

CHELMSFORD COLLEGE

BOARD OF THE CORPORATION

Draft Minutes

Minutes of a Special Meeting of the Corporation held at Princes Road, Chelmsford on Friday 5 February 2016 at 9.20 am.

Present:

Elaine Oddie (Chair) Michael Lager (Joint Vice Chair), Graham Evans, Susan Hughes, Andy Sparks (Principal), Steve Houghton, Doug Zeeman

In Attendance:

Caroline Williams (Deputy Principal), Marco Iciek (Director of Learner Development & Inclusion), Debs Hurst (Assistant Principal, Finance and Risk), Mike Tadman (Assistant Principal, People & Services), Mark Emerson (Director of Information Services), Alison Davies (Director of Curriculum, Moulsham Street), Simon Drane (Director of Curriculum, Princes Road), Sarah Hamilton (Director of Business Services), Robert Millea (Clerk to the Corporation), Joanne Saward (Assistant Clerk)

1098. APOLOGIES FOR ABSENCE

Apologies for absence were received from Sarah Noble (Joint Vice Chair), Jonathan Swan, Barbara Vohmann, Marie Kemp, Heather Clarke, Angelika Baxter and Luke Hain

1099. DECLARATIONS OF INTEREST AND CONFIDENTIAL ITEMS

There were no declarations made and no confidential items notified.

1100. GOVERNANCE MATTERS

The Board **APPROVED** the following resolutions:

- a. That Barbara Vohmann be confirmed as a full Governor of the College with effect from 5 February 2016
- b. That Elaine Oddie be appointed a director of Chelmsford Training Services Limited and Dovedale Nursery, the College's subsidiary companies, replacing Janice Maclean who has resigned, with effect from 1 January 2016
- c. That Michael Lager and Sarah Noble be appointed as Joint Vice Chairs of the Corporation with effect from 1 January 2016

The Board were **INFORMED** that Marie Kemp is now on the teaching staff of the College and it will be necessary to arrange a new election for a support staff governor. As the term of office of the current academic staff

governor (Heather Clarke) expires in September 2016, it is proposed to organise elections for both an academic staff governor and a support staff governor in the summer of 2016.

The Board **AGREED** this approach.

ACTION: CLERK

1101. DATE OF NEXT MEETING

Friday 18 March 2016 at 2.00 pm in the Committee Room, Moulsham Street.

There being no further business, the Meeting terminated at 9.25 am.

Signed.....Dated.....