



## CORPORATION AGENDA

Members are requested to attend a meeting of the Corporation to be held at:  
7pm on Thursday 20 October 2011 in the Boardroom at the **TOTTENHAM CENTRE**

Refreshments will be available from 6:30pm

Naomi Shoffman Secretary 0208 442 3020 / 07587 632 844  
[nshoffman@staff.conel.ac.uk](mailto:nshoffman@staff.conel.ac.uk)

**Members:** Mr. K. Brown (Chair), Ms E. Mould (Vice-Chair),  
Ms J. Bax, Mr M. Cooke, Mr F. Ellis, Cllr D. Goddard, Mr P. Head, Cllr G. Meehan, Mr S  
Mehmet, Rev. N. Obunge, Ms A. Rudkin, Ms E. Santry, Ms C. Sullivan, Ms H. Wilson, Dr.  
M. Wing

**In Attendance:** Vice Principal Curriculum & Learner Experience, Vice Principal Finance &  
Resources, Director of Finance, Director of HR, Secretary to the Corporation

### CONFIDENTIAL FLAGGING OF AGENDA ITEMS

**Part One (Non Confidential):** all members and observers in attendance; papers and minutes in the public domain

**Part Two (Confidential) :** members not expected to be present indicated against each item; papers and minutes not placed in the public domain until the expiry date of the item or earlier Chair's/board approval.

**Recommendations** for confidentiality flagging on the agenda are made by the Clerk, the Principal and the Chair. Members who wish to raise a point of order against the confidential flagging indicated on the agenda should do so

- a) in advance of the meeting, or
- b) in advance of the Confidential section of the agenda

to enable the board to come to a view prior to the item, and ensure appropriate paper distribution and member inclusion at meetings.

## AGENDA

No	Item	Action	Paper	Author/ Lead
1	<b>Apologies for absence</b>			
2	<b>Search &amp; Governance &amp; Corporation Matters</b>			
	2.1 Appointment of Staff and External Governors	Approve	<b>C013</b>	NS
	2.2 Verbal Report on the Search & Governance Committee meeting of 20 October 2011	Note		Chair
3	<b>Urgent Business to be taken at item 12</b>			
4	<b>Declaration of Interests arising from the agenda</b>			
5	<b>Minutes of the meeting 22 September 2011</b>	Approve	<b>C014</b>	Chair
6	<b>Matters arising</b>			
7	<b>Chairs Action</b>			
	The Chair approved the following two items under Chairs Action since the last meeting:	Note		NS
	<ol style="list-style-type: none"> <li>1. Authorisation to proceed with a structured tender process for the supply of electricity through a reverse energy auction. This competitive real-time process delivered the best price in the market with the best quote from EON Energy. The price is £114,589 for a 1 year contract. The current cost is £96,492. In the longer term the College will consider longer contract arrangements which will need to operate through the full OJEU process due its cost</li> <li>2. Authorisation to proceed with the acceptance of a tender from Oce for the supply &amp; maintenance of printers and photocopiers throughout the College for a 3 year contract. The costs are annually £269,811 incl. VAT and over the 3 year contract: £809,434 incl. VAT. Current annual expenditure is over £275k. Servicing of the equipment will also be provided by the supplier</li> </ol>			
8	<b>Use of Corporation Seal</b>			
	Report on use of the Corporation Seal since the last meeting:	Note	<b>C015</b>	NS

## FOR DISCUSSION/DECISION

### 9 Whole College

- |     |  |                        |             |        |
|-----|--|------------------------|-------------|--------|
| 9 a | Principal's Report including Standing items as required: /Health and Safety/HR issues/Legal Update   | Discussion/<br>Approve | <b>C016</b> | PH     |
| 9 b | Key performance Indicators report, covering, curriculum, quality and finance. Inc enrolment, retention, attendance, achievement, success, QIP progress, Funding Position | Discussion             | <b>C017</b> | PLG    |
| 9 c | HR Report re managing absence  | Discussion             | <b>C018</b> | PLG/TC |

### 10 Audit

#### **Financial Management and Control Evaluation (FMCE) Return:**

The college is required to complete a FMCE return annually. The document which is changed slightly each year is published by the SFA at the end of July after colleges have set their meeting calendars for the following year. The latest date for submission of the FMCE return to the SFA Portal is 30 November 2011.

The document, after approval by the Audit Committee is required to be signed off by the Chairman after consideration by the Corporation. This issue is not insurmountable and could be dealt with, as in previous years, through delegated authority to the Chairman of the Corporation to approve the final FMCE following consideration by the Audit committee on 22 November 2011.

Delegation CMC/ NS

- 11 **Date of next meeting** – Tuesday 7pm 13 December 2011 at the Tottenham Centre

### 12 Urgent Business