



**Agenda for a meeting of the Seevic College Corporation F&GP Committee
to be held on 9 December 2014**

Venue: Principal's office

Time: 16:30

Item	Description	Lead	Paper	Time (approx)
Procedural matters				
1.	Apologies for absence	Chair	Verbal	16:30-16:35
2.	Confirmation of eligibility and quoracy	Clerk		
3.	Declaration of interests	Clerk		
Ensuring Accountability				
4.	To confirm the accuracy of the minutes of the last meeting held on 7 October 2014 & review progress against matters arising	Chair	A	16:35-16:45
5.	Report of actions taken by the Chair on behalf of the Corporation	Chair	Verbal	
Strategic matters				
6.	Unadjusted/adjusted missed statements from the External Audit Findings report	DP (F&R)	B	16:45-16:55
7.	Principal's report	Principal	C	16:55-17:05
8.	Annual report & financial statements	DP F&R	D	17:05-17:20
9.	Management Report & Accounts (to Oct '14)	DP F&R	E	17:20-17:30
10.	Employer Responsive updated income projection	Director of Commercial Development	F	17:30-17:45
11.	16-18 Learner Responsive recruitment 2014/15	VP	G	17:45-17:55
12.	Accommodation update	Head of Facilities & Estates	H	17:55-18:15
13.	Health & Safety termly report	Head of Facilities & Estates	I	18:15-18:30
Other matters				
14.	Terms of Reference for the Committee	Clerk	J	18:30-18:35
15.	Any other business agreed as being urgent	Chair	Verbal	18:35-18:40
Confidential matters				
16.	Consideration of any confidential matters	Chair	Verbal	18:40-18:45
Date of next meeting				
The next scheduled meeting will be held on Tuesday 17 March 2015				