












**EASTLEIGH COLLEGE BOARD**  
**THURSDAY 16 DECEMBER 2020 AT 1700 HRS**  
**TO BE HELD ON 'TEAMS'**

*(to be preceded by a meeting of Eastleigh College Ltd Directors at 1615)*

AGENDA	Initial	Ref	Time	
<b>1 Governors' meeting time without SMT</b>	JS		20 min	
i Confidential items to be discussed		Previously circulated		
<b>2 Membership and Board matters</b>				
i Apologies	CD		1 min	
ii Declaration of interests	CD		1 min	
- Governors are reminded that it is their duty to declare any interest, financial or otherwise in any item on the agenda.				
iii Minutes of meeting held on 21 October 2020	JS	Attached	2 min	
iv Matters arising	JS	Verbal	2 min	
v Further 12 month extension, Mr Jonathan Sendell	CD	Verbal	2 min	
vi Further 6 month extension, Mr Steve Johnson	CD	Verbal	2 min	
vii Further 4 year term of office, Mrs Natalie Wigman	CD	Verbal	2 min	
viii Retirement of Councillor Judith Grajewski	CD	Verbal	2 min	
ix 12 month appraisal Ms Julie Richmond	CD	Verbal	2 min	
<b>3 Governors' Monthly Report</b>				
i Financial aspects	KJ	Prev circulated	2 min	
ii Safeguarding update (to include Hampshire Safeguarding Children Board Annual Audit form)	PS	Attached	5 min	
iii Matters arising – including weekly governor emails	PC		2 min	
<b>4 To Receive a verbal report on Committee Minutes</b>				
i Audit Committee minutes, 4 November 2020	MT	Verbal	2 min	
ii Finance & General Purposes Committee minutes, 18 November 2020	SJ	Verbal	2 min	
iii Standards Committee minutes, 2 December 2020	NW	Verbal	2 min	
iv Eastleigh College Ltd minutes, 16 December 2020	CD	Verbal	2 min	
<b>5 To Receive and Approve Operation and ToRs of Committees</b>				
i Audit Committee (No changes)	MT	Verbal	2 min	
ii Finance & General Purposes Committee (No Changes)	SJ	Verbal	2 min	
iii Standards Committee (No changes)	NW	Verbal	2 min	
<b>6 To Receive</b>				
i Sub-Contracting Policy (to note)	DC	Attached	2 min	
ii Southampton post-16 vision update, including FE / HE Steering Group	PC / JS	Verbal	10 min	
iii Business plan and KPI progress update	PC	Attached	5 min	
iv FEC Diagnostic Assessment (DA) Report	PC	Prev circulated	5 min	

**7 To Approve**

- i In Year Sub-contractor Contracts and Amendments
- ii Audit Committee Annual Report
- iii Risk Management process and methodology
- iv Internal Audit Annual Report 2019/20
- v External Audit, Final Audit Findings Report
- vi Year-end Financial Statements 2019/20 update
- vii Financial Statements Representation Letter
- viii Regularity Representation Letter
- ix College SAR 2019-2020

DC	To follow	5 min	
MT	Attached	5 min	
KJ	Attached	5 min	
KJ/MT	Attached	5 min	
KJ/MT	Attached	5 min	
KJ	Attached	5 min	
KJ	Attached	2 min	
KJ	Attached	2 min	
PS	Separate document	5 min	

## 8 To Consider

- i Confidential items (confirmation)

JS	Verbal	2 min	
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## 9 Date of next meeting:

**Wednesday 27 January 2021 (TBC), 1700hrs**

**Wednesday 24 March 2021, 1700 hrs**

Governors' Monthly Report – financial aspects, safeguarding update and any matters arising

Approve Revenue and capital budgets 2021/22

Approve 3 year financial forecasts

Review Financial Regulations & Procedures

Gender Pay Gap Report

Approve annual pay review

**Read/understand/action required**

**For information**

**No reading involved**