



## CORPORATION BOARD BUSINESS – Meeting 6

### A G E N D A

Thursday 6<sup>th</sup> July, 2017 at 5.30pm

GRAVESEND SITE - C BLOCK

<b>To attend</b>	Full Corporation Board – Julian Parkes, Alex Lewsley, Pam Jones, Jon Gurney, Chloe Honess, Peter Green, Phil Hatton, Richard Longman, Keith Norman, David Gleed, Niamh McInerney & Nikki Franks & Teja Birring
<b>In Attendance</b>	Yolanda Hughes (Clerk to the Corporation), Rhiannon Hughes (Deputy Principal) and Lawrence Jenkins (Vice Principal/ Finance & Resources)

Item Agenda	Time (Mins)	Item Description	Presented By	Paper No/ Verbal	Action required
6.1	3 mins	<b>Opening of Meeting</b> <b>Apologies for Absence</b>  <b>Formally welcome Teja Birring</b>	Chair	-	-  <b>Decision</b>
6.2	5 mins	<b>Formally appoint new Governor as per the Search, Governance &amp; Remuneration Committee recommendation</b>	Chair	6.2	<b>Decision</b>
6.3	2 mins	<b>Declarations of Interest</b>	Chair	Verbal	<b>Note</b>
6.4	2 mins	<b>Part 1 and Part 2 Minutes of the last Corporation Board Meeting held 18<sup>th</sup> May, 2017</b>	Chair	6.4	<b>Decision</b>
<b>ITEMS FOR SUBSTANTIAL DISCUSSION &amp; DECISION</b>					
6.5	15mins	<b>Principal's Report – July 2017</b>	Principal	6.5	<b>Note</b>
6.6	10mins	<b>QIP – update</b>	Deputy Principal	6.6	<b>Note</b>
6.7	15mins	<b>Budget and 2 Year Financial Plan 2017/2018</b>	Vice Principal	6.7	<b>Decision</b>
6.8	5mins	<b>Monthly Management Accounts – April 2017</b>	Vice Principal	6.8	<b>Note</b>
6.9	5 mins	<b>Tenders &amp; Contracts</b> a. Mopier Contract b. Security & Caretaking Contract	Vice Principal	6.9a 6.9b	<b>Decision</b>
6.10	5mins	<b>Policies</b>  a. Fees Policy 2017/2018 b. Financial Regulations - review	Vice Principal	6.10a 6.10b	<b>Decision</b>

6.11	5mins	HR Report	Vice Principal	6.11	Note
<b>AUDIT COMMITTEE REPORT</b>					
6.12	10mins	<p><b>Draft - Audit Committee Minutes of 22nd June, 2017</b></p> <p><b>Internal Audit Reports – Scrutton Bland</b></p> <ul style="list-style-type: none"> <li>a. Curriculum Planning</li> <li>b. Management Accounts</li> <li>c. Income and Debtors</li> <li>d. HR System</li> <li>e. Internal Verification</li> <li>f. IAS Follow Up report</li> </ul> <p><b>Financial Statements Auditors – Mazars</b></p> <ul style="list-style-type: none"> <li>g. FSA Engagement Letter 31.7.2017</li> <li>h. FSA Planning Letter 2016/2017</li> <li>i. Risk Register &amp; Risk Policy &amp; Procedures</li> <li>j. Anti Fraud Policy</li> <li>k. Anti Bribery Policy</li> <li>l. Whistle Blowing Policy</li> </ul>	Keith Norman	<p>6.12</p> <p>6.12a</p> <p>6.12b</p> <p>6.12c</p> <p>6.12d</p> <p>6.12e</p> <p>6.12f</p>	<p>Note</p> <p>Agree</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>Agree</p>
<b>ESTATES WORKING GROUP REPORT</b>					
6.13	15 mins	<ul style="list-style-type: none"> <li>a. Estates Working Group Minutes 15.6.17</li> <li>b. Dartford Project – verbal update</li> </ul>	<p>Alex Lewsley</p> <p>Vice Principal</p>	<p>6.12a</p> <p>-</p>	<p>Note</p> <p>Note</p>
<b>SEARCH, GOVERNANCE &amp; REMUNERATION COMMITTEE REPORT</b>					
6.14	10mins	<ul style="list-style-type: none"> <li>a. Draft Minutes of the Search, Governance &amp; Remuneration Committee Part 1 – non confidential</li> <li>b. Draft Minutes of the Search, Governance &amp; Remuneration Committee Part 2 – strictly confidential not for SPH/Staff/Students</li> <li>c. Board Membership</li> <li>d. Vice Chair of Corporation – appointment</li> <li>e. Corporation Board &amp; Committee Schedule for 2017/2018</li> </ul> <p><b>Bid Farewell to Julian Parkes</b></p>	Alex Lewsley	<p>6.14a</p> <p>6.14b</p> <p>6.14c</p> <p>6.14d</p> <p>6.14e</p>	<p>Note</p> <p>Note</p> <p>Note Decision</p> <p>Agree</p>

		<b>Confidential SPH/Staff and Students to be excused</b>  f. SPH Performance Objectives review and update g. SPH Matters		Verbal  Verbal	Note  Decision
6.15	5 mins	Meeting evaluation	Chair	6.15	-
6.16		Date and time of the next meeting  Search, Governance & Remuneration 28.9.17 at 5.30pm – Dartford Corporation Board meeting 1 – 12.10.17 at 4.45pm - Dartford			Note