

## **Annual General Meeting**

**Unconfirmed minutes of the 69th Annual General Meeting of the College held on 20 January 2022 at 2.00pm online.**

### **Present:**

Jennifer Sims (Chair)  
Clarie Middleton (Principal)  
Akshita Brahma (Student governor)  
Sylvia Darkwa Ohemeng  
Rogan Dixon  
Sarah Howard  
Caroline Jenkins (Staff governor)  
George Littlejohn (Vice-Chair)  
Dr Brian Lobel (Staff governor)  
Hassan Mahamdallie  
Don Massey  
Professor Mike Saks  
Professor Steven Spier

### **In attendance:**

Joseph Lowe – Director of Finance and Operations  
Professor Mary Oliver – Vice Principal  
Angela Taylor – Academic Registrar  
Jim Benson - Secretary

### **1. Apologies for Absence**

- 1.1 These were received from Rod Brown and Anni Domingo.
- 1.2 Dr Brian Lobel (Staff governor) was welcomed to his first meeting.

### **2. Conflict of interest declarations and confidentiality**

- 1.2 It was noted that the Secretary had a standing declaration a due to his appointment at the University of East London.
- 2.2 Sarah Howard asked that it be noted that she no longer had a Conflict of Interests in respect of the Graeae Theatre Company as her association with them had now ended.

### **3. Minutes of the Annual General Meeting held on 20 November 2020**

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

#### **4. Matters Arising from the Minutes**

In relation to 6.3 of the minutes the Secretary confirmed that it was reported Rose Bruford (International) Ltd was unlikely to be dormant in the next financial year, although it was now known that it had been dormant.

#### **5. Annual Report and Financial Statements for the year ended 31 July 2021**

5.1 This item was deferred.

#### **6. Annual Report and Financial Statements for the year ended 31 July 2021 for Rose Bruford (International) Ltd**

6.1 The Principal stated that she had signed the Annual Report and Financial Statements for the year ended 31 July 2021. It was noted by the AGM that this was a dormant company.

6.2 The Chair of Audit Committee advised that while the company produced accounts the Board would need to adopt formally the Annual Report, Financial Statements and management letter for Rose Bruford (International) Ltd. The Director of Finance and Operations agreed to circulate these for approval before completing the statutory return to the OfS and Companies House.

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

#### **7. Letter of representation**

7.1 The External Auditor advised that the letter of representation could not be drafted until the annual financial statements had been finalised and adopted by the Board.

7.2 The Chair reported it had been agreed to use the meeting of F&GP due to be held on 8 February 2022 as a joint meeting of Audit Committee and F&GP to consider the statutory return including the Annual Report, Financial Statements, management letter and Audit Committee Annual Report. The Board would then be asked to approve recommendations from the Audit Committee and F&GP that would include recommending the signing of the Letter of representation. The Secretary was asked to produce an agenda for the meeting of the Audit Committee and F&GP on 8 February 2022.

#### **8. Any other business**

There was none