

MINUTES OF THE CORPORATION MEETING

Date	Wednesday 4 th November 2015	Time 4.00pm	UNRESTRICTED (FINAL)
Venue	The Executive Boardroom, New College Stamford		
Chair	Paul Wingfield, deputising for Alison Grant		
<p>Membership: Janet Meenaghan (Principal), Rob Cottrell, Yasmin Ilahi, Andrew Moore, Zoe Nash, Allison Sunley, Rachel Ward and Paul Wingfield</p> <p>In attendance: Andrew Clare, Interim Vice-Principal, Finance, Planning & Resources (“IVP,FP&R”), Andy McLaughlin, Executive Director Partnerships, Skills & Commercial Development (“EDPSCD”), Rachel Nicholls, Vice Principal, Curriculum (“VPC”) and Sally Brook Shanahan, Clerk to the Corporation.</p>			
<p>Apologies: Alison Grant (Chair), Jean Bevan, Debbie Dear, Sarah Hobbs, David Pennell and Andrew Tofts</p>			

	Item	Actions
1.	<p>Declarations of Interest None beyond those already recorded in the Register of Interests.</p>	
2.	<p>Welcome Zoe Nash, HE Student Governor, and Rachel Nicholls, Vice Principal, Curriculum were welcomed to their first Corporation meeting.</p>	
3.	<p>Minutes of the Corporation Meeting held on 30th September 2015 The Minutes of the Corporation Meeting held on 30th September 2015 were agreed and signed by the Chair of the meeting as a true record.</p>	
	<p>Actions Table from the Corporation Meeting held on 30th September 2015 and matters arising from the Minutes not elsewhere on the Agenda</p> <p>Actions from the Meeting held on 30th September 2015 <u>Action No.2A – Minute 7, Page 5 – Stamford Plus Limited</u> – The matter of further appointments to the board of Stamford Plus Limited was delegated to the Finance & Resources Committee for action at its next meeting on 9th December 2015 with the decision made being reported to the full Corporation for noting at its meeting on 16th December. The Action for the Corporation was closed.</p> <p><u>Action No.3 – Minute 8, Page 6 - Capital Project Update</u> – A site visit has been arranged for all Members at 3.15pm on Wednesday 9th December 2015 before the Finance & Resources Committee at 4.00pm. The Action was closed.</p> <p><u>Action No.4 - Minute 8, Page 6 - Capital Project Update</u> – The Review of Leases will be added to the Agenda for the first meeting of the Finance & Resources Committee in the new calendar year and the subject will be considered by the Committee at least annually thereafter. The Action was closed.</p>	

	<p>Actions from the Meeting held on 1st July 2015 <u>Action No.8 - Minute 13, Page 7 - The Working Party and Governance Structure Arrangements</u> –Two profiles remain outstanding. The Members concerned will be reminded again to submit them to the Clerk as soon as possible so the website can be updated.</p> <p><u>Action No.9 - Minute 13, Page 7, – The Working Party and Governance Structure Arrangements</u> – It was agreed that the Action to consider offering the opportunity to attend the Times FE Festival as a prize for which students would compete will be deferred to a future meeting.</p> <p>Actions from the Meeting held on 29th April 2015 <u>Action No.11 – Minute 14, Page 8 - Stamford Plus Limited</u> – It was confirmed that the previous Principal has been removed as a Director and, as reported earlier, the appointment of new Directors has been delegated to the Finance & Resources Committee. The Action for the Corporation was closed.</p> <p><u>Action No.14 – Minute 18, Page 8 - Register of Interests</u> – Members will be asked to confirm/update their declarations to the Clerk.</p>	
4.	<p>Principal's Report In real terms over the past 5 years there has been a 27% cut in funding for FE Colleges. Against that background the sector awaits the outcome of the government's Comprehensive Spending Review due to be announced on 25th October 2015 when it will be announced if further cuts will be made. The Association of Colleges has indicated that colleges should prepare on the basis that they will. Members noted the content of a letter prepared by the Principals' JISC Network to be sent to the Prime Minister. Views expressed were that it tone is appropriate and respectful and it was agreed that the Principal should sign it. Currently over 100 Principals have signed the letter, with the final total expected to be around 150 out of the 240 in the sector.</p> <p>The Area Reviews have begun and have been targeted to the devolution agenda and those areas with significant financial problems. The first wave comprised 83 FE and Sixth Form Colleges in seven areas with the outcomes expected by Christmas 2015. Currently it is anticipated that the College will not be in the second or third waves. With re-Inspection a priority for the College, views were expressed that this might be good for the College, although there is a risk that the Area Review process may become more challenging later in the cycle. Meanwhile the College will continue to talk with two other colleges in the vicinity.</p> <p>Members noted the process and outcomes of the Norfolk and Suffolk pilot review and in particular the ranked list of recommendations at its conclusion and the fact that governors chose to follow the recommendation that was ranked 4th out of seven that made it clear that notwithstanding the recommendations the ultimate decision is one for the Corporation to make.</p> <p>A discussion followed about the consequences of not following the recommendations. As the outcome of the process is the establishment of "funded groups" the conclusion appears to be that colleges who do not follow review recommendations will be allowed to fail or may not be funded.</p>	Principal

It was confirmed that all Members now have access to the documentation that has been provided by its two potential collaborative partners using the Board IQ software to which it has been uploaded. The Principal confirmed that she will be meeting representatives from those colleges on 11th November 2015 to map the timeline. This will be followed by the informal Reception to be hosted by NCS that will give Members and senior managers the opportunity to meet and discuss the opportunities and challenges ahead. It was confirmed that it is intended to use part of the Corporation's Development Day on Friday 8th January 2016 to review the options and decide whether to pursue a formal collaboration.

The Interim Vice-Principal, Finance, Planning & Resources has answered a number of straightforward questions from the other colleges and meanwhile has put together a three year financial analysis across the three colleges that will lead to higher level questions being put to them including around their recruitment assumptions. The analysis of data will inform the discussions and if there is an appetite for merger then a formal Structure and Prospects appraisal will follow. In the course the ensuing discussion it was confirmed that the financial health of both potential partners is "Good" and that the benefits of collaboration extend beyond maximising cost savings to include looking at the delivery model and taking advantage of opportunities to grow. The format of the debate remains to be mapped out but the Acting Chair summed up the current position as being that it seeks to continue to explore collaboration in Lincolnshire to utilise the strengths of the three colleges with the aim of an ultimate merger in some way. Other potential opportunities for collaboration would not be ruled out with these including the creation of a specific HE related relationship with another college that could also strengthen the tripartite collaboration already being taken forward with the strong potential for a powerful group to emerge.

Overall it was concluded that the Corporation should remain institutionally blind in considering the options with what is best for Lincolnshire being the main focus whilst keeping open the options for working with other colleges.

The second, short and positive, "Support and Challenge" visit from Ofsted had taken place on 14th October 2015. It focussed on the Post Inspection Action Plan and resulted in a positive follow up letter being received. The third visit, this time for a full day, has been scheduled for 16th March 2016 when Inspectors will meet groups of staff and undertake lesson observations and walk throughs.

It was reported that Casterton Business and Enterprise College has concluded its consultation exercise with a significant majority of consultees in favour of relocating the sixth form from Oakham to Casterton. This proposal has, however, been strongly objected to by Welland Academy who are not happy about the College supporting a proposals for a sixth form at CBEC. Members were also informed about feedback from a member of the Corporation who was unable to be present at the meeting who expressed a view against the proposal. However, NCS had already promised CBEC that it would send a letter of support to the Education Funding Agency ("EFA") and so it was concluded that the letter should be affirmative of the proposal whilst emphasising that collaboration across Stamford and the area as a whole is key. It was agreed that the Chair and Vice Chair will review the letter before it is sent.

**Chair and
Vice Chair**

Meanwhile, the College has accepted an invitation from CBEC to attend its Post-16 Pathways Evening on 12th November 2015 to talk about vocational provision. The Principal thanked the Members for raising this issue with her and for directing her to talk to the school Heads

The College has been formally notified by UCU and Unison of their intention to strike over pay on 10th November 2015. Whilst the right to strike is respected, it cannot change anything in view of the financial state of the sector and is likely to result in disruption to the learners' experience. Members agreed that staff who go on strike will be deducted one day's pay based on a calculation of 1/260 of annual salary.

As previously reported the College exceeded its target for the recruitment of 16-18 learners by 40. Members noted that non-returners and early withdrawals have now impacted this figure resulting in the College now being 30 learners below target. It was confirmed that this will not affect funding materially in-year but will result in a reduction of income of around £200,000 in 2016/17. Members discussed this situation and concluded they are not a matter of concern but part of the "right sizing" of the College. Members were informed that some leavers moved to jobs and around 12 have proceeded into apprenticeships with the College that is a positive step and one which also serves to offset some of the reduction in income. In this context Members asked about the availability of destination data and it was stated that this will be included in the Self Assessment Report that will shortly be presented to the Corporation for its scrutiny.

A successful first Open Evening for the year was held on 14th October 2015 with a 24% increase in prospective students attending and a 48% increase in registrations compared with last year. The number of course applications made on the night fell but appears to be related to a lack of referrals from subject areas which will be addressed at the next Open Event on Saturday 7th November 2015.

Members were alerted to a number of animal health issues that have been referred to the vet concerning birds and rabbits. Acting on the vet's advice a decision has been taken to cull all the birds in order to reduce health risks. As birds are not a compulsory element it was noted that this will not disadvantage students. The decision to cull has been well managed and currently remains an internal matter. In the event that the College is contacted about it, it was confirmed that a press release will be prepared for issue.

5. **Key College Performance Indicators**

Members received the Performance Dashboard in its new format that will be updated monthly. Attention was drawn to the 16-18 income that showed a £959,000 gap in EFA funding which it was explained comprises £722,000 where students fell short of the 540 minimum contact hours threshold and £237,000 due to under recruitment. It was confirmed that work is underway to identify the individual students involved and to adjust their hours accordingly.

It was confirmed that the Apprenticeship profile is a normal one that is expected at this stage in the year. The Adult Budget was reported as underspent but with the expectation that it will improve later in the year, including as a result of work undertaken with a small number of sub-contracted partners.

	<p>With the profile shown on the Dashboard questions were asked about whether a RAG rating of Green can remain justified. It was clarified that the reason it can is because the number of recruitments remains above target but most are funded by loans for which the monies had not yet been received when the Dashboard was circulated. It was confirmed that subsequent receipts mean that the budget has since been exceeded.</p> <p>Discussion followed about the acceptable tolerances for RAG ratings that concluded with agreement that a paper will be circulated to Members to explain the basis of the professional judgment on which the RAG ratings are made.</p> <p>It was confirmed that although staff numbers are down, this is as a result of the fact that some posts are difficult to recruit. Consequently although the impact is positive on financial performance there are some adverse operational implications.</p> <p>Members noted that all the financial indicators have been met and accepted the reported position.</p>	IVP,FPR
6.	<p>Update on the College’s Financial position and Draft Management Accounts for September 2015</p> <p>Members received the report and the draft Management Accounts for September 2015. The Summary of Financial Performance was scrutinised with particular attention given to the two Red and one Amber Key Performance Indicators with the conclusion reached that there were no significant matters of concern mindful that it is only Period 2. The Red rated learner numbers KPI concerned a factual position that had been discussed earlier in the meeting and an explanation given that under current guidance the impact will not be felt until 2016/17, although that may be subject to change.</p> <p>It was confirmed that the Finance & Resources Committee will be scrutinising the October 2015 figures when it meets next on 9th December 2015 with any issues being fed through to the Corporation at its meeting the following week in the knowledge that there are a number of areas where expenditure can be pulled back if the Committee identifies a need to close any gaps.</p>	
7.	<p>Capital Project Update</p> <p>The project for the build of the new Construction and Motor Vehicle Skills Centre remains on time and budget. The only issue is that although the Contractor has confirmed that the building will be completed before Christmas 2015 it is not scheduled to be handed over until 2nd February 2016 and so if testing and snagging can be completed earlier it is hoped that handover can be before then.</p> <p>A discussion took place about the physical moves into the new building and confirmation given that these have been planned and are it is expected that the moves out of the former locations, excluding dilapidations, and the purchase of new equipment will be completed within budget.</p>	
8.	<p>Update on the New Common Inspection Framework (“CIF”)</p> <p>Members received the paper that summarised the new Framework the key changes</p>	

	<p>to which include:</p> <ul style="list-style-type: none"> • The alignment of the inspection framework across early years, schools and post-16, • A new inspection regime with providers that are judged as ‘requiring improvement’ or ‘inadequate’ receiving a full inspection and a shorter, more tightly focused, three-yearly inspection visit for ‘good’ providers, • Subject area grades being replaced with the grading of ‘types of provision’, • Individual lesson observations no longer being graded, • An increased focus on safeguarding including the Prevent Duty, • The continued focus on Teaching and Learning (which is also a limiting grade), • A new graded judgement: personal development, behaviour and welfare (PDBW), • Progress and destination outcomes becoming key quantitative measures, replacing success rates for 16-18, • The in-year progress of learners becoming a focus with particular attention given to target setting per individual, per lesson, and • The employability agenda, work experience and work readiness also receiving scrutiny, and crucially, evidence required of a curriculum offer and delivery model that meets individual needs as well as the local community. <p>It was confirmed that presentations on the new CIF were delivered to all staff at the Development Day on 24th October 2015.</p> <p>Members received the new visual overview of the CIF, the “Getting to Good” Strategy and the first published report using the new framework. The discussion that followed about what further training Members require concluded with agreement that a presentation would be valued, including managers talking about what they are doing to prepare and the implications for the Corporation. The recently appointed Vice Principal, Curriculum confirmed she is currently formulating what happens when the College receives the call from Ofsted and reviewing the Post Inspection Action Plan. The work being undertaken includes analysis of the local economy and LEP priorities to contextualise how they are being implemented in the curriculum plan, competitor analysis and a call with the first College to be inspected under the new CIF to learn from their experience. It was agreed that the Vice Principal, Curriculum will deliver a presentation to the Curriculum, Quality & Standards Committee commencing 5.00pm in conjunction with its meeting on 6th January 2016 to which all Members were invited.</p>	VPC
9.	<p>Teaching & Learning Report</p> <p>Members received the Report that provided an update on teaching, learning and assessment including observation profile for 2014-2015 and actions to improve in 2015-2016 and noted that a similar Report had recently been the subject of scrutiny by the Curriculum, Quality & Standards Committee. Attention focussed on page 7 of the plan included with the paper that describes the actions underway to improve outcomes.</p>	

	<p>Members asked which areas for improvement stood out and the answer given was that there is a need to be better at target setting based on prior attainment, giving developmental feedback and setting homework. In response to further questions about staff capacity to do this, it was confirmed that staff are being given support to achieve the improvement required including, for example, an externally facilitated session at the recent Staff Development Day, and where they are not capable, other action will be taken. The positive impact of the Teaching and Learning coaches was noted with the need to foster professional dialogues and for there to be better observing communities acknowledged. A Teaching and Learning Festival is planned in Spring 2016 to encourage improvements.</p> <p>Members' attention was drawn to the fact that what is coming through the new CIF is that it involves fewer formal inspections with more walk throughs. This highlights the need for teachers to be able to showcase requirements, for example the embedding of equality and diversity, in bite sized snapshots when the Inspectors come in.</p>	
10.	<p>End of Year Report on Retention, Achievement and Success</p> <p>In the knowledge that Outcomes for learners will be a key influencing factor in the College's re-inspection Members received and noted the content of the Report. It was confirmed that all results had been crystallised at 23rd October 2015 and then broken down in a number of ways.</p> <p>Attention focussed on the summary at Page 4 of the Report as the figures in it will drive the Inspection outcome. The following matters were emphasised:</p> <ul style="list-style-type: none"> • A marginal increase in the Headline retention rate (+ 0.2%), confirming a 3-year trend of improvement. Headline achievement has fallen for the third year (- 2.2% in 2014/15), reducing overall success by 1.5% • English and maths have performed strongly, with GCSE A*-C pass rates significantly above post-16 averages and functional skills success rates remaining good. Performance overall in these subjects is lower than that for core subjects and has impacted the College's headline Retention, Achievement and Success rates. The underlying performance of core qualifications, excluding English and maths, has improved by 1.4% making a small but positive outcome • It is likely that national Retention, Achievement and Success for 2014/15 will be depressed by significantly increased enrolments in English and Maths as a result of the new 'Condition of funding' and so the College's performance should be seen in that context. • Across Education and Training (previously Classroom Learning) success is generally close to national averages, but with inconsistencies by age, level and department noted the need for the College to work hard to address this if it is to improve its grade at re-inspection • Apprenticeship performance has improved substantially with timely success up by 12.3% (38.2% in 2013/14) and overall success up by 22.6% (45.8% in 2013/14). Overall success is now very close to national average, but timely success (the key measure used by Ofsted) remains 6.5% below • The government's new 16-19 Accountability Measures for 2015/16 will give increased focus to 'progress'/Value Added. The College has previously performed poorly in relation to the Level 3 Value Added measure and so 	

	<p>procedures around target are being developed.</p> <p>Members noted that with these outcomes for learners in 2014/15 the College continues to be operating at “Requires Improvement” (Grade 3) level and that it will be a significant challenge to improve this to “Good” within 12 months compared to it typically taking up to two years, but this is the task that the Curriculum, Quality & Standards Committee has set</p> <p>Members discussed the data and the reasons behind the variations in performance. By age group the 19+ cohort performs better than 16-18, with the reason being due to the small programmes and good subcontracted partners. By Level, Entry level and Level 3/19+ are good but Levels 1 and 2 are depressed by issues around English & Maths. Members noted that Ofsted’s attention will focus on the 16-18 cohort and performance at Level 3 which is below National Average and reflect past poor recruitment practice.</p> <p>The inconsistent performance between departments was a matter of concern and indicative of a management issue. In particular Sport, Animal Management and A2 & AS performed very poorly with results below average in terms of Retention, Achievement, Success, high grades and value added. Members emphasised the challenge to improve performance overall and received assurance that action is being taken to make a difference via the Action Plan. A Levels are the key area to accelerate this with confirmation given that staff are on board to achieve this.</p> <p>Members attention turned next to the small number of departments that are performing well: Health & Social Care, Skills for Work & Living and Performing Arts and Media and they highlighted the need for the College to be able to show pathways for students in the latter area. The College’s strength in English and Maths was also highlighted.</p> <p>Noting the Department for Education’s changes to its key measures for post-16 education Members reviewed the new graphic presentation and emphasised that the key has switched from “Success” (qualification achievement) to “Progress” (value added) and the particular need for this in core programmes and English & Maths. Attention focussed on the Table at Appendix B on Page 12 of the Report where the programmes that are taking value away were highlighted in Red and generally are areas that have large entries. Conversely those that are significantly above the National Average are programmes with smaller entries. Appendix C on Page 13 comprising the Shadow Value Added Report was noted and confirmation received that it is improving.</p> <p>In summary the Principal confirmed that despite a small improvement in core qualifications and significant improvement in apprenticeship performance, outcomes for learners in 2014/15 indicate the College is operating at ‘Requires Improvement’ level and the substantial task ahead to improve this to ‘Good’ within 12 months including the further challenges imposed by the introduction of the new performance and accountability measures for 2015/16.</p>	
11.	<p>Report on the Ofsted Support and Challenge Meeting</p> <p>The paper that provided an update on the Support and Challenge meeting held with Ofsted on 14 October 2015 was received. Members the College Leadership Team met with two Ofsted Inspectors to discuss the College’s Post Inspection Action Plan,</p>	

	<p>actions taken to date and their impact. The inspectors were content with the progress the College is making and gave an indication that the re-inspection is likely to be in autumn 2016, although this cannot be guaranteed.</p> <p>A further Support and Challenge meeting will be held on 16 March 2016 and will include lesson observations, documentation reviews and meetings with key groups of staff including Teaching and Learning Coaches, A level lecturers, Learning and Standards Managers and the Apprenticeship team. At this meeting Inspectors will test and challenge the progress made and the impact of the PIAP.</p> <p>Members considered the content of the letter from Ofsted dated 19th October 2015 written after the meeting and noted the five priorities to support improvement including the need to improve the frequency and relevance of training for governors so that they are able to provide effective challenge to leaders about which action has been agreed .</p>	
12.	<p>Post Inspection Action Plan (“PIAP”) Members discussed the content of the PIAP and noted that the Inspectors were content with it. It is essential that the Plan is seen to be having impact and so in response to a Member’s suggestion it was agreed that sections of it will be reviewed at future Corporation meetings.</p>	Principal and VPC
13.	<p>Higher Education Review Outcome The significant efforts by the team under Matt Shough’s leadership have seen the HE area grow and thrive leading to the indicative outcome of the Review being that the provision meets UK expectations on all four judgments and with affirmations given about good practice. It was confirmed that this will be the highest grade that can be achieved and with only two minor administrative recommendations made. It was noted that benchmarking puts the College in the top tier of small FE Colleges that offer HE provision.</p> <p>The formal QAA Report will be published on 11th November 2015. The Principal confirmed that she will prepare a press release for issue following the formal confirmation of the outcome which all Members agreed is an excellent one for the College.</p> <p>Members discussed the factors that have enabled this improvement to what was previously a side lined area of the College. The different manager, restructured committees and excellent preparation for inspection were all identified as having significant contributing effect to the result that means the College would be able to collaborate with other partners, if it decides to do so, on equal terms.</p> <p>Zoe Nash was thanked for her contribution to the successful review in her capacity as HE Student Governor. In reply she said that she had valued the benefit of getting to know the HE cohort better and suggested that the powerful impetus the Review provided should be extended to all students.</p>	
14.	<p>Amendments to the Instrument and Articles of Government and the Standing Orders Members received the paper and the revised Instrument and Articles of Government and the Standing Orders which incorporated the changes that had been developed through the Chair’s Governance Working Party to the following areas:</p>	

<p><u>Appointment of Staff and Student Governors</u>, where the recent poor record of engagement and contribution of Staff and Student Governors (importantly and for the avoidance of doubt none of who are currently comprised in the membership of the Corporation) led to the conclusion, which was unanimously supported, that all governors should be appointed via the same procedure – application and interview – rather than just an election which, as has been seen from experience in the recent past, returned candidates whose poor attendance and engagement has meant staff and student interests have been underrepresented.(Paragraphs 2 and 4 of the Instrument). Members expressed their views that the aim is that all governors need to be fully involved in the business of the Corporation and that the Corporation needs to be strong in order to meet the challenges ahead. It was recognised that the Corporation has been strengthened by recent appointments and that the ability to continue to do this would be enhanced by the appointments process being changed in this way. In a discussion that followed it was confirmed that the current Member Role Description will form the basis for selection.</p> <p>Recent criticism by the FE Commissioner about the adoption of a similar process at another College was noted and distinguished on the basis that Members support the change here unlike at the other college.</p> <p><u>Suspension from office and termination provisions</u>, where the amendments proposed reflect the fact that there will no longer be a Search Committee with decisions in future being made by the full Corporation. A new sub-paragraph sets out the process for termination of office for non-attendance in response to circumstances that arose in the recent past and which could not be managed effectively under the provisions previously in place.(Paragraph 9 of the Instrument)</p> <p><u>Meetings</u> , where this section has been updated to reflect the move from paper based to fully electronic meetings. (Paragraph 11 of the Instrument)</p> <p><u>Search Committee</u>, where the amendments made deal with the transfers of specific business. (Article 5) now that the Corporation will deal with the business of the former Search Committee.</p> <p><u>Membership of the Audit Committee</u>, where the amendments made reflect capture the recommendation of the Audit Committee that Student Governors should be eligible to be members of the Audit Committee. (Article 6)</p> <p><u>Appointment and promotion of Staff</u>, where with the potential for collaboration/federation/merger foreseeable in any event and even more likely via the potential outcome of the Area Review process, the opportunity has been taken to remove the requirement to advertise senior posts nationally.</p> <p>The amendments to the Standing Orders are to make them consistent with the Instrument & Articles with one additional sub paragraph 1.7.5 that includes an average annual attendance target at Corporation and Committee meetings of at least 80%.</p> <p>Members agreed unanimously to the amendments proposed to the Instrument and Articles of Government and the Standing Orders with immediate effect and to their publication on the College website.</p>	<p>Clerk</p>
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15.	<p>Amendments to the Audit Committee Terms of Reference</p> <p>Following the publication of the updated Joint Audit Code of Practice (“JACOP”) in August 2015 the Audit Committee made the following recommendations for revisions to its Terms of to ensure their content meets the new requirements:</p> <p>Paragraph 3.1 – to reflect the minimum membership required is three</p> <p>Paragraph 8.2 - to set out the Committee’s expectation that Managers whose area of responsibility is under discussion will be invited and expected to attend Audit Committee meetings.</p> <p>Paragraph 9.11 – to add oversight of the Whistleblowing Policy and expand the requirements in relation to allegations of fraud and irregularity</p> <p>Paragraph 9.15 – to make specific reference to the requirements of the JACOP in relation to Audit Committees</p> <p>Appendix A – to replace the requirements for the Audit Committee’s Annual Report that were set out in this Annex with those from the updated JACOP</p> <p>Appendix B – to replace the grid that previously comprised the Annex with the requirements from the JACOP both in terms of the Committee’s Terms of Reference and what it must do. It was noted that a chart will be prepared to document how the compulsory business will be scheduled and will be presented to the Audit Committee for approval at its next meeting on 8th December 2015 which, when agreed by the Committee, will become the revised Appendix B.</p> <p>The amendments proposed and the process to agree the content of Appendix B was agreed.</p>	IVP,FPR & Clerk
16.	<p>Any Other Business</p> <p>(i) Calendar of Events – Members had received the Calendar with their meeting pack and noted the activities that are available for them to attend.</p> <p>(ii) Members who had not already done so were asked to reply to the invitation to attend the Informal Event on Friday 20th November 2015 which Nick Boles MP, the Minister for Skills, and colleagues from Boston and Grantham Colleges are to attend.</p>	
17.	<p>Date and time of the next meeting</p> <p>Wednesday 16th December 2015 at 4.00pm in the Conference Centre and to be followed by an informal Reception for current Corporation Members and those who have retired during the year.</p>	

The meeting ended at 6.15pm.

Signed ...*Alison Grant*.....

Date16 December 2015.....