

Present: Dr Adam Langman, Chair  
Cllr Janet Hunter (*from 12.45 pm*)  
Mr Jon Vincent, Principal  
Dr Paul Harvey (*until 1.14 pm*)

In attendance: Mrs Rosamund Moore, Clerk to the Corporation  
Mrs Ann-Marie Crozier, Deputy Principal: Finance & Corporate Development  
Mrs Audrey Kingham, Deputy Principal: Curriculum & Business Development  
Mr Andrew Carr, Deputy Director of Finance & IT  
Mr Paul Smissen, Business & Commercial Development Manager (*until 12:45 pm*)

*[The meeting became quorate and started at 12.15 pm.]*

**ACTION**

**1. Apologies for absence**

Apologies were received from Ms Hush and Mrs Soni.

**2. Declarations of interest and possible resolutions**

See automatic declarations by staff and Governors at the end of the minutes.

**3. Minutes and Matters Arising from the Meeting held on 3 July 2014 (incl. confidential sections).**

**The minutes of the meeting of 3 July 2014 were approved as a true record and duly signed by the Committee Chair.**

All items were being, or had been, taken forwards as agreed.

**4. Business & Commercial Development Update**

The Business & Commercial Development Manager presented his report to the Committee and a separate, confidential minute was taken of this item.

**The Committee considered and noted the report presented by the Business & Commercial Development Manager.**

*The Business & Commercial Development Manager left the meeting at 12.45 pm and Councillor Hunter joined the meeting.*

**5. Management Accounts up to 31 July 2014**

The Deputy Director of Finance & IT presented the management accounts to 31 July 2014 and a separate, confidential minute was taken of this item.

*Dr Harvey left the meeting at 1.14 pm.*

**The Committee agreed to recommend the management accounts for the period ending 31 July 2014 to the Corporation Board for approval.**

***Item taken out of order***

**7. Bad Debt Write-off**

The Deputy Director of Finance & IT presented a report seeking the Committee's authorisation to write off College bad debts.

A separate, confidential minute was taken of this item.

**The Committee approved the write-off of the bad debts as outlined in confidential Appendix 1 of the report.**

**Agenda  
Corp.  
15 Oct.**

**6. Update on Enrolment Position 2014/15**

The Deputy Principal: Curriculum & Business Development commented that the start to the year had been good in terms of enrolments overall and presented the latest position for 2014/15 compared with the same point in the previous academic year. The report was broken down by types of learner and priority areas for further recruitment activity whereby Heads of Department were liaising closely with the Marketing Team and working on reorganising timetables where needed. Details were provided regarding enrolment to specific areas of the curriculum. For example, HE Counselling student numbers had returned to 2012/13 levels and the Access programme had reached curriculum plan target.

The Deputy Principal: Finance & Corporate Development reminded the Committee that the target for EFA funded learners was 1,620 and indicated that there was scope for further recruitment as well as transfers from SFA to EFA funding once learning disability assessments had been completed on students aged between 19 and 24 years.

**The Committee considered and noted the Update on Enrolment Position 2014/15.**

**8. AOB**

None.

**9. Assessment of Committee's Impact**

To inform the Committee's annual report to the Corporation Board, it was noted that the Committee had, in accordance with its terms of reference:

- Agreed to recommend for Corporation Board approval the management accounts to 31 July 2014
- Approved the write-off of College bad debts as outlined
- Agreed to omit the names of students from the bad debt report in future

**10. Any confidential items to be declared non-confidential or non-exempt following this meeting or conversely any items to be declared confidential or exempt**

- Item 3 - Confidential sections of minutes
- Item 4 – Business & Commercial Development update
- Item 5 – Management accounts to 31 July 2014
- Item 7 –Bad Debt Write-off report

**Next scheduled meeting: Thursday, 4 December 2014, 12.15 pm (Hawkeys Conference Room, QA campus)**

*The meeting closed at 1.44 pm.*

**Automatic Declarations of Interest by Governors and Staff present:**

Cllr Janet Hunter	North Tyneside Council
Dr Adam Langman	John Spence Community High School
Mr Jon Vincent	John Spence Community High School
Mrs Ann-Marie Crozier	Marden High School
Mrs Audrey Kingham	Norham High School
Ms Tracy Hush	Norham High School