

**HARROW COLLEGE FURTHER EDUCATION CORPORATION  
MINUTES OF THE MEETING OF THE CORPORATION  
WEDNESDAY 16 DECEMBER 2009**

**1. CORPORTION DEVELOPMENT SESSION**

A presentation was received from the Director of Estates and Facilities on the Emerging Options for the New Property Strategy.

The Director of Estates and Facilities was thanked for the informative update.

**2. PRELIMINARY PROCEDURAL MATTERS**

**2.1 Attendance, Apologies for Absence, Welcome & Introductions**

**Membership:** John Cowan  
Nick Davies  
Sandra Ernstoff  
Alf Filer (Until item 7)  
Philip Harding (Chair)  
Niki Joshi (Until item 7)  
Anna Kyprianou  
Tony Medhurst (Principal)  
Steve Marsden  
Gill O'Brien (Until item 7)  
Patrick O'Dwyer  
Ketan Sheth

**In attendance:** Pat Carvalho  
Jayne Chaplin (Clerk)  
Rena Prindiville  
Bob Vesey

**Apologies:** Rosy Crehan

**2.2 Chair's & Clerk's Announcements**

There were none.

**2.2 Declarations of Interest & Confidential Items**

Mr. P O'Dwyer and Mr. J Cowan reminded members that they were employees of Harrow Council.

It was **RESOLVED** that Item 7 would be taken as a confidential item; and that the staff and student members would withdraw for item 7 in accordance with the Corporation confidentiality policy.

### **2.3 Minutes of the Meeting 14 October 2009**

The minutes of the Meeting held on 14 October 2009, were agreed as a correct record and signed by the Chair.

### **2.4 Matters Arising**

#### **Curriculum Links (Minute 2.6)**

Following on from the item reported at the last meeting regarding the development of members' links with curriculum areas, members were advised that the Clerk had been in contact with individual members regarding suggested links to curriculum areas and that arrangements would be made in the new year for initial meetings with curriculum areas.

### **2.6 Board Business: Appointment of Chair & Vice Chair**

A report was received regarding the appointment of the Chair and Vice Chair.

It was reported that following Mr. Harding's notification of his intention to step down both as Chair and a Corporation member after the 16 December 2009 meeting and the earlier departure of the former Vice Chair, members were required to appoint a Chair and Vice Chair; although it was noted that the Principal and staff and student member were not eligible to be appointed.

It was noted that:

2.6.1 Ms Sandra Ernstoff had indicated her willingness to take on the role of Corporation Chair.

2.6.2 Mr. Steve Marsden had indicated his willingness to take on the role of Corporation Vice Chair.

It was **RESOLVED** to **APPOINT**:

2.6.3 Ms Sandra Ernstoff as Chair of the Corporation with effect from 17 December 2009

2.6.4 Mr. Steve Marsden as Vice Chair of the Corporation with effect from 17 December 2009.

### 3. ITEMS REQUIRING FORMAL APPROVAL OR ADOPTION

#### 3.1 Verbal Update on the Curriculum, Quality & Standards Committee, 04/12/09 Post –Inspection Action Plan

A verbal update was received on the business considered at the 4 December 2009 meeting including:

##### 3.1.1 Inspection Feedback & Post Inspection Action Plan

It was noted that a report had been received advising members of the outcome of the recent Ofsted Inspection.

It was reported that overall the outcome of the inspection had been pleasing with a fair and reasonable approach undertaken by the inspectors; and with the areas where recommendations had been made reflecting those already identified by the College.

It was noted that the draft report had just been received and there was a discussion of:

3.1.1.1 The revised Common Inspection Framework which it was noted was much tougher than the previous framework.

3.1.1.2 The areas identified for improvement, which members were advised had been incorporated into the College Development Plan.

It was **RESOLVED** to:

3.1.1.3 **NOTE** the report.

##### 3.1.2 Self-Assessment report 2008/09 (inc. Corporation SAR)

The draft Self Assessment Report 2008/09 (inc. Corporation SAR) was received.

The report was summarised and it was noted that:

3.1.2.1 The College was required to assess its performance annually and to provide a report of the assessment for the LSC and Ofsted, as well as for internal use.

3.1.2.2 The grade profile echoed the judgements of the Inspectors; and subject specific grades had been included.

3.1.2.3 The SAR set the agenda for the College quality and improvement priorities for 2009/10. It was noted that action plans for each area had already been drawn up, progress against which the Committee would monitor at forthcoming meetings.

There was a discussion of the grade profiles and on the recommendation of the Curriculum, Quality & Standards Committee, it was **RESOLVED** to:

3.1.2.4 **APPROVE** the College SAR (INC. Corporation SAR) for 2008/09.

### 3.1.3 Quality Improvement Strategy: Update Report

A report advising on the implementation of the Quality Improvement Strategy and proposed amendments to the strategy was received.

Members were advised that progress had been generally good as acknowledged in the recent Ofsted inspection, reflected in the awarding of a grade 2 in the areas of Capacity to Improve and Leadership and Management. The activities undertaken in respect of implementation were summarised.

After further consideration, and on the recommendation of the Curriculum, Quality & Standards Committee, it was **RESOLVED** to:

3.1.3.1 **APPROVE** the Quality Improvement Strategy as amended.

### 3.1.4 HE Strategy

The HE Strategy was received.

Members were advised that the Strategy was a HEFCE requirement and it outlined:

3.1.4.1 The College's aims for next three years.

3.1.4.2 Possible curriculum developments

3.1.4.3 Areas where improvements could be made.

It was noted that the Strategy met the College's strategic objectives to develop full cost HE as well as Foundation Degrees and the diversification of funding streams.

After discussion, and on the recommendation of the Curriculum, Quality & Standards Committee, it was **RESOLVED** to:

3.1.4.1 **APPROVE** the College HE Strategy as outlined.

### 3.1.5 Committee Annual Report 2008/09

The Annual Report for the Curriculum & Quality Committee was received outlining the work of the Committee during the period 1 August 2008 to 31 July 2009.

After discussion, and on the recommendation of the Curriculum, Quality & Standards Committee, it was **RESOLVED** to:

3.1.5.1 **APPROVE** the Committee's Annual Report for 2008/09.

### **3.2 Verbal Update on the Audit Committee, 02/12/09**

A verbal update was received on the business considered at the 2 December 2009 meeting including:

#### **3.2.1 Annual Internal Audit Report 2008/09**

The Internal Audit Annual Report and Audit Service performance indicators 2008/09 were received.

Members were advised that the plan was constructed in such a way as to allow the audit service to make a statement of the adequacy and effectiveness of the college's risk management, control and governance processes; and that:

3.2.1.1 Management's responses indicate that they have taken or planned appropriate and timely action to implement the recommendations made during 2008/09.

3.2.1.2 Of the follow up work in March 2009 reviewing the recommendations made in 2007/08, and of those that remained outstanding from previous years, it was noted that the College had made good progress in implementing the recommendations, with 9 of the 12 recommendations being implemented satisfactorily by March 2009. It was reported that the remaining 3 recommendations were in progress.

3.2.1.3 On the basis of the audit work undertaken it was the opinion of the audit service that the College had adequate and effective management, control and governance processes to manage its achievement of the College's objectives.

After discussion, and on the recommendation of the Audit Committee, it was **RESOLVED** to:

3.2.1.4 **RECOMMEND** to the Corporation the **APPROVAL** of the Internal Audit Annual Report 2008/09.

#### **3.2.3 Draft Financial Statements, Audit Management Report & Letter of Representation for the Year-ended 31 July 2009**

The Financial Statements, Audit Committee Pack Management Letter & Statutory Accounts 2008/09 were received, the latter of which was the subject of consideration by the Audit Committee.

The main issues arising from the audit management pack were considered including:

3.2.3.1 The Audit Management Letter for 2008/09, about which it was noted that its purpose was to record the overall results of the audit work and to assist the Corporation and College management by commenting on those significant matters that came to the attention of the auditors during the course of the audit. Members were advised of the significant matters discussed with management during the course of the audit, including:

- That for 2008-09 total income had decreased by £3.4m (14%), which was predominantly attributed to the fact that the College income had been received and recognised gross in 2007/08 as opposed to net in 2008/09, which accounted for a reduction of £2.9m; that a fall in income in employer responsive funding and work based learning income.
- That although staff costs had increased by £935k due to redundancy and higher agency/contracted staff costs, expenditure overall had decreased by £1.8m, before property strategy costs.
- The balance sheet showed a decrease in net assets of £15.6m, with the key changes including the reduction in tangible fixed assets of £6.8m primarily due to the write off of assets under construction relating to the One Harrow project

Members were advised that in respect of the write off of assets under construction relating to the One Harrow project, a going concern assessment had been required for the purposes of an additional disclosure statement in the Financial Statements.

After further consideration, and on the recommendation of the Audit Committee, it was **RESOLVED** to:

3.2.3.2 **APPROVE** the College's Financial Management and Control Evaluation and overall, self-assessed grading, subject to any subsequent amendments, for submission to the Learning and Skills Council no later than 12 December 2009.

### **3.2.3 Framework for Excellence: Financial Management & Control Evaluation**

The updated Framework for Excellence Management and Control Evaluation was received.

Members were reminded that:

3.2.3.1 The Framework for Excellence had been introduced by the Learning and Skills Council (LSC) to manage performance across the learning and skills sector. It was noted that it was mandatory for all LSC-funded providers who fell within the scope of Version 1 of the Framework for Excellence in 2008-2009, which included the College.

3.2.3.2 The basis for the Framework was a scorecard of Key Performance Indicators (KPIs) that could be brought together to describe three key dimensions; Responsiveness, Effectiveness of provision (quality) and Finance.

The estimated grades were summarised, which it was noted had been approved by the Audit Committee.

It was **RESOLVED** to:

3.2.3.3 **NOTE** the updated Form as outlined.

### **3.2.4 Risk Management Update**

The risk management update was received.

It was **RESOLVED** to:

3.2.4.1 **NOTE** the report.

### **3.2.5 Audit Committee Annual Report 2008/09**

The Annual Report for the Audit Committee was received outlining the work of the Committee during the period 1 August 2008 to 31 July 2009.

Members were advised that the format of the report had been revised to include a statement from the Chair giving an overview of the main sector issues relevant to the Committee's work, along with the highlights of the business considered.

On the recommendation of the Audit committee, it was **RESOLVED** to:

3.2.5.1 **APPROVE** the Committee's Annual Report for 2008/09.

## **3.3 Verbal Update on the Resources Committee, 02/12/09**

A verbal update was received on the business considered at the 2 December 2009 meeting including:

### **3.3.1 Draft Financial Statements, Audit Management Report & Letter of Representation for the Year-ended 31 July 2009**

The Draft Financial Statements & Management Letter for the year-end 2008/09 were presented, the former of which had been the subject of the Resources Committee.

A report was received on the requirement for the College to undertake a going concern review in respect of the 2008/09 year-end Financial Statements, which was a fundamental accounting concept for the preparation of financial statements. It was noted that all colleges should prepare their financial statements on a going concern basis unless the college was being liquidated or had ceased trading; or there was an intention to be liquidated or cease trading.

It was reported that the College External Auditors had requested that Governors carry out a review to satisfy themselves that it was reasonable to prepare the College's financial statements on a going concern basis. It was noted however, that these requirements were not intended to, and did not, guarantee that the College would remain a going concern until the next annual financial statements were issued.

Members were advised that:

- 3.1.1.1 This request had resulted from the impact of the aborted property costs on the Profit & Loss Account for 2008-2009, the Balance Sheet and the College Cash Flow.
- 3.1.1.2 Costs incurred had amounted to £10.588m, offset by £920k grant funding from the LSC.
- 3.1.1.3 The costs had been met by College reserves of £4.1m, a short term loan of £2.5m, from Barclays Bank and an advance in funding of £4.1m from the LSC.
- 3.1.1.4 In addition, the College's FRS 17 liability in terms of pension costs had increased by 330% from £1.450m to £4.812m, resulting in deficit net assets of £1.218m. It was noted that at 31 July 2008 these were a positive £14.329m.
- 3.1.1.5 Consideration should be given to the position at least 12 months from the date of the approval of the financial statements, taking into account an overview of the College's financial position, a more detailed monthly cash flow forecasts for the next 12 months and any anticipated crunch periods.

It was reported that:

- 3.1.1.6 College Managers had met with LSC London Regional Finance Director to discuss the current situation and that the College had been advised that the public statement made earlier in the year that no college would become insolvent still stood.
- 3.1.1.7 A 'pot of money' was available to support Colleges driven into financial and cash difficulties as a result of aborted property costs. It was noted that a case had been submitted by the Regional Office for Harrow College but until all College Financial Statements had been submitted, the deadline for which was 31 December 2009, there would be no formal notification of the amount of support granted.
- 3.1.1.8 It was agreed at the meeting that the Director would write formally to the Principal of Harrow College advising that in the meantime the current advance of £4.1m would remain and would not at any time be recovered if it meant that the College would become insolvent.
- 3.1.1.9 The College had approached Barclays Bank requesting that the existing loan be increased to £3m and that this would be rolled forward on a six monthly basis pending permanent financial support from the LSC, which would ensure that the College would not exceed its approved overdraft facility of £1m throughout the 12 month period under review.

Consideration was given to:

- 3.1.1.10 The degree to which the advance in funding from the LSC would remain certain.
- 3.1.1.11 The loan from Barclays Bank due for recovery in December 2009; and the likelihood that the Bank would consent to extend the loan.

- 3.1.1.12 The College 12 month cash flow forecast indicating that from December 2009 until July 2010 the College would be forced to implement its overdraft facility and that for two months the overdraft facility would be exceeded; and the feasibility of seeking an extension on the period of the overdraft facility.
- 3.1.1.13 College breach of covenants due to writing off property costs meant that current long term loan with RBS potentially could be recovered immediately.
- 3.1.1.14 The cash flow forecasts for 2009/10 and 2010/11 and the key risks to which the College would be exposed during that period.
- 3.1.1.15 The conclusions and the effects of the identification of material uncertainties in respect of the type of report to be issued.

After consideration of the information regarding the appropriateness of the going concern presumption for inclusion in the Statement of Corporate Governance and Internal Control, it was **RESOLVED** to:

- 3.1.1.17 **APPROVE** a statement in the Financial Statements concluding that the going concern basis remained appropriate.
- 3.1.1.18 Recommend to the Corporation the **APPROVAL** of the Audit Committee Pack Management Letter & Statutory Accounts 2008/09.

### **3.3.2 Consent to Borrow**

A report was received seeking Corporation approval to increase the College's existing short-term loan with Barclays from £2.5m to £3m, with an interest rate chargeable of LIBOR plus a margin of 1.25% and a set-up fee of £7,500 for the revised facility.

Members were reminded that at the 15 July 2008 Corporation Meeting, approval was granted for the College to request borrowing facilities of £2.5m to support cash flow up to AiD application in November 2008.

It was noted that:

- 3.3.2.1 The borrowing facilities were duly granted by the LSC and Barclays Bank; and that this loan was full drawn down by October 2008.
- 3.3.2.2 Following full utilisation of the loan, the College then requested further borrowing consent of up to £5m in support of the property project, which was authorised by the Corporation at their December 2008 meeting. It was reported that on application, LSC advised the College that instead of granting approval to borrow, the LSC would provide advanced funding to support the College's cash flow.
- 3.3.2.3 By July 2009 the LSC had advanced funding of £4.4m; and that to date £300k of this had been recovered.

3.3.2.4 The College had received a letter of assurance, confirming that the remaining balance of £4.1m would not be recovered by the LSC if it were to place the College in a position of insolvency.

3.3.2.5 Throughout this period the College had maintained positive balances at bank without recourse to drawing on the approved overdraft facility of £1m with Lloyds Bank plc.

Members were advised however, that during preparation of the Annual Financial Statements, the College external auditors, KPMG, had requested that the College formally consider its position as a 'going concern' particularly in relation to the:

3.3.2.6 The fact that there was no formal written confirmation from LSC that the 4.1m advance would not be recovered at some future date.

3.3.2.7 Writing off the aborted property costs causing the College to breach all of its covenants in relation to the loan with RBS; which had meant that they could recover the loan in full (£562k) should they so wish.

3.3.2.8 Loan of £2.5m from Barclays Bank, which was due to be recovered by 30 November 2009.

3.3.2.9 The cash flow for the twelve months from the planned signing off date of the accounts showing that at the end of December the College would go overdrawn and that by March 2010 the overdraft was forecast to be £1.5m, above the approved limit of £1m.

It was re-iterated that the College had now received a formal letter from LSC confirming they would not recover the outstanding £4.1m if it were to drive the College into insolvency.

Members were advised that:

3.3.2.10 RBS had been approached for a letter of waiver regarding their outstanding loan. It was noted that the College had received verbal confirmation that a waiver letter would be issued shortly.

3.3.2.11 Barclays Bank has agreed to extend the existing loan facility of £2.5m to June 2010 and to increase the level of borrowing to £3m. It was noted that they had also confirmed formally that should the financial support issues not be resolved with LSC by June 2010, then they would extend the loan further, or convert the loan to a long term loan of say 5 years; and that this would ensure that the College would not exceed its approved overdraft facility of £1m throughout the 12 month period under review.

After discussion it was **RESOLVED** to:

3.3.2.12 **ACCEPT** the amended facilities letter issued by Barclays Bank Plc to increase short-term borrowing with Barclays Bank to £3m.

- 3.3.2.13 **AGREE** that the acceptance of the facility was considered to be in the best interest of and to the advantage and further benefit of the College.
- 3.3.2.14 Formally **APPROVE** the amended facility letter dated 23 November 2009 increasing the existing short-term loan from £2.5m to £3m, available for utilisation until 30 June 2010, on the terms and conditions set out in the Facility Letter for the revised loan.
- 3.3.2.15 Formally **APPROVE** arrangements for the Principal (Tony Medhurst) and the Director of Finance & Information (Rena Prindiville) to be authorised to sign the acceptance of the said facility letter on behalf of the College and to bind the College to the terms and conditions stated therein.
- 3.3.2.16 **AUTHORISE** the Bank to accept instructions and confirmations in connection with the facility signed in accordance with the Bank's signing mandate, current from time to time.

### 3.3.3 Management Accounts (November 2009)

The Management Accounts for November 2009 were received.

It was **RESOLVED** to:

- 3.3.3.1 **NOTE** the Management Accounts for November 2009

### 3.3.4 Fees policy 2010/11

A report on the proposed Fees Policy for 2010/11 was received.

It was reported that:

- 3.3.4.1 It was the LSC expectation that by 2010 adult learners would contribute at least 50% of the base rate funding for full-time courses; and that the College had been phasing this in by annual increases over a number of years.
- 3.3.4.2 The rate charged for the 2009-2010 at £1,050, was approximately 22.5% below the required rate of 47.5%.
- 3.3.4.3 For 2010-2011 the assumed contribution required by LSC had increased to 50%, which equated to an assumed fee element of £1,444. It was noted that application of this rate represented a year on year increase to students of approximately 37.5%.
- 3.3.4.4 It was considered that to increase fees by 37.5% in the current climate could have a significant negative impact on the ability of the College to recruit 19+ full time students. Members were advised that reducing the gap between LSC required contribution and actual College charges to 13% would represent a full-time fee charge of £1,250, which would mean a year on year increase to students of 19%. It was noted that the benefit of charging this rate was that it was likely to attract more students than the higher rate whilst working towards the LSC required contribution by 2010.

The other charges for full-time and part-time home and overseas students were outlined and considered and, on the recommendation of the Resources Committee, it was **RESOLVED** to

3.3.4.5 **APPROVE** The Tuition Fee Policy for 2010/11.

### **3.3.5 Franchise & Partnerships Provision: Update Report**

A report was received updating members on performance in franchise and partnership activity for 2009/10.

It was reported that in respect of 16-18 learners:

3.3.5.1 The College planned to continue working with Nisai with targets and funding currently being finalised; with the current assumption being 100 learners with associated gross funding of £186k.

3.3.5.2 Beyond this currently there were no plans for further franchise contracts for 16-18 year old learners. It was noted however, that should the College not reach its target for 16-18 learners, then it would seek authorisation from the Corporation to explore the possibility of further franchise contracts in order to mitigate any potential shortfall in learners.

With regard to:

3.3.5.3 ESOL Provision it was noted that it was proposed to continue working North London ITEC with an initial contract generating a total of £170k; and should the need arise for additional contracts, it was noted that the College would seek further authorisation from the Corporation.

3.3.5.4 The Shaw Trust, it was reported that the College would be continuing its franchise contract, which had a value of approximately 66k and would support up to 32 students.

3.3.5.5 Sub-contracted Train to Gain activity, it was noted that although the College planned to contract with SAFE, the budget for 2009-2010 had been severely cut by nearly £200k, and that currently there was no further provision that could be offered. Members were advised that planned carry-over provision for SAFE from 2008-2009 amounted to approximately £100k, of which 87.5% will go to the provider; and that no provision for this had been made in the 2009-2010 budget and these potential costs would be reflected in the reforecast budget accordingly..

After discussion it was **RESOLVED** to:

3.3.5.6 **NOTE** the franchise and partnerships activity proposed for 2009/10

### **3.3.6 Sustainability Report**

A report was received updating members on the College's Sustainable Development Policy.

The activities undertaken and College's energy saving measures were summarised and noted; along with the future possibilities under consideration and the College's carbon footprint report for 2008/9.

After discussion it was **RESOLVED** to:

3.3.6.1 **NOTE** the report.

### **3.3.7 Carbon Footprint Report**

See Minute 3.3.6

## **3.4 Minutes of the Learner Voice Committee, 11/11/09**

The minutes of the Learner Voice Committee were received.

It was **RESOLVED** to:

3.4.1 **APPROVE** the minutes.

## **5 Annual health & Safety Report 2008/09**

The Annual Health & Safety Report 2008/09 was received.

It was **RESOLVED** to:

3.5.1 **APPROVE** the Report.

## **4. OTHER ITEMS FOR ENDORSEMENT, NOTING OR FOR INFORMATION ONLY**

### **4.1 Progress against Target: Update Report**

An update on progress against targets was received.

It was reported that:

4.1.1 Recruitment to College programmes for 16-18 year old students was just over 100 learners below target. It was noted however, that enrolment was continuing and plans were in place with further programmes starting in November and January; and that it was anticipated that that the College would achieve its targets

4.1.2 There was a gap of just over 600 19+ students, which was lower than at the same time last year. It was noted however, that there were a number of full-time and part-

time programmes commencing later in the year that would significantly improve the position.

- 4.1.3 The College had experienced a year on year reduction of £150k in Employer Responsive funding. Members were advised that due to re-profiling of payments and cuts in funding there would be no recruitment of new learners until after 1 April 2010; and that alongside this and due to the cuts in funding, it would not be possible to offer a new contract to SAFE for the provision of training to the security industry.
- 4.1.4 Additional learner support was still being recorded and activity to date had generated £1.211m.
- 4.1.5 The College had lower targets for both numbers and funding in relation to apprenticeship programmes. It was noted that initial recruitment had given cause for concern and careful monitoring processes would be carried out to ensure targets were achieved.

After discussion it was **RESOLVED** to:

- 4.1.6 **NOTE** the report.

#### **4.2 One Harrow Progress Report**

See Minute 1.

#### **4.3 Sector Update Report (inc. AoC Circulars)**

It was noted that the Report had been inadvertently been omitted from the pack.

It was agreed that the Clerk would circulate separately.

#### **4.4 Minutes of the Health & Safety committee**

The Minutes of the Health & Safety committee were received and noted.

### **5. PRINCIPAL'S REPORT**

#### **5.1 Principal's Report**

The Principal's Report was received, the highlights of which included;

- 5.1.1 That the Whitefriars Centre had opened for business.
- 5.1.2 An overview of planning and funding for 2010/11, nationally and locally. In particular members were advised of the role of the curriculum sub group of the Collegiate which was, apparently, to be undertaking a strategic planning role; but which did not have any college membership. It was noted that the College was being asked to provide a lot of data to support planning.
- 5.1.3 That since the last meeting there had been significant international activity with visits to Canada and China. It was noted however, that in respect of the

latter, there were significant concerns regarding the ongoing “pause” on visa issuing by the Borders Agency for this and two other areas in China which remained unresolved. Members were advised that this would mainly impact on language students and those aged 19 or over studying at level 3; but that whilst this would not affect any potential recruitment to HNDs or, depending on how it is defined, International Foundation Programmes, the primary concern for the College was that the general standard of English was quite low in Fujian Province but that strategies were being developed to address this issue.

There was a discussion of the curriculum sub group of the Collegiate and its strategic planning role; and 16 to 18 funding and Harrow Schools Collegiate over recruitment with regard to which issues that had apparently arisen concerning the correct rate per learner against target. It was reported that a meeting was scheduled to ensure clarity on future arrangements.

After further discussion it was:

5.1.4 **AGREED** that the issues regarding planning and funding and the role of the Collegiate should form a substantive item of business at the next meeting.

5.1.5 **RESOLVED** to **NOTE** the report.

## **6. OTHER BUSINESS, MEETING EVALUATION & DATE OF NEXT MEETING**

### **6.1 Any Other Business: Departure of Members**

It was noted that it was the last meeting for the Chair of the Corporation, Mr. Phil Harding.

The Principal paid tribute to Mr. Harding for the outstanding contribution that he had made as a governor and his membership of various committees; but most especially in his role as Chair of the Corporation and all his hard work and support on behalf of the Board and the College during that time.

### **6.2 Date of Next Meeting**

**Corporation residential 5/6 February 2010**

**Wednesday 17 March 2010**

### **6.3 Meeting Evaluation**

The meeting evaluation was completed and the meeting closed.