

Confirmed

LEEDS COLLEGE OF ART & DESIGN

CORPORATION

Minutes of a meeting of the Corporation held on Wednesday, 17th December 2008 at 6 p.m.

Present: Miss A M C Browne (Chairman), Mr M Berwin, Mr S Blaney, Ms J Eugene, Mr J M Flathers, Miss S-L Miller, Mr I Ratyal, Mr J Stubbs, Mr P Sunter, Mr E Wigan, Mr I Wood, Mr P Yendell

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

Ms Bailey was welcomed to her first meeting of the Corporation since her appointment as Director of Finance

1. **Apologies for absence** were received from 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 22nd October 2008 were confirmed as a correct record
4. **Matters arising from the minutes:**
 - 4.1. **Risk management policy review.** (Minute 5/10/08 refers). Ms Bailey confirmed that she was now leading on the review of the risk management policy and associated procedures, and that a formal set of proposals would be placed before the Corporation as soon as possible
ACTION: Director of Finance
 - 4.2. **The College Name.** (Minute 6.1 & 6.2/10/08 refer). Miss Miller stated that she had not received a copy of the paper which set out the rationale for changing the College name, and that consequently the student body were also unaware of the contents of that paper. The Principal undertook to ensure that a copy was sent to Miss Miller
ACTION: Principal
5. **Committee minutes, reports & recommendations.** The following matters were dealt with under this heading:
 - 5.1. **Search Committee minutes.** The unconfirmed minutes of the Search Committee held on 22nd October 2008 were received
 - 5.2. **Finance & General Purposes Committee:-**
 - 5.2.1. The **confirmed minutes of the F&GP Committee** held on 24th September 2008 were received
 - 5.2.2. The **unconfirmed minutes of the F&GP Committee** held on 3rd December 2008 were received. It was noted that Mr Flathers had been omitted from the names of attendees and that this would be corrected when the minutes were confirmed at the next meeting of the Committee. Arising from the minutes:

5.2.3. The College's financial position. The Committee's report set out in minute 5/10/08, recording a sound financial position at the end of October 2008 was noted

5.3. Academic Standards & Quality Assurance Committee. The unconfirmed minutes of the ASQA Committee held on 26th November 2008 were received

5.4. Audit Committee:-

5.4.1. The **unconfirmed minutes of the Audit Committee** held on 10th December, which had been circulated separately from the Corporation's agenda, were received. Mr Stubbs drew attention to Minute 5/12/08 and confirmed that the necessary inspections had now been carried out, which allowed the Annual Report of the Committee to be placed before the Corporation. Members also noted the Committee's recommendations in relation to the Members' Report and Financial Statements for 2007/8, set out in minutes 4.1 & 4.2/12/08

5.4.2. Audit Committee's Annual Report 2007/8. The Committee's Annual Report for 2007/8 was tabled, and approved

6. Members' Report & Financial Statements 2007/8. This report, together with the associated management representations letter (copies of which were tabled), were introduced by Mr Tilt. Members took account of the recommendation from the Audit Committee that the report & statements be adopted, and of the fact that the documents had also been carefully scrutinised by the Finance & General Purposes Committee. Mr Stubbs drew members' attention to the declarations within the representations letter concerning allegations of fraud or suspected fraud, and there was confirmation that no such instances had been communicated to any member. The Corporation resolved:

6.1. To adopt the Members' Report & Financial Statements for 2007/8, as submitted

6.2. To approve the management representations letter to KPMG LLP, as submitted

6.3. To authorise Mr Yendell to sign both documents on behalf of the Corporation, as Miss Browne's recent wrist injury prevented her signing as Chairman

ACTION: Director of Finance

7. Freedom of Information Act - College Publication Scheme. A report setting out the new requirements placed on all public authorities arising from this legislation was considered and discussed. It was resolved:

7.1. To adopt the new model publication scheme, as submitted, with effect from 1st January 2009

7.2. To observe the requirements of the definition document prepared for colleges of further education by the Information Commissioner, as submitted, together with the exceptions to publication set out in the report

7.3. To approve the Information Guide, as submitted

7.4. To review the operation of the revised scheme in December 2009

ACTION: Clerk to the Corporation

8. Vice – Chairman of the Corporation & Chairman of the Finance & General Purposes Committee. Miss Browne informed members that she was hoping to visit Mr Henton the following day, and suggested that this item should be

deferred to the next meeting. Member concurred, and asked that their best wishes be conveyed to Mr Henton

- 9. Date & time of next meeting.** The next meeting of the Corporation was confirmed for Wednesday, 25th February 2009 at 6 p.m.

PART II – Items for information only

- 10. Financial Management & Control Evaluation.** Copies of this report were received for information
- 11. Principal's Report.** When receiving this report, members were advised by the Principal that HEFCE had recently informed him that the process for colleges to seek transfer to that sector was being reviewed. This meant that applications were not likely to be considered for at least three months, and that the application process itself would become harder. In response to a question, Mr Wigan also confirmed that the change of College name would probably have effect from mid – 2009

At the conclusion of this part of the meeting, Mr Tilt was thanked at the completion of his work during the absence of a Director of Finance,