

EASTLEIGH COLLEGE BOARD

**WEDNESDAY 10 DECEMBER 2014, 1630 - 1900 HOURS – please note start time
TO BE HELD IN THE RED CARPET RESTAURANT**

A LIGHT FESTIVE BUFFET WILL BE AVAILABLE FROM 1630 ONWARDS (to be preceded by a meeting of Eastleigh College Ltd Directors at 1600 in Room A018)

AGENDA

	Initial PQ	Ref	Page	Time
1. Governors' Meeting Time with SMT				5 mins
PART ONE OF THE MEETING				
2. Membership & Board Matters				10 mins
i Apologies	ChD			
ii Declaration of Interests	ChD			
- Governors are reminded that it is their duty to declare any interest, financial or otherwise in any item on the agenda.			1	
iii Minutes of the Last Meeting – 17 September 2014	PQ	attached		
iv Matters Arising	PQ	verbal		
v Review committee membership & terms of reference	PQ	attached	6	
vi 12 month appraisal Shirley Nellthorpe & Gail Thomas	PQ	verbal		
vii A further 4 year term of office for John Course	PQ	verbal		
viii Appointment of Governors – (to approve)				
(a) Alex Parmley (Governor in waiting)	PQ	attached	9	
(b) Julie Richmond (Staff Governor Non-Teaching)	PQ	attached	12	
(c) Dale Lyons (Student Governor)	PQ	verbal		
ix Chair of Audit Committee – Kathryn Rankin	PQ	verbal		
3. Governors' Monthly Reports – October 2014				10 mins
i Financial aspects	RJ	prev circ		
ii Safeguarding update	JE			
iii Equality & Diversity update	JE			
4. To Review				30 mins
i. Audit Committee	CoID			
a) Audit Committee Minutes, 12/11/14 (to note)		attached	13	
b) Audit Committee Annual report, 2013/14 (to approve)		attached	18	
c) Audit Committee Operation & ToRs (to approve)		attached	22	
d) Internal Audit Annual Report 2013-14 (to approve)		attached	26	
e) External Audit Management report 2013/14 (to approve)		attached	35	
f) Risk Management policy (to approve)		attached	70	
ii. Finance and General Purposes Committee	PQ			
a) F&GP Committee Minutes 19/11/14 (to note)		attached	71	
b) F&GP Committee Operation and ToRs (to approve)		attached	77	
c) Financial Statements 2013/14 (to approve)	RJ	attached	80	
d) Financial Statement Representation letter (to approve)	RJ	attached	129	
e) Regularity Representation letter (to approve)	RJ	attached	132	
f) Financial Statement Audit ToRs	RJ	attached	134	
g) Regularity Audit ToRs	RJ	attached	142	
h) Sub-Contractor Working Strategy (to approve)	RJ	attached	158	
i) Terrorism Insurance (to consider)	RJ	verbal		
iii. Standards Committee	JC			
a) Standards Committee Minutes, 26/11/14 (to note)		attached	160	
b) Standards Committee Operation and ToRs (to approve)		attached	167	
c) FE Commissioner's Letter 17 October 2014 (to note)		attached	168	
iv. Search Committee	PQ			
a) Search Committee Minutes, 03/10/14 (to note)		attached	172	
b) Search Committee Operations and ToRs (to approve)		attached	174	
v. Eastleigh College Ltd				
a) Eastleigh College Ltd Minutes – 10/12/14 (to note)	PQ	verbal		

PART TWO OF THE MEETING

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| 5. Reports, Policies & Strategies | | | | |
| a. Annual E&D report (to approve) | KQ | attached | 175 | 50 mins |
| b. College Business Objectives and Strategy 2015 to 2017 (update) (to receive) | JE | attached | 183 | |
| c. Marketing Strategy (up-date) | JE | attached | | |
| 6. To Consider | | | | 10 mins |
| a. Staff Pay Review (B.21.14.ii.b) | RJ/JE | verbal | | |
| 7. Annual Award Evening Event Review | JE | verbal | | |
| 8. Date of Next Meeting | | | | |
| Wednesday 25 March 2015, 1700, | | | | |
| - Governors' Monthly Report – financial, safeguarding & E&D updates | | | | |
| - College Self Assessment Report 2013-14 & Quality Improvement Plan | | | | |
| - Attendance register | | | | |
| - Student Governors' Strategic Issues | | | | |
| - Safeguarding Strategy – to approve | | | | |
| - Financial Regulations - to approve | | | | |
| - Apprenticeship Support Strategy – to approve | | | | |
| - Curriculum Strategy | | | | |