

Confirmed

LEEDS COLLEGE OF ART & DESIGN

CORPORATION

Minutes of a meeting of the Corporation held on Wednesday, 25th July 2007 at 6 p.m.

Present: Miss A M C Brown (Chairman), Mr M Berwin (*part meeting*), Mr R Briggs, Mr R Henton, Cllr G Hyde, Mr I Ratyal, Mr J Stubbs, Mr E Wigan, Mrs J Williams

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

Before the meeting began, the Chairman introduced Mr Tilt who was undertaking consultancy work in the continuing absence of the Director of Finance

1. **Apologies for absence** were received from Mr P Sunter, Mr G Downey and Mr P Yendell. Additionally, Mr Berwin had indicated that he was likely to be late
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 25th April 2007 were confirmed and signed as a correct record

4. **Committee minutes, reports and recommendations.** Minutes, reports and recommendations from the Corporation's Committees were dealt with as follows:

Search Committee:

Unconfirmed minutes of the Search Committee held on 25th April 2007 were received
A report concerning membership of the Corporation was considered and it was resolved:

- a) To appoint Mr J M Flathers as a co-opted member for a 4 year term, effective from 24th November 2007 (or earlier if an appropriate opportunity presents)
- b) To re-appoint Mr P Sunter as staff member for a 2 year term, expiring on 13th July 2009

ACTION: Clerk to the Corporation

Finance & General Purposes Committee:

The confirmed minutes of the F & GP Committee held on 30th May 2007 were received

The Committee's report concerning the College's financial position as at 30th April 2007 was considered and approved

The Committee's report concerning the extent of financial authority delegated to the Principal was considered and approved, as submitted

ACTION: Director of Finance, Principal

The Chairman of the Committee, Mr Henton, verbally reported on the Committee's meeting earlier in the day and said that the College's financial position as at 31st May

2007 had been examined, and that the Committee continued to regard the College's financial position as sound.

Academic Standards & Quality Assurance Committee. The unconfirmed minutes of the ASQA Committee held on 6th June 2007 were received. Mr Briggs drew attention to the significant awards that had been won by College students

Audit Committee. The unconfirmed minutes of the Audit Committee held on 27th June 2007 were received. Mr Stubbs told members that there remained a range of IT issues which the Committee had asked auditors to follow through

- 5. Financial forecasts & budget for 2007/8.** Mr Tilt introduced this report, and reminded members that normally the forecasts and budget would be presented in a specific format, as required by LSC. However, the constraints on preparation time because of the absence of the Director of Finance had led to the present situation whereby the Corporation was being asked to consider and approve the budget for 2007/8 at this meeting, with the LSC format to be formally approved at a later date. This was agreeable to LSC. Examining the proposed budget in detail, members noted that the College would remain in financial category 'A', that there was sufficient flexibility to be able to address unforeseen problems, and that there should be no difficulties in meeting capital loan repayments. It was resolved to approve the budget for 2007/8, as submitted

ACTION: Principal/Deputy Principal/J. Tilt

- 6. Whistle-blowing policy.** A revised and amended whistle blowing policy was considered and approved

ACTION: Deputy Principal, Clerk

- 7. College President.** Members considered a paper prepared by the Principal which explored options for maintaining the title President, following the recent death of Sir Douglas Brown. Following discussion, it was agreed that:

The title of Life President be retained for future use to recognise significant service to the College and Corporation

The title of Patron be considered in order to recognise those who influenced the College's good reputation

The Principal produce a further report with firm proposals which reflected these views

ACTION: Principal

- 8. The College Name.** A detailed report from the Principal, setting out a rationale for a change to the College's name was considered. It was agreed that:

The Secretary of State's permission be sought to change the College name to "Leeds College of Art", and

The change should be arranged to coincide with the completion of the process of transferring to HE

ACTION: Principal

- 9. Corporation appointments for 2007/8:**

At this point Miss Browne vacated the Chair and Mr Henton presided for the following item:

Chairman of the Corporation. Miss Browne was nominated, seconded and unanimously appointed to serve as Chairman of the Corporation for the period 1st August 2007 to 31st July 2008

Miss Browne re-assumed the Chair at this point

Vice-Chairman of the Corporation. Mr Henton was nominated, seconded and unanimously appointed to serve as Vice-Chairman of the Corporation for the period 1st August 2007 to 31st July 2008

Committee Chairmen & Vice-Chairmen. Appointments for the period 1st August 2007 to 31st August 2008 were agreed as follows:

9.3.1. Academic Standards & Quality Assurance Committee.

Chairman - Mrs Williams. Vice-Chairman - Mrs J McAllister

9.3.2. Audit Committee. Chairman - Mr J Stubbs. Vice-Chairman - Mr I Ratyal

9.3.3. Finance & General Purposes Committee. Chairman – Mr Henton. Vice-Chairman – Mr Yendell

9.3.4. Search Committee. Chairman – Mr Berwin. Vice-Chairman – Miss Browne

10. Committee membership 2007/8. A report was considered which reflected the Corporation's decision to introduce a rotational system for members serving on its Committees. Following discussion, it was agreed that membership of the Corporation's Committees for the period 1st August 2007 to 31st July 2008 should be as follows:

Academic Standards & Quality Assurance Committee. Mrs J Williams (Chairman), Mrs J McAllister (Vice-Chairman and co-opted member), Miss A M C Browne, Ms T Catling, Mr I Ratyal, Mr P Sunter, , student member

Audit Committee. Mr J Stubbs (Chairman), Mr I Ratyal (Vice-Chairman) Mr P Sunter. There was discussion about the requirement for all Audit Committee members not to serve on the Finance & General Purposes Committee; pending clarification there is one vacancy to be filled

ACTION: Clerk

Finance & General Purposes Committee. Mr R Henton (Chairman), Mr P Yendell (Vice-Chairman), Mr M Berwin, Miss A M C Browne, Mr G Downey, Cllr G Hyde, one vacancy

Search Committee. Mr M Berwin (Chairman) and Chairmen of Corporation, ASQA and F&GP Committees

At this point Mr Berwin entered the meeting

11. Calendar of meetings 2007/8. In considering a proposed calendar of meetings for the new academic year, members noted a proposed reduction in the number of Corporation meetings from 5 to 4. The calendar was approved, as submitted

ACTION: All to note

12. Date & time of next meeting. The next meeting of the Corporation will be held on 31st October 2007 at 6 p.m.

PART II – Items for information only

13. Principal's Report. The Principal's report for the period ended 20th July 2007 which had been circulated separately, was noted

14. Instrument & Articles of Government. A report setting out the results of the consultation exercise carried out in 2006 was noted

*(Signed) A M C Browne
31st October 2007*