



Corporation Meeting

Thursday 14 December 2023 at 4pm
Boardroom (GR3.26)

Agenda

	Paper
Declaration of Interests - Members are reminded to declare their interests in any item of business to be discussed at the meeting.	
1. Chair's introduction, apologies and starred items	
2. Financial Statements Auditors' Management Letter and letter of representation (RSM UK audit LLP) – to note	A
3. Minutes of the Corporation meeting held on 9 November 2023	B1 & B2
4. Matters arising not appearing elsewhere on the agenda	
5. Receipt of Committee minutes and verbal reports from chairs:	
• Further Education Quality Curriculum and Students Committee – 16 November 2023	C1*
• Audit and Risk Committee – 20 November 2023	C2*
• Finance and Resources Committee - 22 November 2023	C3* & C4*
• Higher Education Quality Curriculum and Students Committee - 23 November 2023	C5* & C6*
• Academy Sponsorship Committee – 30 November 2023	C7*
6. Internal Audit Annual Report 2022/23 (Joyce-Drummond Hill) – <i>to note</i>	D*
7. Audit Committee Annual Report 2022/23 (Joyce Drummond-Hill) – <i>to note</i>	E
8. Financial and other matters	
8.1 New College Durham Annual Accounts for 2022/23 (Paul Bradley) – <i>for approval</i>	F1
8.2 Financial Monitoring to 31 October 2023 (Paul Bradley) – <i>to note</i>	F2
8.3 Term 1 – Financial Update (Paul Bradley) – <i>to note</i>	F3

8.4 Cost of Living Pay Award – recommendation from Finance and Resources Committee (Karl Fairley) – <i>for approval</i>	F4
8.5 Annual Report on Westfirst Ltd for 2022/23 (Paul Bradley) – <i>to note</i>	F5
8.6 Financial Monitoring – Westfirst Limited to 31 October 2023 (Paul Bradley) – <i>to note</i>	F6
8.7 Capital Projects Update (Paul Bradley) – <i>to note</i>	F7
9. Principal’s Report (Andy Broadbent) – <i>for discussion</i>	G
10. HE Partnerships Proposal (Peter Morrison) – <i>for approval</i>	H
11. College Self-Assessment Report 2022/23 and FE Quality Development Plan (Alison Maynard) – <i>for approval</i>	I
12. Higher Education Annual Report 2022/23 and HE Quality Development Plan (Alison Maynard/Peter Morrison) – <i>for approval</i>	J*
13. Students’ Union Report (Alice Tomlinson) – <i>for review and comment</i>	K
14. Strategic Monitoring (Karl Fairley/Alison Maynard/Peter Morrison)	
• Receipt of 2022/23 End of Year Reports – <i>to note</i>	L1*
• 2023/24 Strategic KPI update – <i>for review and approval</i>	L2
15. Mental Health and Wellbeing Strategy (Peter Morrison) – recommendation from Finance and Resources, FEQCS and HEQCS Committees – <i>for approval</i>	M*
16. Annual Health and Safety Report 2022/23 (Karl Fairley) – recommendation from the Finance & Resources Committee (Karl Fairley – <i>report to note and statement for approval</i>	N*
17. Any other urgent business (communicated to the Head of Governance & Corporation Secretary in advance of the meeting)	
18. Date of next meeting: 21 March 2024	
19. Meeting Evaluation https://forms.office.com/e/wP4sHR0cXV	

Diary dates:

- 24 April 2024 - Strategic Review
- 9 July 2024 – Graduation

Starred items or papers: members will be asked if they wish to discuss any starred items or papers following the Chair’s introduction and the apologies for absence. If there is no request to discuss these items or papers, they will be considered agreed.

Information security: please dispose of, or store, your papers carefully. You may return them to College for shredding.

Mobile phones: members are respectfully reminded to switch off mobile phones during the meeting.

Corporation members' area: [Governance & Corporation - Home \(sharepoint.com\)](https://sharepoint.com)
please follow this link to the members' area on the website where you will find copies of Board/Committee papers, governance documents, training materials and other recommended reading.

Corporation Members

Christine Warren (Chair)

Andy Broadbent

Joy Brindle

Joyce Drummond-Hill

Chris Patterson

Ben Fisher

Emily Baxter

Stephen King

Suzanne Slater

Allen Eccles

Ian Green

Mark Gomersall

Davey Benson

Alice Tomlinson

Moss White

Attendees

Karl Fairley (Deputy Chief Executive)

Alison Maynard (Deputy Principal)

Paul Bradley (Chief Finance Officer)

Adele Dowson (Vice Principal)

Andy Stephenson (Vice Principal)

Peter Morrison (Vice Principal)

Colleen Peters (Vice Principal)

Caroline Winter (Head of Governance and Corporation Secretary)