



17th February 2010

CORPORATION

Dear Governor

You are invited to attend the next meeting of the Corporation, to be held on Wednesday, 24th February 2010 at 6 p.m. in the Boardroom, Blenheim Walk Building. The agenda for the meeting is set out below, and refreshments will be available from 5.30 p.m.

Yours sincerely

Fiona Bagchi
Clerk to the Corporation

AGENDA

1. Apologies for absence

2. Declarations of interest. Members to declare any personal and/or pecuniary interests in any item on the agenda

PART I – Items for discussion and decision

3. Minutes of the previous meeting. To confirm the minutes of the meeting of the Corporation held on 16th December 2009. *ENCLOSURE – Agenda item 3*

4. Matters arising from the minutes

4.1 Action plan update. To consider an update on actions arising from the minutes of the meeting held on 16th December 2009. *ENCLOSURE – Agenda item 4*

4.2 Any other matters arising, not elsewhere on the agenda

5. Committee minutes, reports & recommendations:-

Finance & General Purposes Committee:

5.1. Minutes. To receive the unconfirmed minutes of the F&GP Committee held on 27th January 2010. *ENCLOSURE – Agenda item 5.1*

5.2. Financial status of the College. To consider the Committee's report concerning the College's financial position as at 31st December 2009.

5.3. FE sector governance review. To note the Committee's report on the BIS consultation on proposed technical changes to the Instrument and Articles of Government and Regulations.

5.4. Student Union accounts. To consider for approval on the recommendation of the F&GP Committee the Student Union accounts for the year ended 31st July 2009. *ENCLOSURE – Agenda item 5.4*

Page

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| 6. Enrolment Report 2009/10. To consider a report on student enrolment in the current academic year. <i>ENCLOSURE – Agenda item 6</i> | 15 |
| 7. Health & Safety Annual Report .To consider the College's Health & Safety Report for 2008/9. <i>ENCLOSURE – Agenda item 7</i> | 19 |
| 8. Delegation to Committees. To consider a recommendation from the Clerk on the delegation to the F&GP Committee of the approval and annual review of a charging policy for requests made under the Data Protection Act, the Freedom of Information Act, the College's Publication Scheme, and the Environmental Information Regulations. <i>ENCLOSURE – Agenda item 8</i> | 31 |
| 9. Annual review of Corporation's Standing Orders. To consider a recommendation from the Clerk on revisions to the Corporation's Standing Orders. <i>ENCLOSURE – Agenda item 9</i> | 33 |
| 10. LSIS/AoC review of governance. To receive a report from the Clerk on the review. <i>ENCLOSURE – Agenda item 10</i> | 39 |
| 11. Any other urgent item(s) of business | |
| 12. Date & time of next meeting. To confirm that the next meeting of the Corporation will be held on Wednesday, 5 th May 2010 at 6 p.m. | |

PART II – Items for information only

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| 13. Principal's Report. To note the Principal's Report for the period ending 17 th February 2010. <i>ENCLOSURE – Agenda item 13</i> | 43 |
| 14. <i>LSIS Equality, Diversity and Governance. A brief guide for governors and clerks in FE colleges.</i> To note that this report has been e-mailed to Corporation members and will be considered in detail at the meeting of the ASQA Committee on 14 th April 2010. | |

PART III – Reserved Matters

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| 15. Exclusions. To consider whether any exclusions are necessary prior to consideration of any of the items on the Reserved Matters agenda. | |
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CORPORATION

17th February 2010

Reserved matters agenda of the Corporation meeting to be held on Wednesday, 24th February 2010.

PART III – Reserved Matters

16. **Exclusions.** To consider whether any exclusions are necessary prior to consideration of any of the items on the Reserved Matters agenda.
17. **Confidential Minutes.** To confirm the confidential minutes of the Corporation meeting held on 16th December 2009. ***ENCLOSURE – Agenda item 17*** 47
18. **Matters arising from the confidential minutes**
- 18.1 **Action plan update.** To consider an update on actions arising from the confidential minutes of the meeting held on 16th December 2009. ***ENCLOSURE – Agenda item 18.1*** 49
- 18.2 **Any other matters arising, not elsewhere on the agenda**
19. **Review of confidential minutes.** To consider the annual review of confidential minutes recorded during 2009, together with proposals for their publication. ***ENCLOSURE – Agenda item 19*** 51

Fiona Bagchi
Clerk to the Corporation