

**You are invited to a meeting of the Corporation
to be held on Friday 4 December 2009 at 2pm
in the Sports Centre**

AGENDA

Item No	Item	Document
1	Apologies for absence and welcome to new Governors	
2	Appointment of Chairman for 2010	
3	Declarations of interest	
4	Minutes of the meeting held on 16 October 2009 To receive and approve both the non-confidential and confidential minutes	A1 and A2
5	Matters arising from the minutes (a) Minute 8: update on the proposals for the Thetford Academy (b) To consider any other matters arising from the minutes (c) To note amendment to minute 10 of the meeting on 24 July 2009 (d) To receive the Audit Risk Assessment and Strategic Internal Audit Plan for 2009/10 to 2011/12 (in order to rectify an omission at the meeting of 24 July 2009)	B
6	Chairman's Report (a) Landex conference (November 2009) (b) Transfer of responsibility for 16-19 education to Norfolk County Council	C
7	Principal's Report To receive and consider the Principal's report	D
8	Otley College To receive an update on arrangements for the planned partnership	
9	College Strategic Plan To consider and approve the remaining sections of the Plan	E
10	Curriculum and Standards Committee (a) To receive the draft minutes of the meeting held on 5 November 2009 (b) To consider any proposals arising from the minutes	F
11	College Self-assessment Report To receive and consider the SAR for the College	G

12	Report of Vice Principal Finance and Resources To receive and consider the Vice Principal's report	H
13	Financial Management & Control Evaluation To receive and adopt the Financial Management & Control Evaluation	J
14	Audit Committee (a) To receive the draft minutes of the meeting held on 9 November 2009 (b) To receive and approve the following: <ul style="list-style-type: none"> • the annual internal audit report for the year 2008/2009 • the annual report on the work of the Audit Committee for the year 2008/9 • the management report on the audit of the financial statements for the year ended 31 July 2009 • the Health and Safety Report for 2008/9 (c) To consider any other proposals arising from the minutes	K1 K2 K3 K4/L2 K5
15	Finance and Enterprises Committee (a) To receive the draft minutes of the meeting held on 20 November 2009 (b) To receive and consider the financial statements auditors' highlights memorandum (c) To receive and approve the members' report and financial statements for the year ended 31 July 2009 (d) To receive and approve the management representation letter (e) To receive and approve the management accounts for the period to 31 October 2009 (f) To approve the revised memorandum of understanding between ECL Ltd and the College (g) To consider any other proposals arising from the minutes	L1 L2/K4 L3 L4 L5 L6
16	Governance Issues (a) To receive a verbal report from the Search and Governance Committee (b) To confirm the composition of committees in 2009/10 (c) Training plan 2010	M
17	Risk Management To receive and adopt the risk management report for the year 2008/2009	N
18	Meetings in 2010 To receive a calendar of meetings scheduled for 2010/11	O
19	Date of Next Meeting To note that the next meeting of the Corporation will take place on 12 March 2010 at a time to be determined	
20	Any Other Business	
21	Confidential Items of Business To identify any items deemed to be confidential	