

*Confirmed Minutes*

*LEEDS COLLEGE OF ART & DESIGN*

**CORPORATION**

Minutes of a meeting of the Corporation held on Wednesday, 31<sup>st</sup> October 2007 at 6 p.m.

**Present:** Miss A M C Browne (Chairman), Mr M Berwin, Mr R Briggs, Mr J M Flathers, Miss E Mingay, Mr I Ratyal, Mr J Stubbs, Mr P Sunter, Mrs J Williams, Mr E Wigan

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

Miss Browne welcomed Mr Flathers and Miss Mingay to the Corporation

1. **Apologies for absence** were received from Mr Downey
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 25<sup>th</sup> July 2007 were confirmed and signed as a correct record

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

**Membership of the Audit Committee** (Minute 10.2/7/07 refers). The Clerk confirmed that the current Audit Code of Practice stated that members of finance committees should not serve on audit committees; there remained one vacancy to fill on the Corporation's Audit Committee. It was agreed to consider the possibility of co-option to this vacancy

***ACTION: Clerk to discuss further with Chairman of Audit Committee***

**The College Name** (Minute 8.1/7/07 refers). Miss Mingay raised a number of questions about the decision to change the College name, in particular the continued use of "College" rather than an alternative such as "School". Mr Wigan explained the constraints when considering options for changes of name, and it was agreed that the background paper discussed at the July meeting should be sent to Miss Mingay and that Mr Wigan meet with her to discuss the matter in detail

***ACTION: Principal***

5. **Committee minutes, reports & recommendations.** Minutes, reports and recommendations from the Corporation's Committees were considered, as follows:

*At this point Miss Mingay withdrew from the meeting*

**Search Committee.** A report from the Search Committee was considered, and it was resolved that:

Mr R Henton be re-appointed as a co-opted member for a 3<sup>rd</sup> term of four years, effective from 24.11.07

***ACTION: Clerk***

Miss E Mingay be appointed as student governor, her term of office to be coterminous with that of her Student Union Presidency

**ACTION: Clerk**

*Miss Mingay rejoined the meeting*

**Finance & General Purposes Committee.** The unconfirmed minutes of the Finance & General Purposes Committee held on 26<sup>th</sup> September 2007 were received. It was agreed that Mr Yendell's suggestion for a short independent audit (minute 5 refers) should be discussed with him by Mr Stubbs

**ACTION: Chairman of Audit Committee**

**Search Committee – verbal report & recommendations.** Mr Berwin provided a verbal report on the meeting of the Search Committee which had preceded that of the Corporation. He then put forward recommendations arising from that meeting for the Corporation's consideration. First, in the light of Ms Catling's resignation as governor, it was proposed that Mr Flathers' appointment be brought forward to commence on 31<sup>st</sup> October 2007, and that his category of membership change from co-opted to business member. This was agreed

**ACTION: Clerk**

Second, the Committee recommended that Mr Yendell's appointment be extended by six months until 23<sup>rd</sup> May 2008; a further report to be made by the Committee before the end of that extension. This was agreed

**ACTION: Clerk**

- 6. Date & time of next meeting.** Whilst the next meeting of the Corporation was scheduled for 16<sup>th</sup> January 2008, Miss Browne pointed out that there was a formal requirement for the Corporation to adopt the final management accounts for 2006/7 before the end of 2007. It was therefore proposed that an additional meeting of the Corporation be arranged for Wednesday, 12<sup>th</sup> December 2007, to immediately follow the Audit Committee meeting on that date. The approval of the accounts would be the sole business to be conducted. This was agreed

**ACTION: All to note**

**PART II – Items for information**

- 7. Draft Management Accounts 2006/7.** Mr Tilt introduced these accounts, reminding members that they were currently the subject of audit, and that they had also be scrutinised by the F&GP Committee at its last meeting. The overall financial position of the College remained extremely healthy. The final version of the accounts, for formal approval and adoption, will be placed before the next meeting
- 8. Principal's report.** Mr Wigan amplified his report, confirming that premises in the Broderick Building had now been rented to provide accommodation for Foundation students. With reference to the provision of new wireless networking and computer hardware, Miss Mingay raised some questions about the dissemination of information about these facilities which Ms Goodwill undertook to examine

**Signed:** *A M C Browne*  
*6<sup>th</sup> February 2008*