

LEEDS COLLEGE OF ART & DESIGN

CORPORATION

30th January 2008

Dear Governor

You are invited to the re-arranged meeting of the Corporation (postponed on 16th January), which will now be held on **Wednesday, 6th February 2008 at 6 p.m.** in the Boardroom, Blenheim Walk Building. ***Please bring with you the agenda papers previously circulated – the enclosures listed below are already in your possession***

Refreshments will be available from 5.30 p.m., and the agenda for the meeting is set out below

Yours sincerely

Edward Pearson

Clerk to the Corporation

AGENDA

1. **Apologies for absence**
2. **Declarations of interest.** Members to declare any interests in any of the items on the agenda

PART I – Items for discussion & decision

3. **Minutes of the previous meetings.** To confirm the minutes of the meetings of the Corporation held on 31st October and 12th December 2007
4. **Matters arising from the minutes, not elsewhere on the agenda**
5. **Committee minutes, reports and recommendations:**
 - Search Committee:**
 - Minutes.** To receive the unconfirmed minutes of the Search Committee held on 31st October 2007.
 - Membership.** To consider a recommendation from the Search Committee
 - 5.2. **Finance & General Purposes Committee:**
 - 5.2.1. **Minutes.** To receive the confirmed minutes of the meeting of the F&GP Committee held on 28th November 2007, and the unconfirmed minutes of the F&GP Committee held on 30th January 2008

5.2.2. Financial position. To consider the Committee's report concerning the financial position of the College as at 31st October and 31st December 2007

5.3. Academic Standards & Quality Assurance Committee: To receive the unconfirmed minutes of the meeting of the AS&QA Committee held on 5th December 2007.

5.4. Audit Committee:

5.4.1. Minutes: To receive the unconfirmed minutes of the meeting of the Audit Committee held on 12th December 2007.

5.4.2. Annual Report: To receive a written copy of the Committee's Annual Report to the Corporation.

- 6. Review of Committee structure & terms of reference.** To consider the annual review of the Corporation's committee structure, and terms of reference.
- 7. Review of Standing Orders and Confidential minutes.** To consider the annual review of the Corporation's standing orders, together with proposals concerning the publication of confidential minutes recorded during 2007.
- 8. Self –assessment report.** To consider and approve the College's self-assessment report 2006/7.
- 9. Health & Safety Report, 2006/7.** To consider and approve the College's Health & Safety Report for 2006/7.
- 10. Enrolment Report.** To consider a report on student enrolment in the current academic year.
- 11. Any other urgent items of business**
- 12. Date & time of next meeting.** To confirm that the next meeting of the Corporation will be held on Wednesday, 30th April 2008 at 6 p.m.

PART II – Items for information only

- 13. Principal's Report.** To note the Principal's report for the period ending 31st December 2007.
- 14. Instrument & Articles of Government.** To note a summary of the changes introduced in a revised version of the Instrument & Articles of Government, effective from 1st January 2008.

PART III – Reserved Matters

- 15. Exclusions.** To consider and approve any exclusions considered necessary prior to consideration of the following items of business:

16. Confidential minutes. To consider and approve the confidential minutes of the Corporation held on 31st October 2007.

17. Matters arising, not elsewhere on the agenda

18. Confidential Committee minutes, reports & recommendations:

- 18.1. Finance & General Purposes Committee.** To consider the confirmed confidential minutes of the F&GP Committee held on 28th November 2007.
- 18.2. Annual Remuneration Review.** To consider the F&GP Committee's recommendations set out in Minute No. 13.3
- 18.3. Finance & General Purposes Committee.** To consider the unconfirmed confidential minutes of the F&GP Committee held on 30th January 2008