



**Agenda for a meeting of the Seevic College Corporation
to be held on 15 December 2015**

Venue: Staff Room

Time: 18:00

Item	Description	Lead	Action req	Paper	Time (approx)
The Corporation will be joined by Beej Kaczmarczyk at 6:00pm (via Skype) to discuss the new Ofsted inspection criteria & the Area Review process.					
Procedural matters					
1.	Apologies for absence	Chair		Verbal	18:30-18:31
2.	Confirmation of eligibility and quoracy	Clerk			
3.	Declaration of interests	Clerk			
4.	Ratification of terms of office for members <ul style="list-style-type: none"> • Chris Humpage • Alex Dobinson 	Clerk	to approve	A	18:31-18:35
Ensuring Accountability					
5.	To confirm the accuracy of the minutes of the last meeting held on 14 July 2015 & review progress against matters arising	Chair	to agree	B	18:35-18:40
6.	Committee minutes: a. Risk & Audit (13 Oct '15) Risk & Audit (1 Dec '15 – verbal) <ul style="list-style-type: none"> • Annual Report to the Corporation 2014/15 	Chair	to receive	C	18:40-18:50
	b. Finance & GP (20 Oct '15) Finance & GP (8 Dec '15 – verbal)				
	c. Standards (6 Oct '15) Standards (26 Nov '15 – verbal)				
7.	AoC Code of Good Governance	Chair/Clerk	to agree & adopt	D	18:50-18:55
8.	Instruments & Articles of Government	Chair/Clerk	to approve	E	18:55-19:00
Strategic matters					
9.	Safeguarding report	Head of Student Services	to receive	F	19:00-19:15
10.	Safeguarding & PREVENT policy review	Principal	to approve	G	19:15-19:25
11.	Self-Assessment Report	DP C&Q	to receive	H	19:25-19:40
12.	Health & Safety termly report <ul style="list-style-type: none"> • F&GP committee minutes 8 Dec '15 (verbal) 	Head of Fac & Est	to receive	I	19:40-19:50
13.	Principal's report <ul style="list-style-type: none"> • Area Reviews 	Principal	to receive	J	19:50-20:00
14.	Annual Report & Financial Statements <ul style="list-style-type: none"> • Regularity letter • Engagement letter 	Chair/Chair of R&A	to receive & approve	K	20:00-20:10

	<ul style="list-style-type: none"> • Risk & Audit committee minutes 1 Dec '15 (verbal) • F&GP committee minutes 8 Dec '15 (verbal) 				
15.	HE Complaints Procedure	Principal	To receive & approve	L	20:10-20:15
16.	Apprenticeships – positional statement	VP	to receive	Present	20:15-20:25
17.	Succession Planning – follow-up <ul style="list-style-type: none"> • Autumn Conference 20 Nov '15 	Chair	to agree	Verbal	20:25-20:30
Other matters					
18.	Members feedback	Chair	for information	Verbal	20:30-20:35
Confidential matters					
19.	Consideration of any confidential matters	Chair		Verbal	20:35
Date of next meeting					
The next scheduled meeting will be held on Tues 22nd March 2016 @ 6:00pm					