



Cheshire College  
South & West

**CORPORATION MEETING**  
THURSDAY 2 JULY 2020 – 13:00HRS  
VIA TEAMS - ELLESMERE PORT BOARD ROOM & REMOTE LOCATIONS

Item	Time	Time		Report by/Paper	Action
1.	13:00	5mins	Apologies for Absence & Declarations of Interest**	CHAIR	Note
2.	13:05	5mins	Minutes of Meeting (12 December 2019 and Strategy Day 24 January 2020 – Part A only), Matters Arising from previous minutes including Action Log**	CHAIR	Approve
3.	13:10	5mins	Risk Management & Risk Register 2019/20 update – verbal report	JSD	Note
4.	13:15	5mins	Report of procurement items over £125K**	RP	Note
5.	13:20	5mins	Management Accounts to 31 May 2020**	RP	Note
6.	13:25	30mins	Financial out-turn forecast 2019/20 and budget forecast for 2020/21**	RP	Approve
7.	13:55	45mins	Reports of Chair, Chief Executive and Committee Reports & Recommendations** a) Chair b) Chief Executive - presentation c) Chairs' Committee & Recommendations (30 Jan, 12 Mar, 31 Mar, 28 Apr, 21 May and 18 Jun) d) Management & Performance Committee & Recommendations (05 Mar, 09 Jun) e) Audit & Risk Committee Recommendations (12 Mar, 16 Jun - draft) f) Finance & Resources Committee Recommendations (25 Feb, 23 Jun - draft)	PB JSD PB LC FB GT	Receive & Approve Recommendations from Committees
	14:40	5mins	Comfort break		
8.	14:45	10mins	Clerk's Report** <ul style="list-style-type: none"> <li>• Board Development Annual Report</li> <li>• Annual administration completion</li> </ul>	CLERK	Note & Completion
9.	14:55	5mins	Amendments to Instrument & Articles**	CLERK	Approve
10.	15:00	5mins	Corporation membership update** <ul style="list-style-type: none"> <li>• Corporation membership</li> <li>• Chairs of Committees</li> </ul>	CHAIR	Approve
11.	15:05	5mins	Meeting: Review & Feedback	ALL	Note

12.	15:10	5mins	Confidential business noted	ALL	Note
13.	15:15	5mins	Dates of Future Meetings** <ul style="list-style-type: none"> <li>• Thursday 10 Sept 2020, 16:00hrs, Crewe</li> <li>• Thursday 12 Nov 2020, 14:00hrs, Ellesmere Port (NB Lunch with Learners 13:00-14:00)</li> <li>• Tuesday 15 Dec 2020, 14:00hrs, Crewe (NB Christmas Lunch for Governors 12:00-14:00)</li> <li>• Friday 29 Jan 2021, 09:00hrs Strategy Day – Tarporley</li> <li>• Thursday 25 Mar 2021, 14:00hrs, Ellesmere Port (NB Lunch with Learners 13:00-14:00h)</li> <li>• Thursday 8 July 2021, 14:00hrs, Crewe (NB Barbecue for Governors 17:00)</li> </ul>	CHAIR	Note
14.	15:20	5mins	Minutes of Meeting (12 December 2019 and Strategy Day 24 January 2020 – Part B only) and Matters Arising from previous minutes**	CHAIR	Approve
15.	15:25	10mins	Confidential Reports of Committees** a) Chairs' Committee & Recommendations (30 Jan, 12 Mar, 31 Mar, 28 Apr, 21 May and 18 June) b) Management & Performance Committee & Recommendations (05 Mar, 09 Jun) c) Audit & Risk Committee Recommendations (12 Mar, 16 Jun - draft) d) Finance & Resources Committee Recommendations (25 Feb, 23 Jun - draft)	PB  LC  FB GT	Receive & Approve Recommendations from Committees
16.	15:35	20mins	Job Evaluation & Harmonisation update**	ST/JSD	Decision
17.	15:55hrs	2hrs 55mins	Meeting Closes		

MEMBERS ARE REMINDED:

1. THAT THEY SHOULD DECLARE TO THE MEETING ANY INTEREST WHICH THEY MAY HAVE IN ANY OF THE ABOVE BUSINESS AND NOT TAKE PART IN THE MEETING WHILE ANY BUSINESS IN WHICH THEY MAY HAVE AN INTEREST IS UNDER CONSIDERATION
2. THAT THEY SHOULD REGISTER IN THE REGISTER OF INTERESTS ANY INTEREST WHICH THEY MAY HAVE ACQUIRED SINCE LAST UPDATING THE REGISTER. THE CLERK HAS THE REGISTER AVAILABLE FOR INSPECTION AT THE MEETING.
3. OF THE CORPORATION'S TERMS OF REFERENCE, SET OUT OVERLEAF