

Confirmed

LEEDS COLLEGE OF ART & DESIGN

CORPORATION

Minutes of a meeting of the Corporation held on Wednesday, 30th April 2008 at 6 p.m.

Present: Miss A M C Browne (Chairman), Mr M Berwin, Mr J M Flathers (*part meeting*), Mr R Henton, Miss E Mingay, Mr I Ratyal, Mr P Sunter, Mr E A B Wigan, Mr I Wood, Mr P Yendell

In attendance: Ms S Goodwill, Mr E Pearson, Mr J Tilt

Miss Browne welcomed Mr Wood to his first meeting of the Corporation

1. **Apologies for absence** were received from Mr G Downey, Mr J Stubbs and Mrs J Williams
2. **Declarations of interest.** There were no declarations of interest

PART I – Items for discussion & decision

3. **Minutes of the previous meeting.** The minutes of the meeting of the Corporation held on 6th February 2008 were confirmed and signed as a correct record

4. **Matters arising from the minutes:**

Composition & determination of membership of the Corporation. (Minute 13/2/08 refers). Mr Pearson introduced this report which set out for consideration a number of changes following the publication of the revised Instrument & Articles of Government. Following discussion, the Corporation resolved:

That the Corporation should comprise 14 members, inclusive of 1 staff governor, 2 student governors, the Principal, and 10 recruited with the necessary skills and knowledge to ensure the Corporation carries out its defined duties

That the proposed changes to the Search Committee's terms of reference, as submitted, be approved

That the revised arrangements for staff and student elections as submitted be approved, subject to the 2 student members being drawn from each of the FE and HE student bodies, if possible

ACTION: Clerk to the Corporation

Review of Standing Orders. (Minute 6.1. /2.08 refers). A revised version of the Corporation's Standing Orders was considered and approved, as submitted

ACTION: Clerk to the Corporation

(At this point Mr Flathers entered the meeting)

Health & Safety Report; student access to GP services. (Minute 8/2/08 refers). Ms Goodwill reported on her enquiries into the possible difficulties some students had experienced in finding access to general practitioner services. Whilst she had found that quotas existed which restricted access to some GP practices, she had also been

assured that many students preferred to remain with their own GP, and that no problems had been drawn to the attention of Student Services. This position was noted

5. Committee minutes, reports & recommendations. The following matters were dealt with under this heading:

Audit Committee. The unconfirmed minutes of the Audit Committee held on 12th March 2008 were received

Academic Standards & Quality Assurance Committee. The unconfirmed minutes of the AS&QA Committee held on 2nd April 2008 were received

Finance & General Purposes Committee.

Minutes. The unconfirmed minutes of the F&GP Committee held on 9th April 2008 were received

Report on financial position. The Committee's report on the College's financial position as at 29th February 2008, set out in Minute 5.1.2, was approved

Search Committee. Mr Berwin provided a verbal report following the meeting of the Search Committee which had taken place immediately before the Corporation meeting. Arising from his report, it was agreed that Mr Downey be granted leave of absence for the months of April and May 2008

ACTION: Clerk of the Corporation

6. Schedule of delegation. A revised Schedule of Delegation was considered, which had been drawn up to reflect changes following the publication of the revised Instrument & Articles of Government. Arising from the same document, it was noted that amendments would need to be made to the College's disciplinary procedures for senior postholders, and proposals will be placed before the Corporation. The revised Schedule was approved

ACTION: Clerk to circulate for implementation

7. Annual Equality & Diversity Report 2006/7. Members considered this report and following discussion it was agreed:

That the report be approved

That a medical opinion be sought concerning the individual medical assessments contained in the report, to ensure that the recommendations were all clinically sound

That a medical opinion be sought about the need for the College to have available CPR equipment

That wheelchair access to the Blenheim Walk Building be re-assessed

ACTION: Deputy Principal

8. Schedule of Policies & Procedures. A revised schedule of College policies & procedures was considered and approved

9. Date & time of next meeting. The next meeting of the Corporation was confirmed for Wednesday, 16th July 2008 at 6 p.m.

PART II – Items for information

10. Principal's Report. The Principal's report for the period to 24th April 2008 was noted