



Annual General Meeting

Minutes of the 68th Annual General Meeting of the College held on 12 November 2020 at 2.00 pm at College.

Present:

Monisha Shah (Chair)
Clarie Middleton (Principal)
Rod Brown
Paul Dale
Rogan Dixon
Clare Guindi (Student governor)
Caroline Jenkins (Staff governor)
George Littlejohn
Don Massey
Mia Matthews (Student governor)
Professor Steven Spier
Jennifer Sims
Thomas Wilson (Staff governor)

In attendance:

Dr Andrew Walker (Vice Principal)
Dr Sally East (Director of Finance & Operations)
Angela Taylor (Academic Registrar)
Jim Benson (Governance Advisor) Secretary to the Board
Michael Oyar (Student Observer).

1. Apologies for Absence

These were received from Sarah Howard, Professor Mike Saks and Hassan Mahamdallie.

2. Conflict of interest declarations and confidentiality

2.1 It was noted that the Chair had a standing declaration a due to her appointment to the Board of the Office for Students.

2.2 It was noted that the Secretary had a standing declaration a due to his appointment at the University of East London.

2.3 Hassan Mahamdallie had asked that it be noted that he had started working at the College on a fractional temporary contract teaching students. It was agreed that this conflict could be managed.

3. Minutes of the Annual General Meeting held on 21 November 2019

These had been circulated with the agenda and were agreed as a correct record of the meeting.

4. Matters Arising from the Minutes

There were no matters arising from the minutes.

5. Annual Report and Financial Statements for the year ended 31 July 2020

5.1 Copies of the Annual Report and Financial Statements for the year ended 31 July 2020 had been circulated in advance of the meeting. The Chair invited the Chair of Audit Committee to present the Report and Accounts and Financial Commentary.

5.2 The Chair of Audit Committee advised that this had been a clean audit overseen effectively by the Director of Finance and Operations. He congratulated the Principal on an excellent financial performance in 2019/20. The Chair of F&GP Committee confirmed his agreement with the comments made.

5.3 Members agreed to adopt formally the Annual Report, Financial Statements and management letter for the year ended 31 July 2020 and invited the Chair to sign the Report and Accounts as required. The Director of Finance and Operations confirmed that she would complete the statutory return to the OfS and Companies House.

6. Annual Report and Financial Statements for the year ended 31 July 2020 for Rose Bruford (International) Ltd

6.1 Copies of the Annual Report and Financial Statements for the year ended 31 July 2020 had been circulated in advance of the meeting. It was noted by the AGM that this was a dormant company.

6.2 Members agreed to adopt formally the Annual Report, Financial Statements and management letter for Rose Bruford (International) Ltd for the year ended 31 July 2020 and invited the Chair to sign the Report and Accounts as required. The Director of Finance and Operations confirmed that she would complete the statutory return to the OfS and Companies House.

6.3 It was reported that Rose Bruford (International) Ltd was unlikely to be dormant in the next financial year.

7. Letter of representation

7.1 A letter of representation in draft form had been circulated with the agenda from the Board of Directors to the auditors. The AGM **agreed** to adopt the Letter of Representation as circulated.

Minute	Action	Person(s) Responsible
5.3/6.2	Complete the statutory return to the OfS and Companies House	Director of Finance and Operations