

**CORPORATION MEETING**  
**MONDAY 13<sup>th</sup> JULY 2009 AT 5.30PM**  
**VENUE: ROOM D282 (ROEBURN SUITE)**

EQUAL OPPORTUNITIES/DIVERSITY: Governors are asked to always consider the impact of any decisions made in light of the college's commitment to positively promote equality of opportunity for all its staff and students.

In Attendance:

*Sheila Campbell (Director of Offender Learning) Item 4*

Item 4 – OLASS Quarterly Report to be taken first

## **A G E N D A**

### **REGISTER OF INTERESTS**

*Would all Governors please declare any interest, where there could be a conflict of interest, in any item on the agenda before commencement of the meeting, and agree to withdraw from the meeting, if requested, for the discussion/decision on that specific item.*

1. APOLOGIES FOR ABSENCE – Angela Bathgate
2. MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 1 JUNE 2009  
(*Paper LMC/C/47/08 refers*)
3. MATTERS ARISING
4. OLASS QUARTERLY REPORT (*Paper LMC/C/48/08 refers*)

The Corporation is requested to receive and accept the OLASS Quarterly Report.

5. STRATEGIC DEVELOPMENT PLAN 2009/12 (*Paper LMC/C/49/08 refers and will follow*)

The Corporation is requested to receive and approve the Strategic Development Plan 2009-2012.

### **ITEMS FOR DECISION/APPROVAL**

6. DRAFT MINUTES OF THE FINANCE AND RESOURCES COMMITTEE MEETING HELD ON 7 JULY 2009 (*Paper LMC/FR/52/08 refers*)
  - Management Accounts – April and May 2009 (*Paper LMC/FR/48/08 refers*)
  - LSC Funding KPIs (*Paper LMC/FR/50/08 refers*)

### **CONFIDENTIAL ITEMS** **(FOR CORPORATION MEMBERS ONLY)**

- Draft Budget 2009/10 (*Paper LMC/FR/49/08 refers*)
- Briefing Paper – Budget Planning 2009-10 (*Paper LMC/FR/51/08 refers*)

The Corporation is requested to receive and accept the Finance and Resources Committee Minutes and papers and approve the Draft Budget 2009/10.

**(ALL PAPERS FOR ITEM 6 WILL FOLLOW)**

**7. DRAFT MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 8 JUNE 2009 (Paper LMC/A/56/08 refers)**

- Internal Audit Reports (*Not essential for all members of the Corporation but available on request from the Clerk*)
- Internal Audit Needs Assessment, Strategic Plan and Annual Plan
  - Option 1 (*Paper LMC/A/48/08 refers*)
  - Option 2 (*Paper LMC/A/49/08 refers*)
- Financial Statements Audit Annual Plan/Strategy (*Paper LMC/A/50/08 refers*)
- Regularity Audit Self Assessment (*Paper LMC/A/51/08 refers*)
- Review of Agreed Action on Previous Audit Recommendations (*Not essential for all members of the Corporation but available on request from the Clerk*)
- Report on Risk Management (*Paper LMC/A/53/08 refers*)

**CONFIDENTIAL ITEMS**  
**(FOR CORPORATION MEMBERS ONLY)**

- Performance Review of Financial Statements and Regularity Auditors (*Paper LMC/A/55/08 refers*)
- Appointment of Internal Auditors

The Corporation is requested to receive and accept the Audit Committee Minutes and papers and approve the Financial Statements Audit Annual Plan/Strategy; Regularity Audit Self Assessment; Re-appointment of External Auditors and Appointment of Internal Auditors

**8. DRAFT MINUTES OF THE CURRICULUM AND STANDARDS COMMITTEE MEETING HELD ON 22 JUNE 2009 (Paper LMC/CS/59/08 refers)**

- Nursery Inspection Report (*Paper LMC/CS/51/08 refers*)
- New Inspection Arrangements (*Paper LMC/CS/52/08 refers*)
- Monitoring College Performance including College KPIs (*Paper LMC/CS/54/08 refers*)
- Current Position on Staff Qualifications (*Paper LMC/CS/55/08 refers*)
- Parents' Survey (*Paper LMC/CS/56/08 refers*)
- Framework for Excellence (*Paper LMC/CS/57/08 refers*)

**CONFIDENTIAL ITEMS**  
**(FOR CORPORATION MEMBERS ONLY)**

- Briefing Paper – Curriculum Planning 2009/10 (*Paper LMC/CS/58/08 refers*)

The Corporation is requested to receive and accept the Curriculum and Standards Committee Minutes and papers.

**CONFIDENTIAL ITEM FOR CORPORATION MEMBERS ONLY**

**9. DRAFT MINUTES OF THE SEARCH AND GOVERNANCE COMMITTEE MEETING HELD ON 9 JUNE 2009 (Paper LMC/SG/35/08 refers)**

- Prospective New Governors (*Paper LMC/SG/33/08 and Paper LMC/SG/34/08 refers*)

The Corporation is requested to receive and accept the Search and Governance Committee Minutes and papers and approve the appointment of members.

**CONFIDENTIAL ITEM FOR CORPORATION MEMBERS ONLY**  
**(UNTIL CAPITAL PROJECT IS APPROVED OR OTHERWISE)**

**10. DRAFT MINUTES OF THE CAPITAL PROJECT COMMITTEE MEETING HELD ON 6 JULY 2009 (Paper LMC/CP/12/09 refers)**

- Feasibility Estimate for Refurbishment Works (Paper LMC/CP/07/09 refers)
- Update on Car Parking Provision (Paper LMC/CP/08/09 refers)
- Plan of Whole Site (Paper LMC/CP/09/09 refers)
- Proposed Timescales/Funding (Paper LMC/CP/10/09 refers)
- LSC FE Capital Programme (Paper LMC/C/CP/11/09 refers)

The Corporation is requested to receive and accept the Capital Project Committee Minutes and papers.

(ALL PAPERS FOR ITEM 10 WILL FOLLOW)

**11. ANNUAL REPORT ON SAFEGUARDING (Paper LMC/C/50/08 refers)**

**CONFIDENTIAL ITEM FOR CORPORATION MEMBERS ONLY**  
**(EXCLUDING STAFF AND STUDENT GOVERNORS)**

**12. DRAFT MINUTES OF THE REMUNERATION COMMITTEE MEETING HELD ON 22 JUNE 2009 (Paper LMC/R/15/08 refers)**

The Corporation is requested to receive and accept the Remuneration Committee Minutes.

**ITEMS FOR INFORMATION**

**13. ANY OTHER BUSINESS**

**14. DATE OF NEXT MEETING**

Monday 28<sup>th</sup> September 2009 at 5.30pm