 20 November 2018 noting the Audit Committee's advice		
ii)		Audit Committee Annual Report	48	Audit Chair
		To receive the Audit Committee's Report to the Corporation for the year ended 31 July 2018		
		Audit Committee Recommendations		Audit Chair
		To approve the following items, on the recommendation of the Audit Committee:		
iii)		Changes to the Audit Committee Terms of Reference	58	
iv)		The Engagement Letter with KPMG	60	
v)		The External Audit Report	73	
vi)		The Audit Representation Letter	110	
vii)		The Internal Audit Annual Report 2017/18 from RSM	118	
viii)		The Risk Management Annual Report 2017/18	130	
ix)		The Risk Management Plan 2018/19	134	
x)		To monitor the Procurement Report as recommended by the Audit Committee	145	
xi)		To note the Engagement Letter for the Teachers' Pension Statement Audit	SP	
xii)		To receive the Teachers' Pension Statement from KPMG	153	
32.9		Report and Financial Statements		Audit Chair/DF
i)		To approve the College Financial Statements for the year ended 31 July 2018 as recommended by the Audit Committee	155	
32.10		Subsidiary Company Financial Statements		CC
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 4 December 2018 and the Financial Statements for the year ended 31 July 2018 were noted by the Audit Committee and are available on the Governor Portal		

Item:	Start:		Page:	Lead:
32.11	6.40	Students' Union Annual Report		VPDCE
i)		To receive the Students' Union Annual Report for the year ended 31 July 2018	SP	
ii)		To approve the Students' Union Financial Statements for the year ended 31 July 2018 as recommended by the Audit Committee	214	
32.12	6.45	CONFIDENTIAL ITEMS		
–		See separate Confidential Agenda 1 of 4 and papers		
32.16				
		TEACHING LEARNING AND ASSESSMENT	217	
32.17	7.10	College Self Assessment Report/ College Improvement Plan		P/ DQHEP
i)		To note changes to the draft Self Assessment Report considered on 9 October 2018		
ii)		To approve the final Self Assessment Report	SP	
iii)		To note that no changes are proposed to the College Improvement Plan approved on 9 October 2018		
32.18	7.15	College Strategic Plan	219	P/ DQHEP
i)		To approve the Strategic Plan 2018-21 and Statement of Strategic Intent 2018 -21		
		Higher Education Academic Board		
32.19	7.25	Academic Board	248	FH Gov Member
i)		To receive the Minutes of the Academic Board meeting on 8 November 2018		
32.20	7.30	Higher Education Strategic Plan	255	P/ DQHEP
i)		To monitor progress against the Higher Education Strategic Plan in 2017-18		
ii)		To note that no changes are proposed to the Higher Education Strategic Plan 2016 -19	SP	
32.21	7.35	Higher Education Self Evaluation Document	266	P/ DQHEP
i)		To monitor progress against the 2017/18 Higher Education Improvement Plan		
ii)		To approve the Higher Education Self Evaluation Document	268	
iii)		To approve the 2018/19 Higher Education Improvement Plan	291	
iv)		Higher Education Annual Provider Review	298	
		To approve the Assurance Statement for the Office for Students for signature by the Chief Accounting Officer		
		PEOPLE		
32.22	7.45	Human Resource Report 2017/18	301	VPDCE
i)		To monitor staff turnover, sick absence data gender pay gap reporting and performance management.		

Item:	Start:		Page:	Lead:
32.23	7.55	Safeguarding		VPISSE/ VPDCE
i)		To monitor the application of the Safeguarding Policy in 2017/18	324	
ii)		To receive the Safeguarding Annual Report for 2017/18	SP	
32.24	8.00	Prevent		VPISSE/ VPDCE
i)		To monitor progress against the Prevent Action Plan for 2017/18	327	
ii)		To approve the Prevent Strategy, Risk Assessment and Action Plan for 2018/19	330	
32.25	8.05	Equality and Diversity		P/ DQHEP
i)		To monitor progress against the Equality and Diversity Objectives and the Equality and Diversity Impact Measures (EDIMs) and Action Plan for 2017/18	343	
			344	
ii)		To approve the Equality and Diversity Objectives and the Equality and Diversity Impact Measures (EDIMs) and Action Plan for 2018/19	350	
iii)		To receive the Equality and Diversity Annual Report for 2017/18	SP	
		GOVERNANCE		
32.26	8.10	Corporation Training Update	355	CC
i)		To monitor progress in updating core training To note feedback from recent Conferences and Training Events		
32.27		Arrangements for Obtaining Staff and Students Views	358	CC
i)		To approve the publication of the statement in compliance with Article 3(1)(aa) of the Instrument and Articles of Government		
32.28		Any Other Urgent Business	–	Chair
32.29	8.15	Meeting Reflection	–	Chair
i)		To review the meeting and consider Governor “impact”		
32.30		Date and Time of Next Meeting	–	Chair
i)		Tuesday 12 February 2019, 5pm for 5.30pm, O2.03, Osprey House, Redditch		
		<i>In accordance with Instrument 13 of the Instrument and Articles of Government, if the Corporation so resolve, the Student Governors will leave the meeting at this point</i>		
32. 31	8.20	RESTRICTED CONFIDENTIAL ITEMS		
		See separate Restricted Confidential Agenda 2 of 4 and papers		
		<i>In accordance with Instrument 13 of the Instrument and Articles of Government, if the Corporation so resolve, the Staff Governors will leave the meeting at this point</i>		

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32. 32 8.25 RESTRICTED CONFIDENTIAL ITEMS

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32.33 See separate Restricted Confidential Agenda 3 of 4 and papers

The Senior Post Holders will leave the meeting at this point

32. 34 8.30 X RESTRICTED CONFIDENTIAL ITEMS

See separate X Restricted Confidential Agenda 4 of 4 and papers

Sue Frost

Clerk to the Corporation

25 July 2018

Last update: 26 November 2018