



## **Corporation Meeting**

**Thursday 12 December 2024 at 4pm  
Boardroom (GR3.26)**

### **Agenda**

	<b>Paper</b>
<b>Declaration of Interests</b> - 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	<b>A</b>
3. Minutes of the Corporation meeting held on 7 November 2024	<b>B</b>
4. Matters arising not appearing elsewhere on the agenda	
5. Receipt of Committee minutes and verbal reports from chairs:	
• Education Quality Curriculum and Students Committee – 14 November 2024	<b>C1a &amp; C1b</b>
• Finance and Resources Committee - 20 November 2024	<b>C2a &amp; C2b</b>
• Audit and Risk Committee – 25 November 2024	<b>C3</b>
• Academy Sponsorship Committee – 29 November 2024	<b>C4</b>
6. Internal Audit Annual Report 2023/24 (Allen Eccles) – <i>to note</i>	<b>D*</b>
7. Audit & Risk Committee Annual Report 2023/24 (Allen Eccles) – <i>to note</i>	<b>E</b>
8. Financial and other matters	
8.1 New College Durham Annual Accounts for 2023/24 (Paul Bradley) – <i>for approval</i>	<b>F1</b>
8.2 Financial Monitoring to 31 October 2024 (Paul Bradley) – <i>to note</i>	<b>F2</b>
8.3 Term 1 – Financial Update (Paul Bradley) – <i>to note</i>	<b>F3</b>
8.4 Cost of Living Pay Award – recommendation from Finance and Resources Committee (Karl Fairley) – <i>for approval</i>	<b>F4</b>

8.5 Annual Report on Westfirst Ltd for 2023/24 (Paul Bradley) – <i>to note</i>	<b>F5</b>
8.6 Financial Monitoring – Westfirst Limited to 31 October 2024 (Paul Bradley) – <i>to note</i>	<b>F6</b>
8.7 Capital Projects Update (Paul Bradley) – <i>to note</i>	<b>F7</b>
<b>9.</b> Principal’s Report (Andy Broadbent) – <i>for discussion</i>	<b>Verbal</b>
<b>10.</b> Update from Careers Education and Guidance Governor (Stephen King) – <i>to note</i>	<b>H</b>
<b>11.</b> College Self-Assessment Report 2023/24 and FE Quality Development Plan (Alison Maynard) – <i>for approval</i>	<b>I*</b>
<b>12.</b> Higher Education Annual Report 2023/24 and HE Quality Development Plan (Peter Morrison) – <i>for approval</i>	<b>J*</b>
<b>13.</b> Students’ Union Report (Hailie Warren) – <i>for review and comment</i>	<b>K*</b>
<b>14.</b> Strategic Monitoring - 2024/25 Strategic KPI update (Karl Fairley/Alison Maynard/Peter Morrison) – <i>for review and comment</i>	<b>L</b>
<b>15.</b> Annual Health and Safety Report 2023/24 (Karl Fairley) – recommendation from the Finance & Resources Committee – <i>report to note and statement for approval</i>	<b>M*</b>
<b>16.</b> Committee Composition and Chairing – <i>for approval</i>	<b>N*</b>
<b>17.</b> Chair’s Use of Delegated Authority	<b>O</b>
<b>18.</b> Use of the College Seal	<b>P*</b>
<b>19.</b> Any other urgent business (communicated to the Head of Governance & Corporation Secretary in advance of the meeting)	
<b>20.</b> Date of next meeting: 27 March 2025	
<b>21.</b> Meeting Evaluation: <a href="https://forms.office.com/e/rG26GAs217">https://forms.office.com/e/rG26GAs217</a>	

**Diary dates:**

- 7 May 2025 - Strategic Review
- 8 July 2025 – 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 review your papers online through your NCD Office 365 account. You may return any hard copies from previous meetings to College for shredding.

**Corporation members' area:** [Governance & Corporation - Home \(sharepoint.com\)](#)  
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.

**Governor networking form:** A new feedback form has been created to enable Governors to feedback on any networking activity or professional contacts made that would be useful for the College senior team to follow up. Please use the following link to access the form: [Governor Networking Feedback \(office.com\)](#)

### **Corporation Members**

Stephen King (Chair)  
Andy Broadbent  
Emily Baxter  
Davey Benson  
Allen Eccles  
Ben Fisher  
Mark Gomersall  
Jonathan Hamill  
Rhiannon Hiles  
Kathryn McCloghrie  
Beatrix Murray English  
Chris Patterson  
Philip Pollard  
Suzanne Slater  
Hailie Warren

### **Attendees**

Karl Fairley (Deputy Chief Executive)  
Alison Maynard (Deputy Principal)  
Paul Bradley (Chief Finance Officer)  
Colleen Peters (Vice Principal)  
Andy Stephenson (Vice Principal)  
Adele Dowson (Vice Principal)  
Peter Morrison (Vice Principal)  
Rob Grainey (Vice Principal)  
Caroline Winter (Head of Governance and Corporation Secretary)