

**Minutes of the meeting of the Corporation  
held on Thursday 27<sup>th</sup> September 2012  
in the Wilson Building at Sutton Coldfield Campus at 4pm**

<b>Present:</b>	<b>In Attendance:</b>
Vij Randeniya (Chairman)	Catherine Bennett (Clerk)
Jane Williams (Deputy Chairman)	Clive Hill (Executive Director Support Services)
Christine Braddock (Principal)	Barbara Hughes (Assistant Principal Quality)
Jason Allen (Staff Governor – Academic)	Roger Minett (Executive Director Academic Affairs)
Gurjeet Kaur Bains	Bob Pattni (Executive Director of Finance)
Steve Brittan	
Veronica Docherty	
Marina Hunt (Staff Governor – Business Support)	<b>Apologies:</b>
Raj Mack	
Andrew Madden	Kathryn James
Anthony McCourt	Clive Stone
Sue Nixon	Louise Teboul
Ian Oakes	
Anisa Shabahn (Student Governor)	
Matthew Terry (Co-opted Governor)	

**Declarations of Interest**

There were no declarations of interest other than those already recorded in the register.

**Item 1 – Open and Confidential Minutes of the Meeting held on 14<sup>th</sup> July 2012**

The open and confidential minutes of the meeting held on 14<sup>th</sup> July 2012 were reviewed by the Corporation and it was agreed that they were a true and accurate record of the meeting.

**Matters Arising**

The action points from the previous meeting were discussed and it was agreed that they had been completed. There were no other matters arising that were not already being covered on the agenda.

**Item 2 – Corporation Membership**

2.1 The Clerk presented this item which the Corporation discussed in detail.

**APPROVED:**

- The current Chairman (VR) and Deputy Chair (JW) to remain as respective Chairman and Deputy Chair for this Academic Year.
- The current chairs of committees to remain as chairs for this academic year
- Adeel Akhtar to be appointed to the Corporation as the new student governor to replace Anisa Shabahn

**Item 3 – Confidential Minute**

#### **\*Item 4 – Draft Management Accounts to 31<sup>st</sup> July 2012 and Update on Finance and Data Management**

- 4.1 BP presented this item and led the Corporation through the management accounts to 31 July 2012, highlighting the main areas for discussion.
- 4.2 Corporation members asked various questions to which BP responded.
- 4.3 Following discussion, the Corporation agreed that these were a very pleasing set of accounts particularly as they are reflective of the year end position.

#### **APPROVED:**

The Corporation approved the Management Accounts to 31 July 2012.

- 4.4 BP also provided the Corporation with an update on Data Management and in particular the change of software as a result of the requirements of the SFA (an issue that is affecting the sector and not solely the College).
- 4.5 Members asked questions in relation to funding rates to which management provided full responses.

#### **\*Item 5 – Approval of Financial Regulations 2012-13**

BP led the Corporation through the minor changes to the Financial Regulations 2012-13 which were accepted by the Corporation.

#### **APPROVED:**

The Corporation approved the Financial Regulations 2012-13

#### **\*Item 6 – Clerk’s Annual Report 2011-12**

- 6.1 The Clerk led the Corporation through the Annual Report, highlighting key areas such as attendance, changes in membership and profile of the board. The Clerk added that all members should have been provided with their individual attendance record and CAT (College Activities and Training Record) but to contact her if they had not received it.
- 6.2 The Principal commented on the excellent attendance rate as well as the diversity of the board in all areas. Members noted the report and commented that it was a useful summary of the Corporation’s activity throughout the year.

#### **Item 7 - Any Other Business**

There was none.

#### **Item 8 – Confidential Item**

**Date of Next Meeting – Friday 14<sup>th</sup> December 2012**