

MINUTES OF THE CORPORATION BOARD MEETING

HELD ON WEDNESDAY 19 OCTOBER 2011

PRESENT:

G Richards [Chair]	J Harding	M Dacey	J Tyler
M Ifan	S Harries	G Pullen	C Jones
H Morgan	P Vine	J Harding	D Lewis
M Thomas	D Jones	M Grimes	

IN ATTENDANCE:

R Larcher [Clerk]	K Holley		
K Booker	A Otilie-Jones [CB11/12: 013]	S Kirby [Note Taker]	

PART I – NON CONFIDENTIAL ITEMS

<u>CB11/12: 001</u>	<u>APOLOGIES</u>	<u>ACTION & TIMESCALE</u>
	<p><u>Noted [i]:</u> Apologies were received from: J Hehir D Mead J Rogers S Mohammed A Evans RG Fowler</p>	
<u>CB11/12: 002</u>	<u>DECLARATIONS OF INTEREST</u>	
	<p><u>Noted [i]:</u> D Lewis declared an interest in agenda item CB11/12: 003 and left the room when the item was discussed.</p>	
<u>CB11/12: 003</u>	<u>APPOINTMENT OF STUDENT MEMBER</u>	
	<p><u>Noted [i]:</u> That D Lewis be elected to the Corporation Board as a Student Governor in his capacity as Student Union President under the Student Union Constitution.</p> <p><u>Noted [iii]:</u> The enthusiasm and commitment that D Lewis has already shown.</p>	
<p><u>Resolved [i]:</u> That D Lewis be elected to the Corporation Board as a Student Governor and its Human Resources Committee for the period 19.10.11 to 31.07.12.</p>		<p>CORP BD 19.10.11</p>

CB11/12: 004

MINUTES [PART I] AND MATTERS ARISING

**ACTION &
TIMESCALE**

Noted [i]: The contents of the minutes of the meeting of the Corporation Board [Part I] held on 13.07.11.

Noted [ii]: There were no matters arising.

Resolved [i]: That the minutes of the meeting of the Corporation Board [Part I] held on 13.07.11 be approved.

**CLERK
19.10.11**

CB11/12: 005

MINUTES OF THE COMMITTEES OF THE CORPORATION BOARD [PART I]

Noted [i]: The contents of the (unratified) minutes of the meeting of the Audit Committee [Part I] held on 21.09.11.

Noted [ii]: That all Members will need to familiarise themselves with the Bribery Act 2010, for which briefing sheets will be made available on the Governance Sharepoint site.

**ALL
MEMBERS
31.12.11**

Resolved [i]: That the (unratified) minutes of the meeting of the Audit Committee [Part I] held on 21.09.11 be received.

**CLERK
19.10.11**

Noted [iii]: The contents of the (unratified) minutes of the meeting of the Finance & General Purposes Committee [Part I] held on 28.09.11.

Resolved [ii]: That the (unratified) minutes of the meeting of the Finance & General Purposes Committee [Part I] held on 28.09.11 be received.

**CLERK
19.10.11**

Noted [iv]: The contents of the (unratified) minutes of the meeting of the Search & Governance Committee [Part I] held on 05.10.11.

Resolved [iii]: That the (unratified) minutes of the meeting of the Search & Governance Committee [Part I] held on 05.10.11 be received.

**CLERK
19.10.11**

CB11/12: 006

TOUR OF ENTERPRISE CENTRE

Noted [i]: M Thomas, Enterprise Officer, led this item which included a brief tour of the new Enterprise Centre.

Noted [ii]: The following points were highlighted in a presentation:

- No official/confirmed name has been given to the unit. Currently looking for an organisation to back it and negotiations are being carried out with O₂ and local companies.
- Funds were obtained from the Welsh Government to facilitate entrepreneurship and business.

CB11/12: 006

TOUR OF ENTERPRISE CENTRE [Cont'd]

- Main aim is to support learners in developing business skills and ideas and create sustainable businesses.
- Will be working with internal and external partners, e.g. Local Authority, CVS, local businesses.
- The official launch is anticipated in the new year.

Noted [iii]: The comment on the excellent work that M Thomas had done to raise funds for the project and the work and energy she has put into it.

M Grimes arrived at 17:05 giving apologies for his late arrival.

CB11/12: 007

NEW COMMITTEE STRUCTURE

Noted [i]: This item was led by R Larcher, Clerk to the Corporation.

Noted [ii]: The matter had already been considered by the Search & Governance Committee at its meeting held on 05.10.11 and had been approved.

Noted [iii]: Details of the proposed membership of each Committee for the forthcoming year were given, taking into account the recently appointed Members and the Second Student Governor due to be appointed at the end of November.

Resolved [i]: That the new Committee structure is approved.

**CORP BD
19.10.11**

CB11/12: 008

PUBLICITY & MARKETING PROCEDURE

Noted [i]: This item was presented by R Larcher, Clerk to the Corporation.

Noted [ii]: The Clerk to the Corporation and the Marketing Manager worked together, consulting SMT at regular intervals, to produce the procedure document and it was approved by SMT on 29.06.11.

Noted [iii]: The procedure ensures that there is a consistent look and standard to all internal and external documentation, promotion material etc produced by the College. The aim is to ensure that there is a clear corporate identity projected on all material issued.

Noted [iv]: The Procedure will be subsumed into the Communications Strategy being developed by the Deputy Principal.

Noted [v]: The comment from J Tyler that postal towns should be in all capitals, e.g. NEATH.

SIGNED BY COMMITTEE CHAIRPERSON

Signature:.....

Date:.....