

Brooke House Sixth Form College

Minutes of a meeting of the **Corporation** held on 3 December 2009 at 1800 hrs.

Present	Melissa Abraham	Olivier Bogaerts	
			Richard Garrick
		Sid Hughes (Chairman)	
	Jeremy Jennings		Ken Warman (Principal)
	Janek Whitaker		
In Attendance	Taiwo Adeshina (Finance Director)	Ralph Devereux (Clerk)	Philip Elliot (DP(T&L))
Apologies	Sade Bright	Vivien Cutler	Jamie Duff
	Lisa Huggins-Chan	Bob Herring	

12/09 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

The apologies were accepted. No notice had been received of any member becoming ineligible to hold office, the meeting was quorate.

13/09 MINUTES OF THE LAST MEETINGS (Inc Committee meetings)

- a. The minutes of the last meeting held on 22 October were confirmed and signed.
- b. The minutes of the F&GP meeting held on 5 November were noted.
- c. The minutes of the Audit Committee were noted and:
 - (i) the Annual Internal Audit Report (AC5/09);
 - (ii) the Committee Annual Report to the Corporation (AC 6/09); and
 - (iii) the shortened version of the FMCE was approved (AC 9/09).

Were all approved.

- d. A verbal report of the F&GP meeting held on 2 December was received.

- a. **The Corporation minutes were confirmed and signed.**
- b. **The Committee minutes were noted.**
- c. **The Annual Internal Audit Report 2008/09, the Committee Annual Report to the Corporation and the FMCE were approved.**

14/09 MATTERS ARISING FROM THE MINUTES AND URGENT BUSINESS

There were no matters arising from the minutes.

15/09 PRINCIPAL'S REPORT

16/09 ANNUAL FINANCIAL STATEMENTS.

- a. Management Letter. The Audit Committee had recommended the External Auditors' Management Letter for approval (AC 7/09), the recommendation was accepted and the letter was approved and noted.
- b. F&GP Comment.

17/09 SAR

18/09 COLLEGE DESIGNATION

19/09 STUDENT RECRUITMENT

20/09

WYG UPDATE

Progress continued to be slow with completion of the WYG issue. There had been a change of personalities at RPC but negotiations continued with WYG who had now offered a settlement of £850k.

21/09

URGENT BUSINESS

There had been no urgent business declared.

22/09

DATE OF NEXT MEETING

The next meeting would be at the end of the awayday on 30 January.