

## Minutes of the Special Corporation Meeting held 16 December 2021

<b>Present</b>	Joanne Chilton ( <i>Chair</i> ), Andy Dobson ( <i>Principal</i> ), David Allen, Andy Hanson, Lance Hanson, Thomas Huntbatch, Tiffany Harvey-Pallent, Helene Jones, Joanne Rouse, Jonah Woodley
<b>In attendance</b>	Joanne Williams ( <i>Deputy Principal, Director of Learning and Teaching</i> ) Jacquie Carman ( <i>Vice Principal and Chief Operating Officer</i> ) Jennifer Sunter ( <i>Clerk to the Corporation</i> )

<b>1</b>	<b>Apologies</b>
	Apologies were received from Zubeda Limbada and Gail Rothnie. The Chair reported on the resignation of Amanda Allen. The Corporation recorded its thanks and appreciation of her support and contribution throughout her membership.
<b>2</b>	<b>Declarations of Interest</b>
	Declarations were received from Andy Hanson, Andy Dobson and Jacquie Carman as directors of Halesowen College Enterprises Ltd.
<b>3</b>	<b>3.1 Minutes of the Audit Committee meeting held 30 November 2021</b> The minutes of the Audit Committee meeting held 30 November 2021 were received.
	<b>3.2 Audit Committee Annual Report year ended 31 July 2021</b> Members noted the work of the Committee in fulfilling its remit across the year. Jacquie Carman highlighted that the Committee had considered the report Summary of Assurance relating to Systems of Internal Control and Corporate Governance, which supported the Committee in giving its opinion, advising the Corporation on the signing of the statements within the Annual Members' Report and Financial Statements. <b>Opinion of the Audit Committee</b> For the period 1 August 2020 to 31 July 2021 the Audit Committee is satisfied that the College's audit arrangements, governance framework <sup>1</sup> , processes for risk management and control and processes for securing economy, efficiency and effectiveness, the solvency of the institution and safeguarding of its assets were adequate and effective, and that there were no significant issues of concern. The Committee has considered and is satisfied with adequate disclosures and that the College remains a going concern moving forward. The Committee is satisfied that the sources of assurance considered and the internal and external arrangements in place to manage and quality assure the data on which it relies throughout the Corporate Cycle of Business are effective.

<sup>1</sup> With reference to the scope of the adopted 'Code of Good Governance for English Colleges'

		<p>The Audit Committee is satisfied that there were no significant issues arising up to the date of the preparation of the Annual Report and that there were no significant matters of internal control included in the management letters or reports from auditors or other assurance providers.</p> <p>The Audit Committee has received the necessary assurance to advise the Corporation on the adequacy and effectiveness of the Colleges' audit framework to support the signing of the required statements, including the statements on Corporate Governance, Internal Control and on the College's Regularity within the Annual Members' Report for the year ended 31 July 2021.</p>
	3.3	<b>Annual Members' Report and Financial Statements 2020/2021</b>
		Jacquie Carman reported on the minor corrections to the report between consideration by committees and by the Corporation, with no substantial changes to the figures in the financial statements.
		The Corporation approved the Annual Members' Report and Financial Statements 2020/2021 and that the required statements within, including the statements on Corporate Governance, Internal Control and on the College's Regularity, be signed by the Chair and the Principal.
	3.4	<b>Halesowen College Enterprises Ltd Directors Report and Financial Statements 2020/2021</b>
		<p>Jacquie Carman reported that the directors had approved the Halesowen College Enterprises Ltd Directors Report and Financial Statements 2020/2021.</p> <p>The report included clarification that as a wholly owned subsidiary of the College, that College reserves were referenced in support of the company.</p> <p>As the company was recovering the current letter of support in place should not be required outside the current period.</p> <p>The Corporation received the Halesowen College Enterprises Ltd Directors Report and Financial Statements 2020/2021.</p>
4		<b>Date of Next Meeting</b> The next meeting is scheduled for 28 January 2022.

The meeting closed at 6.40pm.